



**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, July 12, 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 Slaby, 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 June 12, 2017
[SHPL Board Minutes Regular Meeting June 12, 2017](#)
6. SCHEDULED MATTERS:
 - 6.1. Elect a new Library Board of Trustees Chairperson and Vice-Chairperson

3 - 5

- | | | |
|------|---|---------|
| 6.2. | Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation Executive Director
Maria's United for Libraries article | 7 - 8 |
| 6.3. | Review of Library Newsletter for July 2017 - Chris Kreiden, Library Director
Library Newsletter 2017-July | 9 - 14 |
| 6.4. | Review of Library Statistics for June 2017 - Chris Kreiden
Library Statistics 2017-June | 15 - 16 |
| 6.5. | Review of Library Monthly Operating Expense Report for June 2017 - Chris Kreiden
Library Monthly Expense Report 2017-June | 17 - 23 |
| 6.6. | Discussion of Strategic Planning Results - Bob Dye, Library Trustee
SHPL Strategic Plan Questionnaire v3
SHPL Strategic Questionnaire - Stonebridge Appts | 25 - 32 |
| 6.7. | Discussion of Possible Project Ideas from Library Trustees | |
| 7. | ADJOURNMENT
The next regular meeting is scheduled for August 9, 2017 at 5pm, 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 July 7, 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, June 14, 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 5:02 p.m. Present were: Trustees Emily Armstead, Bob Dye, and Susan Swan; Library Director Chris Kreiden; Outreach Services Librarian and Volunteer Coordinator Mari Martinez; Friends & Foundation Executive Director María Stel; and St. Helena Mayor Alan Galbraith.

- 3. PUBLIC FORUM - Mayor Galbraith.** The mayor informed Trustees that the City Council passed the 2017-2018 City budget, including the controversial transfer of monies from the General Fund to the water enterprise funds. Both the mayor and the vice mayor voted against it, but three City Council members voted in favor of the transfer, so it passed 3-2. Mayor Galbraith told Trustees that the good news is that the General Fund cuts will not impact the library. He warned, though, that the transfer significantly impacts other City funding needs, like road and sidewalk repairs.

- 4. REPORTS BY STAFF, COMMITTEE** - Chris reiterated that the City Council approved the library's 2017-2018 budget, including the annual Friends & Foundation funding and the use of some Tweed Trust funds for the upgrade of the library's broadband.

Chris also reported that the library's *Reading by Design* summer reading program officially launched this week, and that over 100 people came out for the opening day event, which featured actors playing Elephant and Piggie, favorite characters from Mo Willem's popular children's books. As of Wednesday morning, 329 youngsters had already signed up to read 100 books over the summer. Chris reminded Trustees that the F&F funds the summer reading program and other summer events.

5. CONSENT ITEMS:

- 5.1 - The Library Board of Trustees Meeting Minutes of May 10, 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 she is in talks with Markham Vineyards as the site for next year's Bookmark Napa Valley event.

The Voice For America's Libraries, a publication of the American Library Association's United For Libraries Division, asked María to

write an article about the St. Helena Public Library's successful merging of its *Friends of the St. Helena Public Library* and the *St. Helena Library Foundation* to form *The Friends & Foundation*, a united and effective body whose members work together to support the library. María passed her published article around for Trustees to read.

6.2 - Review of Library Newsletter for June 2017- Trustees reviewed and discussed the myriad events scheduled for June. Chris reported that the library's event calendar is already finalized for the remainder of 2017.

6.3 - Review of Library Statistics for May 2017 - Trustees reviewed May's statistics and discussed them briefly. Attendance at the Spanish story times in May was significantly higher than in past months. A brief discussion followed about Mari Martinez's Bilingual Storytime at the St. Helena Farmer's Market on the first Friday of each month during the spring and summer. Chris reported that the Japanese Taiko Drumming on May 18th was very popular.

6.4 - Review of Library Monthly Operating Expense Report for May 2017 - Chris Kreiden - Chris noted that there are only 2 ½ weeks left in the fiscal year, and that most budget categories are right on track. While the Part-time employee expenses are very close to being depleted, Chris believes there will be sufficient funds to cover the rest of the fiscal year.

6.5 - Update from Strategic Planning Committee - Bob Dye, Library Trustee and Committee chair - Bob has received the Stonebridge Apartments residents' responses to the *SHPL Strategic Plan Questionnaire* his committee created and distributed. He passed out a summary of the Stonebridge responses for Trustees to review for next month's Board meeting. The survey results will be agendaized for discussion at July's meeting. Bob reported that he will approach The Rianda House staff next month and ask that the questionnaire be handed out to visitors there. Bob has tried to connect with the manager of the Hunt's Grove housing complex in hopes of receiving input from the residents there, but he has not been successful. Mari Martinez offered to try to connect with the Hunt's Grove manager about the questionnaire.

6.6 - Discussion of Possible Project Ideas from the Library Board of Trustees
- Skip spent some time on the Internet to see what other libraries and community centers had going on. One event that Skip thought might work at SHPL was a knitting and crocheting class. He also found some STEM opportunities, including helping kids build drawing utensils.

Susan clarified that she had suggested Trustees search other libraries for event ideas not because Mari and Megan, the SHPL event planners and organizers, don't already have innovative, successful events planned. Susan explained that her motivation for the suggestion was that, because the Library Board has taken on a more advisory role

under the City Manager, Trustees could take a more active role in helping staff with whatever they need help doing, rather than just reviewing library statistics, budgets, and already-planned events. Mari told Trustees that it would be very helpful if Trustees sent letters and called representatives about important issues affecting libraries. Mari and Chris will pass along to Trustees any emails they receive about these issues, so Trustees will be informed about them and can lend their voices in support of the library. Susan suggested some event ideas she had seen at San Jose Public Library and New York Public Library, including a U.S. Citizenship Study Group, return-to-work coaching for women re-entering the work force, a resume workshop, and "Device Advice" sessions for people to learn how to check their email, use Microsoft Word and Excel, download books to their computers, etc. Discussion followed, and Mari said she had organized several computer use workshops in the past, but that there had been limited attendance.

7. **ADJOURNMENT.** The meeting was adjourned at 5:40 pm.

The next regular meeting of the Library Board of Trustees is scheduled for July 12, 2017 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary



Merging a Friends group and a Foundation: What worked and lessons learned

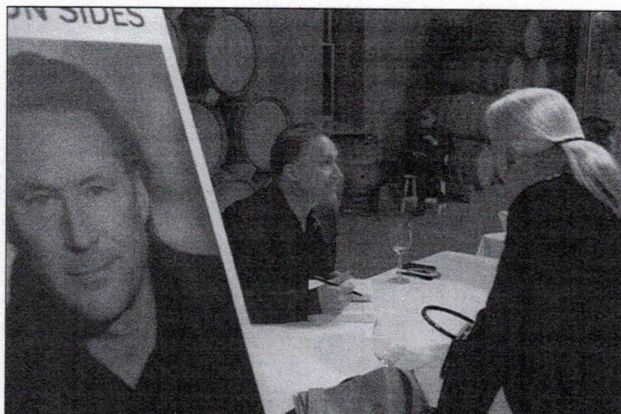
BY MARIA CRISCIONE STEL
Executive Director, Friends & Foundation,
St. Helena (Calif.) Public Library

The Friends of the St. Helena (Calif.) Public Library was established in 1968 as a member-supported organization with the goal of raising funds to enhance the library's programs and services. Beginning in 1982 to 2013, the Friends contributed more than \$300,000 to fund collections, programs, and technology for the library. The Friends group raised funds through its annual membership drive and with library book sales. Friends board of directors and members also volunteered hundreds of hours at the library.

In 1998, the library received a bequest of more than \$2 million. The bequest was managed by the city until 2008, when the St. Helena Public Library Foundation was established. Over the next five years, the Foundation distributed more than \$300,000 to the library for program enhancements.

While the Friends continued to fundraise and volunteer, the Foundation focused on managing the investments. But with looming federal, state, and local budget cuts, the two groups realized that the level of financial support they were generating was not enough. They decided it was time not only to ramp up fundraising efforts, but also to proactively advocate for the library. They initiated a discussion with the library director to evaluate how the groups could work together to better achieve their shared goals. The idea of a merger of the two organizations was beginning to germinate in many directors' minds.

In the spring of 2013, directors of both the Friends and the Foundation brought in the consulting group Library Strategies (<http://librarystrategiesconsulting.org>) to help articulate



Friends & Foundation, St. Helena (Calif.) Public Library, presented the first Bookmark Napa Valley in January 2016. Featured authors included Hampton Sides (above), Cara Black, Laura McBride, and Joel Selvin. It was held at the historic Carriage House at Charles Krug Winery.

their goals, and create a strategic plan with a timeline for moving forward. Guided by Library Strategies, Friends and Foundation board members had frank conversations about the two groups' goals and successes over the years, as well as where there was room for improvement. They discussed what the positives and negatives of a merger might be, what the new board would look like, and how the role of the new board of directors would change. With the help of Library Strategies and with the determination of two groups of staunch library supporters, the merger was set in motion. The new organization would include board members from both organizations, and, after assessing board strengths and weaknesses, they would recruit new ones to fill the skill gaps. They would continue to support the library with annual grants, but they would also begin an earnest advocacy campaign to help the city government and the entire community understand the need for supporting our library. They also determined that they could only be successful if they hired an executive director who would manage the new organization and move it to a higher level of fundraising.

What worked?

Above all, having experienced outside facilitators, who thoroughly understand the dynamics of Friends and Foundation groups, was essential to our success. Participants in the discussions and planning made sure that members from both groups were respected during the process and represented in the new organization. Contributions of both groups were recognized and honored. A merger committee with representatives from both organizations was established to coordinate

the merger process. This committee included a board member who was an attorney, who liaised between the group and the legal firm that assisted us. Regularly scheduled meetings and constant communication among these committee members made for smooth sailing throughout the process. Having the library director participate in the process sent a clear message that the new organization wanted a collaborative relationship with the library from the get-go. The library director was even involved in the interview process for hiring the executive director. Finally, when it came time to name the new organization, the consensus was that the word "foundation" conjures up higher levels of fundraising, but maintaining "friends" in the new name was just as important, so after only a few short months, in November 2013, the merger was complete and we became Friends & Foundation, St. Helena Public Library.

Lessons learned

Like most Friends groups, ours had modest membership dues paid only once annually. There was even an option for a lifetime membership for

FRAMEWORK FOR FOUNDATIONS



\$200. Lifetime members were never again solicited for donations or dues. Four months after the merger, we sent an annual appeal letter to all Friends members, including lifetime members. Some lifetime members were quite unhappy about this. While we had sent a letter to the Friends members announcing the merger, we might have done a better job emphasizing the need for their continued and regular support, despite their lifetime membership status. All board members were invited to stay on after the merger. The resulting board consisted of 12 members, half from the Friends and half from the Foundation. Once the executive director was hired and began to lay out an aggressive fundraising agenda, some board members decided to resign. A recruitment committee was ready to seek out new, strong board candidates who would bring a variety of skills and experience to the new board.

Finally, thanks to Library Strategies, the new board understood that hiring an executive director — the first paid staff — would likely result in a delayed payoff. For a while, more money would go out than would come in.

Successes

In the three years since our merger, we have had many successes. We

- doubled our donor database.
- more than quadrupled our annual fundraising.
- produced two successful annual fundraisers, Bookmark Napa Valley, raising thousands of dollars and much good will and support for our library.
- raised the profile of Friends & Foundation.
- established advocacy goals that have improved relations between our organization and city government.

For more information about the St. Helena Public Library Friends & Foundation, visit <http://supportshlibrary>.

Broward Public Library Foundation (Fort Lauderdale, Fla.) wins the 2017 Loleta D. Fyan Award

ALA has awarded the 2017 Loleta D. Fyan Award to Broward Public Library Foundation in Fort Lauderdale Fla., for its project “Project upLIFT: Libraries Inform Family Tolerance.”

Summarizing the proposed project, project director Dorothy Klein writes: “Broward County Library’s Project upLIFT (Libraries Inform Family Tolerance) will inform, uplift, and bond diverse community families around a more tolerant, inclusive future through the power of storytime. Project upLIFT will serve LGBTQ, socially vulnerable, and general community families and individuals, educating and supporting them towards a more inclusive library and more tolerant community. The project will provide staff training through trained consultants, a Family Tolerance Storytime Kit and resulting storytimes, a Family Tolerance Collection of inclusive-themed materials, and a Family Tolerance Booklet.”

Fyan jury chair Stephen Wiberley remarked on the decision, “Storytelling is a powerful way to foster understanding among families and individuals whose lives differ. Broward County

Public Library (BCPL) will use storytelling to increase tolerance and inclusion in its community toward LGBTQ persons as well as those vulnerable because of their race, physical appearance, or low self-esteem. The program that BCPL develops will not only enrich Broward County and improve life for individuals and families, it will also help guide similar efforts among public libraries.”

This \$5,000 grant, given annually on a competitive basis, is named for Loleta D. Fyan, an ALA past-president (1951-52), who provided funds for ALA in her will. The grant supports a project that will develop and/or improve public library services, will effect changes that are innovative and responsive to the future, and have potential for broader impact and application beyond a specific local need. Applicants can include, but are not limited to, local, regional, or state libraries, associations or organizations, including ALA units, library schools, or individuals.

For guidelines and a list of previous winners, visit www.ala.org/offices/ors/orsawards/fyanloletad/fyanloletad.

We want to hear from you! Please send United for Libraries your library and/or Friends or Foundation group’s newsletter.

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For print newsletters, please mail to:
United for Libraries
859 W. Lancaster Ave.
Unit 2-1
Bryn Mawr, PA 19010

July 2017 Newsletter

St. Helena Public Library

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

Thursday, July 6th, 6:30 pm



**Xtreme Science
Magic Show**
Presented by
Don O'Brien



Science can be fun in this fast-paced, interactive show for all ages!

Thursday, July 13th, 6:30 pm



**Movie Night
at the Library:**
Beauty and the Beast

Come see this recent adaptation of the classic fairy tale about a young woman and a monstrous-looking prince who fall in love. 2017; rated PG; 129 minutes.

Tuesday, July 18th, 5:00 pm



**WILD St. Helena
Living with Mountain Lions**
Presented by Zara McDonald
Felidae Conservation Fund



Photo by Trish Carney

Mountain lions (aka pumas and cougars) are a key-stone predator and play an important role in the health of our ecosystem. Join Felidae President, Zara McDonald, for a discussion of mountain lion history, ecology, and the challenges of sharing habitat with mountain lions. Learn essential tips for living without fear of these magnificent animals.

Learn more at www.FelidaeFund.org.

Thursday, July 20th, 6:30 pm

Bubble Magic!

The Bubble Smith has been bubble-wrangling for years. Come to be amazed by bubbles of all types, shapes, and sizes! All are welcome to this free event!



July 24th, 25th, 26th

A Guided Reading Experience

*Presented by the Napa Valley Writers' Conference
& the St. Helena Public Library*
Special schedule the last week of July,
see more info on Page 3!

Resource Spotlight

Reading Recommendations

Need help choosing what to read next?

SHPL has two resources to help you. Both are available on our website (www.shpl.org) under **Online Services > Reading Recommendations**.

If you are participating in our Adult Summer Reading Program, one of the bingo squares is to use these resources and read one of the recommended books. You can also use these services to help you fill in other bingo squares.



NoveList Plus is a database that lets you search or browse recommendations. After logging in with your library card, you can choose the genre, age range, read-alikes, or what you are in the mood for reading. There are also featured Award-Winners and Audio-books.

Browse Genres



NextReads is a service that regularly sends recommendations straight to your email inbox. Pick by genre, such as "Biography & Memoir" or "Thrillers & Suspense." Email frequency varies, such as every week for the "New York Times Bestseller" list, or every two months for "Armchair Travel." Past lists are also available.



Acompáñenos en Nuestros Eventos

¡Traiga a toda la familia a estos divertidos eventos en la biblioteca!
Estos programas serán presentados en inglés. Traducción podría ser facilitada.

Jueves, 6 de julio a las 6:30 pm

**Ciencia Extrema con el
"Xtreme Science Magic Show"
Presentado por Don O'Brien**



¡La ciencia puede ser divertida en este programa interactivo y lleno de emoción para todas las edades!



Jueves, 13 de julio a las 6:30 pm

**Noche de Cine en la Biblioteca
Beauty and the Beast**

¡Una película para toda la familia! Esta película será en inglés con subtítulos en español.



Jueves, 20 de julio a las 6:30 pm

¡Magia con burbujas!

El "Bubble Smith" ha estado haciendo trucos con burbujas por muchos años. Ven y asómbtrate con burbujas de todas las formas y tamaños. ¡Será mágico!



Teen Summer Reading Program through September 1st

The Summer Reading Program for Teens is going on now! Pick up a bingo card at the library, or print one from our website. Turn in your completed bingo card by September 1st to win prizes!

Here's what you can win!

Prizes include:

- A \$25 gift card for Gott's Roadside
- A \$25 gift card for Napa Valley Coffee Roasting Company

And our Grand Prize:

- A \$50 gift card for a night at the Cameo Cinema!

GOOD LUCK!



Events for the whole family – Save the date!

JULY

Thursday, July 6th, 6:30 pm:
Xtreme Science Magic Show

Thursday, July 13th, 6:30 pm:
Beauty and the Beast

Thursday, July 20th, 6:30 pm:
Bubble Magic!

AUGUST

August 10th: End of Summer Party!
Magical Moonshine Theatre
performing Chanticleer the Rooster

August 31st: Hawaiian Concert

Ongoing Youth Programs

WEEKLY SUMMER FUN

SPANISH STORYTIME / CUENTOS PARA PEQUES

Mondays @ 10:30 am
Thursdays @ 6:00 pm



STORYTIMES

Tuesdays and Wednesdays
10:30 am

DROP-IN CRAFTS

Tuesdays @ 3:00 pm



MOVIE MATINEES

Wednesdays @ 3:00 pm

LET'S LEGO / ARMEMOS LEGOS

Thursdays @ 3:00 pm



July Kids' Matinees:

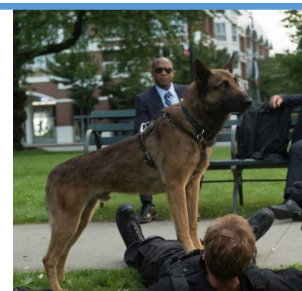
Wednesdays, 3:00 pm

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



July 5th:
*The LEGO
Batman Movie*
2017; rated PG;
104 minutes.

July 12th:
*Max 2:
White House Hero*
2017; rated PG;
85 minutes.



July 19th:
Spark: A Space Tail
2017; rated PG;
91 minutes.



July 26th:
A Stork's Journey
2017; rated PG;
85 minutes.



*Our programs are made possible
due to the generous support of*

ST. HELENA PUBLIC LIBRARY
FRIENDS&FOUNDATION

A Guided Reading Experience

Monday, Tuesday, & Wednesday – July 24th, 25th, & 26th

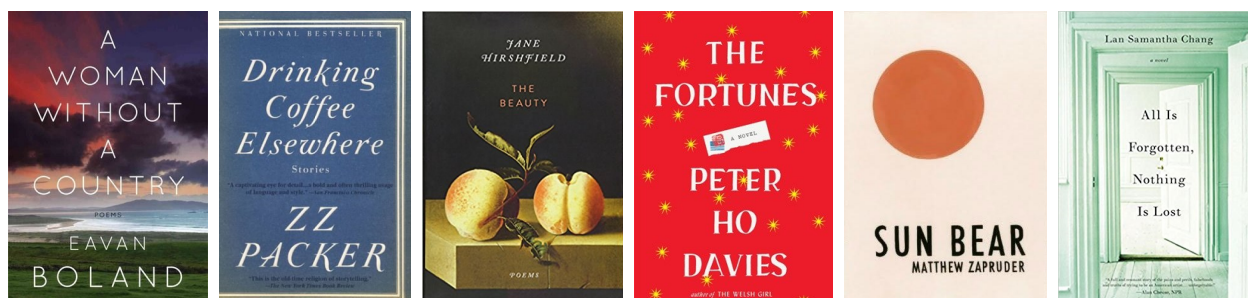
4:30 to 5:30pm in the Wine Library

PRESENTED BY THE NAPA VALLEY WRITERS' CONFERENCE & THE ST. HELENA PUBLIC LIBRARY

Explore contemporary literature from the stellar visiting faculty of the Napa Valley Writers' Conference in a free class led by poet and teacher Caroline Goodwin, presented at the St. Helena Public Library.

Each lecture will focus on two writers who will be featured that evening at a reading and reception held at a local winery. Class participants may attend the readings for a \$20 fee per reading (free for students with ID). For more information about the conference, visit www.napawritersconference.org.

Caroline Goodwin was born and raised in Alaska and moved to California in 1999 to attend Stanford as a Wallace Stegner Fellow in poetry. Her books are *Trapline* (2013), *Peregrine* (2015) and *The Paper Tree* (2017). From 2014 to 2016 she served as the first Poet Laureate of San Mateo County. She teaches at California College of the Arts and the Stanford Writers' Studio.



CLASS SYLLABUS: TWO AUTHORS WILL BE DISCUSSED AT EACH LECTURE

MONDAY, July 24: Eavan Boland & ZZ Packer

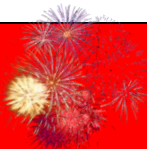
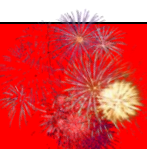
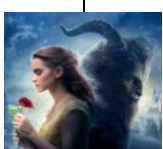
Reading to Follow: Merryvale Vineyards at 7pm, 1000 Main Street, St. Helena

TUESDAY, July 25: Jane Hirshfield & Peter Ho Davies

Reading to Follow: Robert Mondavi Winery at 6pm, 7801 St. Helena Hwy, Oakville

WEDNESDAY, July 26: Matthew Zapruder & Lan Samantha Chang

Reading to Follow: Pine Ridge Vineyards at 6pm, 5901 Silverado Trail, Napa

 July 2017 Library Calendar 						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 10:30am Spanish Storytime	4 CLOSED for Independence Day 	5 10:30am Storytime 3:00pm KIDS MOVIE: Lego Batman Movie	6 3:00pm: Let's LEGO! 6:00pm Spanish Storytime 6:30pm Xtreme Science Magic Show 	7	8
9	10 10:30am Spanish Storytime	11 10:30am Storytime 3:00pm: Drop-in Crafts	12 10:30am Storytime 3:00pm KIDS MOVIE: Max 2: White House Hero	13 3:00pm: Let's LEGO! 6:00pm Spanish Storytime 6:30pm LIBRARY MOVIE NIGHT: Beauty and the Beast 	14	15
16	17 10:30am Spanish Storytime	18 10:30am Storytime 3:00pm: Drop-in Crafts 5:00pm WILD ST. HELENA: Living with Mountain Lions , by Zara McDonald 	19 10:30am Storytime 3:00pm KIDS MOVIE: Spark: A Space Tail	20 3:00pm: Let's LEGO! 6:00pm Spanish Storytime 6:30pm Bubble Magic! 	21	22
23	24 10:30am Spanish Storytime 4:30pm A GUIDED READING EXPERIENCE: Eavan Boland & ZZ Packer	25 10:30am Storytime 3:00pm: Drop-in Crafts 4:30pm A GUIDED READING EXPERIENCE: Jane Hirshfield & Peter Ho Davies	26 10:30am Storytime 3:00pm KIDS MOVIE: A Stork's Journey 4:30pm A GUIDED READING EXPERIENCE: Matthew Zapruder & Lan Samantha Chang	27 3:00pm: Let's LEGO! 6:00pm Spanish Storytime  We're taking the evening off to plan a busy August!	28	29
30	31 10:30am Spanish Storytime	1 10:30am Storytime 3:00pm: Drop-in Crafts	2 10:30am Storytime 3:00pm KIDS MOVIE: The Boss Baby	3 3:00pm: Let's LEGO! 5:00pm Reception for Boys & Girls Club 6:00pm Spanish Storytime	4	5
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	

June 2017

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday		Wednesday	
	6/6/2017	22	6/7/2017	17
	6/13/2017	26	6/14/2017	20
	6/20/2017	37	6/21/2017	18
	6/27/2017	28	6/28/2017	16
	Total:	113		71

Movies:

Rock Dog	6/7/2017	8
Bambi	6/14/2017	8
Americano	6/21/2017	14
A Doggone Hollywood	6/28/2017	10
Total:		40

Bilingual Kids:	Spanish Storytime (PS)		Thursday	
NEW* Mondays	6/19/2017	7	6/1/2017	44
	6/26/2017	11	6/8/2017	10
			6/15/2017	8
			6/22/2017	10
			6/29/2017	4
	Total:	18		76

Onsite Class Visits:	# of Visits	Attendance
Preschool (PS)	2	45
School Age (SA)	8	138
Total:	10	183

Offsite Class Visits:	# of Visits	Attendance
Preschool (PS)	10	177
School Age (SA) **	18	620
Total:	28	797

Misc Events:

Drop-in Crafts	6/13/2017	12
Drop-in Crafts	6/20/2017	10
Drop-in Crafts	6/27/2017	12
Lego Club	6/15/2017	10
Lego Club	6/22/2017	6
Lego Club	6/29/2017	6
Total:		56

TOTAL CHILDRENS	# of Attendees	1550
	# of Programs	66

Total Childrens ONSITE Programs:	# of Attendees	707
	# of Programs	36

Total Childrens OFFSITE Programs:	# of Attendees	843
	# of Programs	30

Special Events:

Elephant & Piggie-Summer Reading Kick Off	6/12/2017	150
	Total:	150

Offsite Programs:

Bilingual Storytime @ Farmers Market	6/2/2017	16
RIFF @ Hunts Grove	6/29/2017	30
	Total:	46

**includes Special Event in Auditorium (All School)

ADULT

Onsite Programs:

Lecture: Anchors Aweigh, Jay Greene	6/6/2017	35
	Total:	35

Thursday Programs

Summer Reading Bingo Night	6/1/2017	7
Movie: La La Land	6/8/2017	10
Artist: Napa Valley "Place Settings", Lance Burris	6/15/2017	23
Documentary: Gender Revolution, PFLAG Napa	6/22/2017	45
Musical Journey through the Caribbean, Fenix Dr	6/29/2017	80
Total:		165

Spanish Adults:

English Conversation Club	6/1/2017	4
	6/8/2017	4
	6/15/2017	4
	6/22/2017	4
	6/29/2017	Cancelled
	Total:	16

TOTAL ADULTS	# of Attendees	216
	# of Programs	11

Offsite Programs:

Total:	0
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Total Adults ONSITE Programs:	# of Attendees	216
	# of Programs	11

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

YOUNG ADULT

Onsite Programs:

Total:	0
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Offsite Programs:

Total:	0
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ST. HELENA LIBRARY STATISTICAL REPORT

June 2017

FY 16/17

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	4,082	4,628
Juvenile	6,149	7,431
YA	453	657
TOTAL	10,684	12,716
PERIODICALS		
Adult	200	209
Juvenile	-	-
TOTAL	200	209
AUDIOBOOKS		
Adult	939	1,104
Juvenile	320	289
YA	22	41
TOTAL	1,281	1,434
MUSIC		
Adult	388	474
Juvenile	51	113
TOTAL	439	587
DVDs		
Adult	4,228	5,296
Juvenile	1,283	1,824
TOTAL	5,511	7,120
E-MATERIALS		
Books	168	162
Audiobooks	193	119
Periodicals	87	41
TOTAL	448	322
TOTAL CIRCULATION	18,563	22,388
LIBRARY VISITS	9,580	10,294
SPANISH CIRCULATION	473	689

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4,082	200	4,228	939	388	9,837
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
6,149	-	1,283	320	51	7,803
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
453			22		475

LIBRARY VOLUNTEER TOTAL HOURS: All Ages 89.5

HOMEWORK HELP: 30

JOB HELP: 0

HOLDS PLACED	HOLDS FILLED
560	2316

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 07/07/17 10:33:07
Period 13 - 13
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	401,330.17	7,299.83	1.79
101-46-00-20-20	TempPart Time	0.00	0.00	-415.33	415.33	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	31,017.32	655.68	2.07
101-46-00-20-45	Employer PERS	72,421.00	0.00	72,228.80	192.20	0.27
101-46-00-20-47	PERS Unfunded Liability	0.00	0.00	0.00	0.00	0.00
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	116,142.32	12,894.68	9.99
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	3,649.10	-13.10	-0.36
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	4,465.95	3,958.05	46.99
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,357.14	42.86	1.79
101-46-00-20-89	Chartity Event Reimbursement	599.00	0.00	150.00	449.00	74.96
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>
20	Salaries & Benefits	694,093.00	0.00	654,738.67	39,354.33	5.67
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	5,190.63	809.37	13.49
101-46-00-21-15	Postage	500.00	0.00	259.75	240.25	48.05
101-46-00-21-22	Utilities	39,000.00	0.00	36,910.52	2,089.48	5.36
101-46-00-21-27	Equipment Lease Exp	8,015.00	0.00	8,422.70	-407.70	-5.09
101-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
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 Services	71,758.00	9,197.39	55,593.29	6,967.32	9.71
101-46-00-21-55	Training & Conference	<u>3,100.00</u>	<u>0.00</u>	<u>2,078.34</u>	<u>1,021.66</u>	<u>32.96</u>
21	Services	128,373.00	9,197.39	108,455.23	10,720.38	8.35
101-46-00-22-07	Copies	3,500.00	0.00	2,306.27	1,193.73	34.11
101-46-00-22-12	Computer Equipment	6,450.00	0.00	6,439.09	10.91	0.17
101-46-00-22-13	Office Supplies	1,000.00	0.00	988.65	11.35	1.14
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	570.39	429.61	42.96
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	10,304.40	1,645.60	13.77
101-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00	0.00
101-46-00-23-35	Software Maintenance	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
23	Maintenance	0.00	0.00	0.00	0.00	0.00
101-46-00-24-25	Taxes & Other Charges	<u>10,651.00</u>	<u>0.00</u>	<u>10,685.97</u>	<u>-34.97</u>	<u>-0.33</u>
24	Taxes, Insurances & Contributi	10,651.00	0.00	10,685.97	-34.97	-0.33
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	845,067.00	9,197.39	784,184.27	51,685.34	6.12
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	0.00	0.00	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>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
22	Supplies	0.00	0.00	0.00	0.00	0.00
219-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00	0.00
219-46-00-23-30	Maint	0.00	0.00	0.00	0.00	0.00
	BuildingsGrounds					
219-46-00-23-35	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
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	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
	Exp					
220-46-00-21-30	Professional	0.00	0.00	0.00	0.00	0.00
	Contracts					
220-46-00-21-45	Other Contract	0.00	0.00	0.00	0.00	0.00
	Services					
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	0.00	0.00	0.00	0.00	0.00
	Equipment					
220-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00	0.00
220-46-00-22-15	Special Department	0.00	0.00	0.00	0.00	0.00
	Supplies					
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
	BuildingsGrounds					
220-46-00-23-35	Software	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Maintenance					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
23	Maintenance	0.00	0.00	0.00	0.00	0.00
220-46-00-24-25	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
220-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00	0.00
220-46-00-26-40	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
220-46-00-29-99	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	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	80,576.14	-4,335.14	-5.69
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	3,126.34	3,138.66	50.10
380-46-00-20-40	FICAMedicare	6,312.00	0.00	6,403.30	-91.30	-1.45
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
20	Salaries & Benefits	88,818.00	0.00	90,105.78	-1,287.78	-1.45
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	<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
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	34,570.40	12.60	0.04
380-46-00-22-40	Programming	0.00	0.00	0.00	0.00	0.00
380-46-00-22-41	Youth Programs	4,000.00	0.00	3,418.22	581.78	14.54
380-46-00-22-42	Spanish Language Programs	4,000.00	0.00	3,889.67	110.33	2.76
380-46-00-22-43	Adult Programs	2,550.00	0.00	2,524.85	25.15	0.99
380-46-00-22-44	Elsie, the Library Cat	<u>1,045.00</u>	<u>0.00</u>	<u>113.23</u>	<u>931.77</u>	<u>89.16</u>
22	Supplies	46,178.00	0.00	44,516.37	1,661.63	3.60
380-46-00-24-08	Agreements	0.00	0.00	0.00	0.00	0.00
380-46-00-24-25	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

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
380-46-00-26-40	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	134,996.00	0.00	134,622.15	373.85	0.28
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>1,400.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	1,400.00	0.00	1,400.00	0.00	0.00
00	Administration	1,400.00	0.00	1,400.00	0.00	0.00
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

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
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
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 Contracts	0.00	0.00	0.00	0.00	0.00
384-46-00-21-45	Other Contract Services	12,459.00	50.68	12,408.32	0.00	0.00
384-46-00-21-53	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
384-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00	0.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	2,225.52	2,774.48	55.49
384-46-00-22-16	Library Materials	<u>64,257.00</u>	<u>1,883.01</u>	<u>46,490.49</u>	<u>15,883.50</u>	<u>24.72</u>
22	Supplies	69,257.00	1,883.01	48,716.01	18,657.98	26.94
384-46-00-23-35	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
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>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
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
00	Administration	81,716.00	1,933.69	61,124.33	18,657.98	22.83
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>-12.14</u>	<u>12.14</u>	<u>0.00</u>
21	Services	0.00	0.00	-12.14	12.14	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	-12.14	12.14	0.00
Grand Total		1,070,179.00	11,131.08	988,327.61	70,720.31	0.0661

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

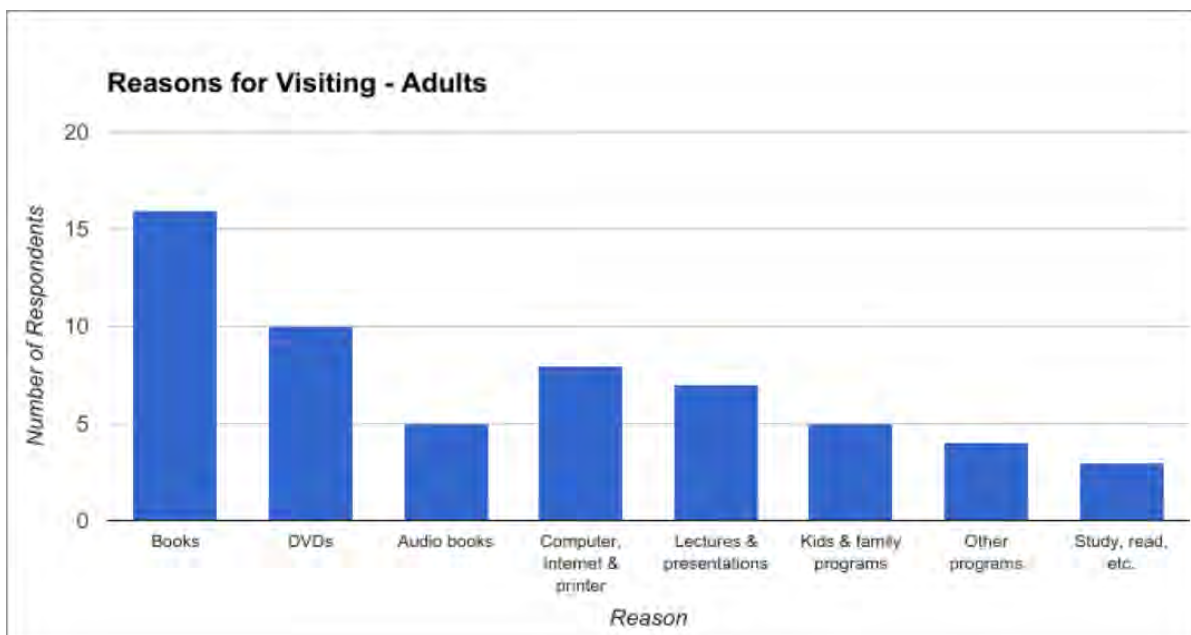
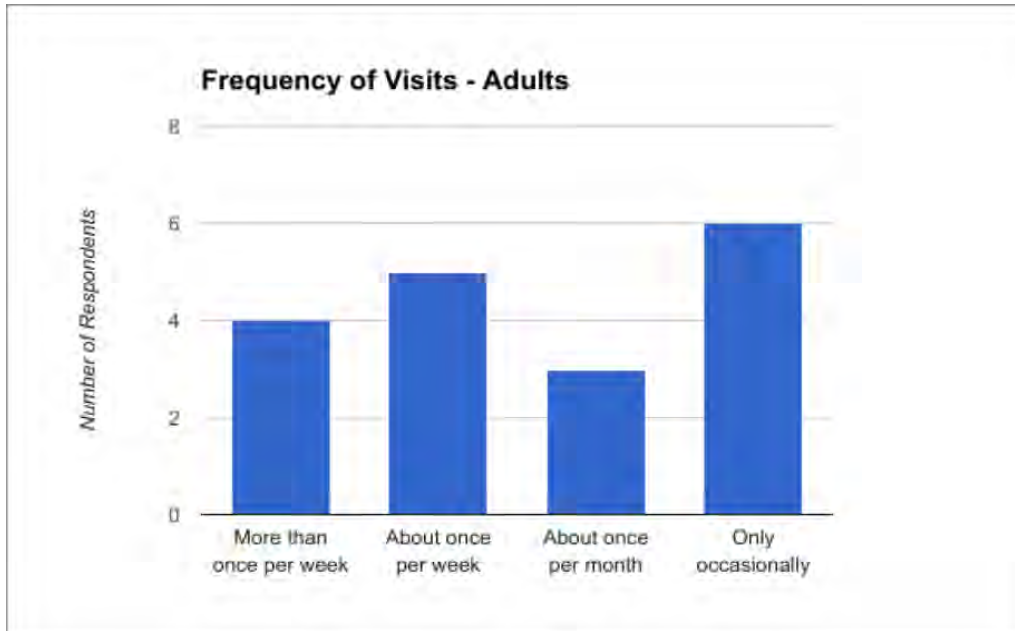
Telephone: (707) 999-9999

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

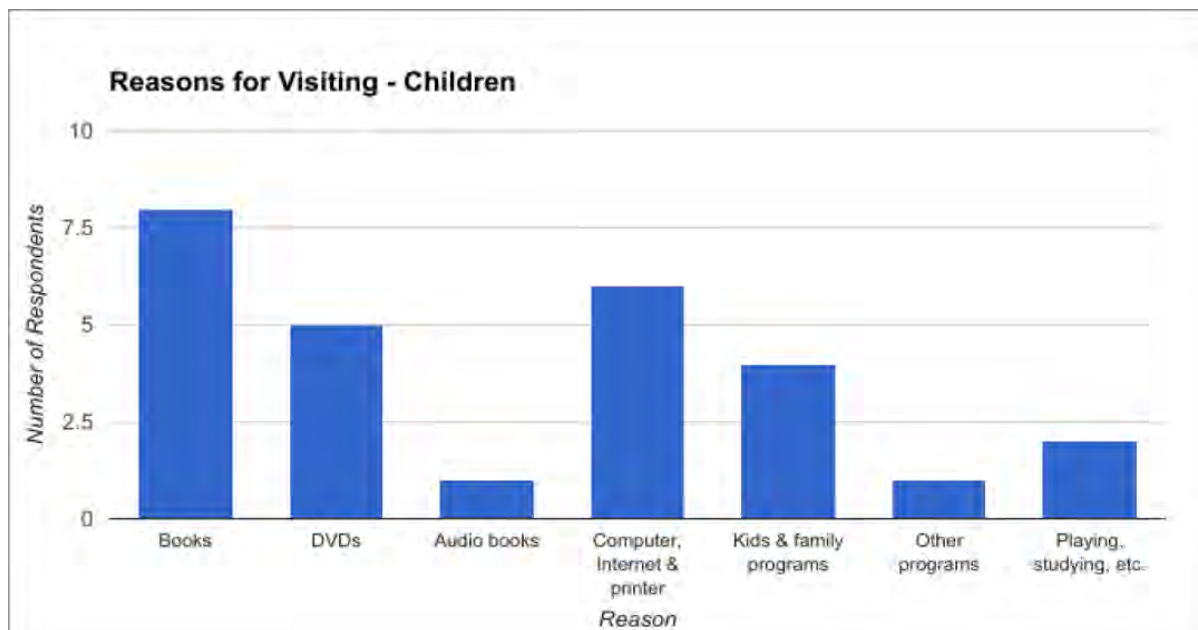
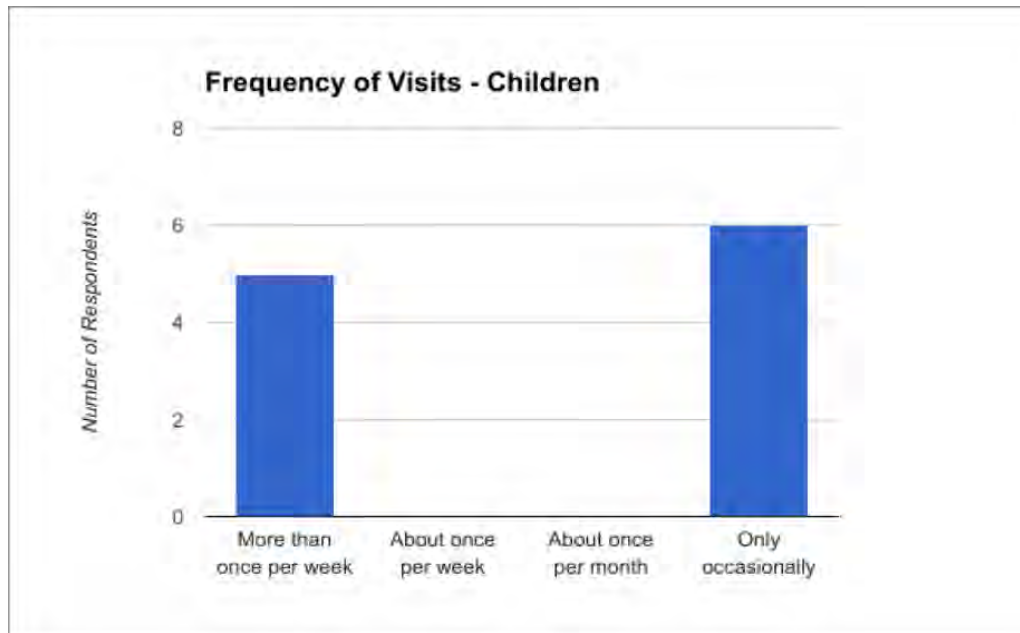
SHPL Strategic Plan Questionnaire Stonebridge Apartments Responses

Total number of responses: 18

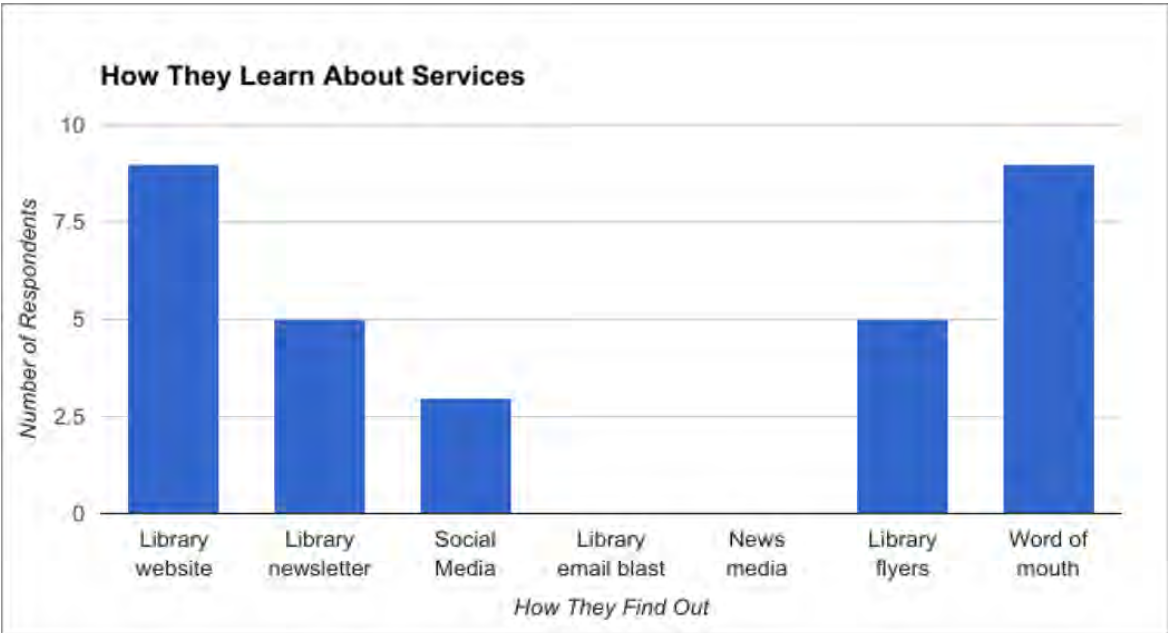
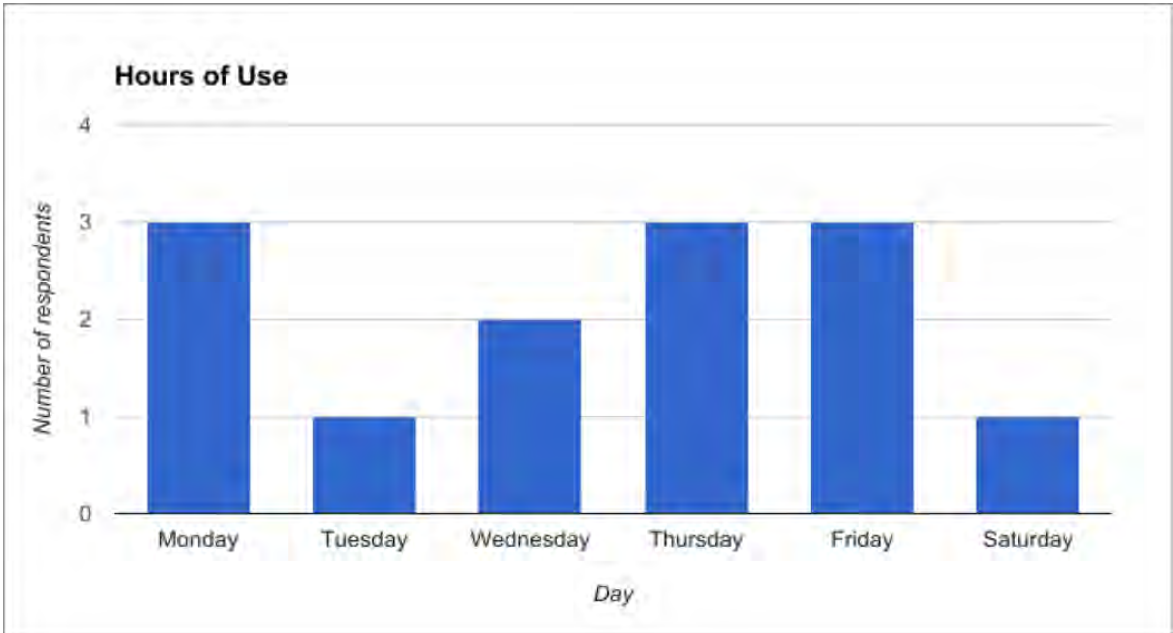
All responses were positive, which means that we did not get information from those who do NOT use the Library.



**SHPL Strategic Plan Questionnaire
Stonebridge Apartments Responses**



SHPL Strategic Plan Questionnaire
Stonebridge Apartments Responses



SHPL Strategic Plan Questionnaire
Stonebridge Apartments Responses

