



**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, May 9, 2018 @ 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 April 11, 2018
[SHPL Board Minutes Regular Meeting April 11, 2018](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director

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- 6.2. Review of Library Statistics for April 2018 - Chris Kreiden, Library Director 7 - 8
[Library Statistics 2018 April](#)
- 6.3. Review of Library Newsletter for May 2018 - Chris Kreiden 9 - 12
[Library Newsletter 2018 May](#)
- 6.4. Review of Monthly Library Operating Expense Report for April 2018 - Chris Kreiden 13 - 15
[Library Monthly Expense Report 2018 April](#)
- 6.5. Review of Draft Library Budget Being Presented to St. Helena City Council May 9, 2018 - Chris Kreiden 17 - 26
[Draft Library Budget FY18-19](#)
- 6.6. Discussion of Possible Project Ideas from Library Trustees
7. ADJOURNMENT
The next regular meeting is scheduled for June 13, 2018 at 5:00 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 May 4, 2018.



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, April 11, 2018
Community Meeting Room

1. **CALL TO ORDER** -

2. **ROLL CALL** - Library Vice Chair Lin Weber called the Regular Meeting of the Board of Trustees to order at 5:03 p.m. Present were: Trustees Bob Dye, David Slaby, Susan Swan, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director Maria Stel and Chair Jack Stuart; and St. Helena City Manager Mark Prestwich.

3. **PUBLIC FORUM** - Jack Stuart, longtime resident of St. Helena and current chair of the F&F, commented on proposals the St. Helena Assets Planning Engagement (SHAPE) Committee has made during the last couple of weeks involving the library. The SHAPE Committee is made up of 11 people working with the Assessment Report prepared by EMG Corp., the company the City hired to analyze the City's existing facilities and assist with prioritizing St. Helena's capital improvements. The SHAPE committee's role is to use the EMG report to make recommendations to City Council. Of particular concern is the City Hall building, which the Report indicates is in dire need of repair or replacement. Mr. Stuart quickly summarized for Trustees two different proposals that SHAPE committee members have put forth as potential solutions: 1. To evict the library from its current location and move City Hall into the library building, and 2. To have the Historical Society and the library share the current library building to a larger extent. Mr. Stuart and Maria Stel have written a letter to the St. Helena STAR expressing their concern about the two proposals that involve the library. Stuart pointed out that one of the SHAPE proposals claims that the St. Helena Public Library is more than three times as large as most libraries in towns this size, a claim that is contradicted by EMG's report which states that the SHPL's size is consistent with libraries in towns the size of St. Helena. Mr. Stuart also pointed out the important fact that SHPL was built with funds raised by community members over a five-year period specifically for a library; Phoebe Ellsworth and Don Fraser were the leaders of the effort that raised \$600,000 (approximately \$2 million in 2018 dollars) to build the library on land donated in 1976 by John and Virginia Daly for the purpose of building a library. Residents and local organizations donated an additional \$900,000 to expand the library in 1996. Mr. Stuart stressed that while the City and Napa County did contribute to the building of the library, most of the funds were raised by 500 individuals, service organizations, and businesses specifically to build a new library for this town, not a building that would house City Hall. Discussion followed, and Mr. Stuart cited use statistics showing that in 2015-2016 use of the SHPL was almost four times the state average, and the per capita circulation is five times the state average. The SHPL had 6,639 attendees at 361 educational and cultural programs last year, all free, and served local school children 5391 times. Most of these programs are funded annually by F&F. Lengthy discussion followed, and Trustees decided to jump to Scheduled Matter

6.6, where City Manager Mark Prestwich offered additional information about SHAPE and its proposals.

6.6 - Discussion of SHAPE Committee Recommendations for Library - Chris Kreiden - Mr. Prestwich provided trustees with background information on how the SHAPE Committee came to be. He said the City Council felt the report about the City's assets needed to be addressed, so formed the SHAPE Committee by resolution to identify alternatives, and to address the deficiencies in the City's assets. Mr. Prestwich said that City Hall is currently the cornerstone of the SHAPE Committee's focus, and that the committee is unanimous in its belief that City Hall needs to be built anew, not remodeled. He said one proposal put forth included adding a second floor on the library building if City Hall were to relocate there. A lengthy question and answer followed, and Mr. Prestwich said the four options currently on SHAPE's matrix for City Hall will likely be reduced to 2 or 3 at SHAPE's next meeting on April 18th. The good news, according to Mr. Prestwich, is that the report recognizes deficiencies at the library, including a separating wall and a roof in disrepair, and that the City understands the need to attend to them and to invest in its assets and maintain them. Mr. Prestwich is doing a long-range financial forecast, to have the opportunity to see the numbers to sustain current levels of service without compromising investment in facilities and to set up a long-term strategy for maintenance. Chris told trustees that the library currently has on display posters outlining the needs of each City facility and the cost to repair and maintain each one.

The SHAPE Committee will send its recommendations to City Council on June 8. City Council will review the recommendations and there will be opportunities for more public engagement in the issue between now and then. David Slaby suggested that normal operation of the library would be impossible if a second story were to be added to the library. In response to Terry Wood's question about the health of City finances, Mr. Prestwich said he has been here just eight months but that Measure T and Measure D have resulted in the City having revenues it did not have before.

Trustees discussed the limitations on the use of the library building. Up until 2008, the library building was limited to use only as a library. Current restrictions require that it be used only as a municipal or public space. The library building cannot be sold or turned into a hotel.

4. **REPORTS BY STAFF, COMMITTEE** - Chris reported that library staff members met with the *St. Helena STAR* editorial board for an upcoming piece on the library. Many library staff were also in attendance at the last City Council meeting at which the City Council presented a proclamation in honor of National Library Week. Chris also informed trustees that termites were discovered in the Beringer Room, so it is currently closed and Hitmen exterminators are scheduled to come out to assess and remedy the situation. Mariah McGuire will start full time on April 17th and was introduced at the last City Council meeting.

5. CONSENT ITEMS:

- 5.1 - The Library Board of Trustees Meeting Minutes of March 14, 2018** 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 F&F, in honor of National Library Week, sent another round of requests for donations to people who did not respond to the first letter request. She also mentioned that there is a link on the F&F's Facebook page to the letter she and Jack Stuart wrote in response to the SHAPE committee's proposals for the library, and urged trustees to inform as many people as they can about the issue.

- 6.2 – Review of Library Statistics for February 2018** –Chris said she had recently read a 1951 *St. Helena STAR* article reporting 1500 circulations, and 287 patrons visiting the library in a month, or an average of 11 a day. Chris also reported that she had attended the Public Library Association (PLA) and connected with other public librarians and vendors. She saw some very stylish library chairs with 20 year warranties that interested her.

- 6.3 – Review of Library Statistics for March 2018** – Trustees reviewed the March statistics and briefly discussed them.

- 6.4 – Review of Library Newsletter for April 2018- Chris Kreiden** – Trustees reviewed the newsletter and briefly discussed the new Hoopla streaming resource. Chris said for May another art talk and also a WILD presentation have been scheduled.

- 6.5 – Review of Monthly Operating Expense Report for March 2018** –Trustees reviewed and briefly discussed the March Report.

- 6.6 - Discussion of SHAPE committee Recommendations for Library – Chris Kreiden** - Discussed above.

- 6.7 – Discussion of Possible Project Ideas from Library Trustees** -

7. ADJOURNMENT. The meeting was adjourned at 6:02 pm.

The next regular meeting of the Library Board of Trustees is scheduled for May 9, 2018 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary

ST. HELENA LIBRARY STATISTICAL REPORT					April 2018	FY 17/18
CIRCULATION		THIS YEAR		LAST YEAR		
BOOKS						
	Adult	3,796	3,607			
	Juvenile	4,886	4,572			
	YA	323	355			
	TOTAL	9,005	8,534			
PERIODICALS						
	Adult	99	160			
	Juvenile	-	-			
	TOTAL	99	160			
AUDIOBOOKS						
	Adult	824	924			
	Juvenile	174	203			
	YA	23	19			
	TOTAL	1,021	1,146			
MUSIC						
	Adult	474	430			
	Juvenile	77	55			
	TOTAL	551	485			
DVDs						
	Adult	4,163	3,999			
	Juvenile	1,018	1,071			
	TOTAL	5,181	5,070			
E-MATERIALS						
	Books	200	154			
	Audiobooks	301	162			
	Periodicals	37	79			
	Movies	24				
	TOTAL	562	395			
TOTAL CIRCULATION		16,419	15,790			
LIBRARY VISITS		7,861	8,476			
SPANISH CIRCULATION		320	417			
					HOLDS PLACED	HOLDS FILLED
					574	2136

ADULT					TOTAL	
Book	Periodical	DVD	Audiobook	Music		
3,796	99	4,163	824	474	9,356	
JUVENILE					TOTAL	
Book	Periodical	DVD	Audiobook	Music		
4,886	-	1,018	174	77	6,155	
YOUNG ADULT					TOTAL	
Book	Periodical	DVD	Audiobook	Music		
323			23		346	
LIBRARY VOLUNTEER TOTAL HOURS:					All Ages	
HOMEWORK HELP:					32	
JOB HELP:					0	

April 2018

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	4/3/2018	4/4/2018
	32	24
	4/10/2018	4/11/2018
	22	16
	4/17/2018	4/18/2018
	18	22
	4/24/2018	4/25/2018
	20	15
Total:	92	77

Movies:

Monsters at Large	4/4/2018	6
Dorothy & Wizard of Oz: We're Not in Kansas	4/11/2018	3
Tad the Lost Explorer & Secret of King Midas	4/18/2018	5
Sheep & Wolves	4/25/2018	8
Total:		22

Bilingual Kids: Spanish Storytime (PS)

	4/5/2018	7
	4/12/2018	5
	4/19/2018	6
	4/26/2018	0
Total:	0	18

Misc Events:

0

Total: 0

Special Events:

Total: 0

Offsite Programs:

RIF - Boys & Girls' Club	52
RIF - La Pradera	30
Total:	82

Onsite Class Visits:

	# of Visits	Attendance
Preschool (PS)	1	10
School Age (SA)	7	125
Total:	8	135

Offsite Class Visits:

	# of Visits	Attendance
Preschool (PS)	3	76
School Age (SA)	14	220
Total:	17	296

TOTAL CHILDRENS	# of Attendees	722
	# of Programs	43

Total Childrens ONSITE Programs:	# of Attendees	344
	# of Programs	24

Total Childrens OFFSITE Programs:	# of Attendees	378
	# of Programs	19

ADULT

Onsite Programs:

4/3/2018 Jay Greene: Last One Standing	27
4/17/2018 Jay Greene: Earth Shook, Sky Burned	33
4/7/2018 Writer's Club	3
4/14/2018 Writer's Club	3
4/21/2018 Writer's Club	3
Total:	3

Thursday Programs

4/5/2018 Artist Reception: Carolynne Gamble	30
4/12/2018 Music: Charged Particles Jazz Band	33
4/19/2018 Poetry: PoetryMusic	cancelled
4/19/2018 Poetry: Robert Louis Stevenson	44
Total:	107

Offsite Programs:

Total: 0

Spanish Adults:

Neuroticos Anonimos	4/7/2018	cancelled
	4/14/2018	cancelled
	4/21/2018	4
	4/28/2018	2
English Conversation Club	4/5/2018	cancelled
	4/12/2018	cancelled
	4/19/2018	cancelled
	4/26/2018	cancelled
Total:		6

TOTAL ADULTS	# of Attendees	116
	# of Programs	10

Total Adults ONSITE Programs:	# of Attendees	116
	# of Programs	10

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

YOUNG ADULT

Onsite Programs:

Total: 0

Offsite Programs:

Total: 0

May 2018 Newsletter

St. Helena Public Library

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

Thursday, May 3th, 7:00 pm

RECEPTION & TALK

Tim Carl: *Traveling By Starlight*

A local photojournalist's journey through fire and water

Carl's art will chronicle his travels during 2017 — from his in-depth reporting during the devastating Wine Country fires, to traveling a stone's throw from the Napa Valley to witness the first rising of the Milky Way's core in late spring, to capturing what it was like to view the Perseid Meteor Shower from atop a mountain. His photography is often taken at night with long exposures, which he says allows him to "explore light in a different manner from what we see normally — similar to using a microscope for viewing objects of which our normal vision can only get a glimpse."



Refreshments will be provided by Friends & Foundation.

Thursday, May 17th, 7:00 pm

WILD St. Helena: Owls



Dane St. George is a wildlife graduate student at Humboldt State University studying barn owls as pest control agents in Napa Valley vineyards. Join us as Dane describes his adventures in the field, research back at the University Lab, and his research findings. He will share a basic natural history of barn owls (*Tyto alba*) and the role they play as pest control agents in Napa Valley Vineyards.

Refreshments will be served thanks to Friends & Foundation.

Thursday, May 10th, 7:00 pm

A Scot Abroad in Napa Valley: Robert Louis Stevenson

Don't miss this exciting event!

The Robert Louis Stevenson Museum presents *A Scot Abroad in Napa Valley*. The leading authority on Robert Louis Stevenson, Dr. Roger Swearingen will give a lecture on Stevenson's travels and his honeymoon in 1880's Napa Valley.



Refreshments will be served thanks to Friends & Foundation.

Thursday, May 24th, 7:00 pm

Legion of Honor: *Revolt In The Ranks* American Post-Impressionists



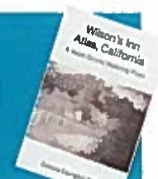
American Post-Impressionist artists were part of a major rift in modern art in the early 20th century. The most significant turning point was "The International Exhibition of Modern Art" in 1913, or the "Armory Show." The exhibition brought together European and American artists in one of the largest art exhibitions the country had ever seen.

Many of the artists are household names today: Paul Cezanne, James McNeill Whistler, Henri Matisse, Robert Henri, William Glackens and others. This lecture explores these important artists who were on the cusp of major changes in painting and sculpture. All artists are represented in the collections of the Fine Arts Museums of San Francisco.

Refreshments will be provided by Friends & Foundation

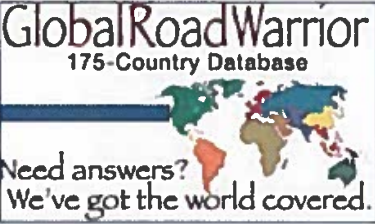
Turn the page for information on:

a community meeting for seniors (Friday, May 18th at 10:30 am) and
an author talk with Cecelia Setty (Thursday May 31st at 7:00 pm)



Youth Programs

Database Spotlight



Need answers?
We've got the world covered.

This database has information on 175 countries of the world. Each country listing includes information on the society and culture, travel, communications, business, trade, marketing, and security. Maps & photographs too! Head over to the Kids & Teen page on our website to check it out!

<http://www.shpl.org/kids-teens/>

Kids Matinees Wednesdays 3:00pm

Kids' Matinees are appropriate for all ages and are shown in the Community Meeting Room!



PADDINGTON 2

May 2nd: **Paddington 2**
2017; 1 hr. 44 min.; Rated PG



Peter Rabbit

May 9th: **Peter Rabbit**
2018; 1 hr. 35 min.; Rated PG



Maya The Bee 2: The Honey Games

May 16th: **Maya The Bee 2: The Honey Games**
2018; 1 hr. 25 min.; Not Rated



LEGO DC SUPER HERO GIRLS: Super-Villain High

May 23rd: **LEGO DC SUPER HERO GIRLS: Super-Villain High**
2018; 1 hr. 18 min.; Not Rated



Early Man

May 30th: **Early Man**
2018, 1 hr. 40 min.; Rated PG

ONGOING PROGRAMS



Tuesdays & Wednesdays, 10:30 am:

STORYTIME

Children of all ages are invited to a weekly treat: listening to story books read aloud and a craft.



Thursdays at 6:00 pm:

SPANISH STORYTIME

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 is an excellent opportunity for children to be exposed to Spanish while listening to stories and having lots of fun!

Fourth Tuesday, May 22nd, 3:30 pm:

Drop-In & 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.



Lectures and Special Events

Friday May 18th, 10:30am

Senior Information and Assistance: Health and Human Services

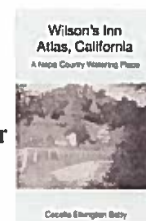
Join us for an informational meeting for seniors presented by Napa County Commission on Aging, AAOA, Healthy Aging Population Initiative. A presentation on the comprehensive online resources and referrals available to Napa County seniors including: New support services for seniors and people with disabilities. Opportunity for hands-on navigation of the website will be available.



Thursday May 31st, 7:00pm

Author Talk with Cecelia Setty: Wilson's Inn

Cecelia Elkington Setty is a descendant of early 1860 Napa County pioneers and resides on property east of Napa Valley on Atlas Peak where the family cultivates wine grapes. She is the author of *Atlas Peak*, *The Mount Veeder Resort* (about the Elkington family), and *A Rutherford Farm*.



In her latest book, Setty explains how Wilson's Inn has been mostly overlooked by historians who wrote more about famous resorts such as Napa Soda Springs, Aetna Springs and others. This narrative describes the people who developed Wilson's Inn and the history surrounding it that made Atlas Peak a popular destination for settlers.

Refreshments will be served thanks to Friends & Foundation.

Programas en Español

CUENTOS PARA PEQUES

CUENTOS EN ESPAÑOL

Todos los Jueves a las 6:00 pm



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!

MAYO 22

Martes, 3:30 pm

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



Neuróticos Anónimos: Voluntad y Apoyo

Todos los sábados
de 4:30 pm a 6:00 pm

Si usted es una de las muchas personas que sufre de depresión y ansiedad u otras enfermedades emocionales, esta es la oportunidad para recibir apoyo y al fin sentir alivio.

¡Estamos aquí para ti!

No necesita registrarse



MAY 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
		10:30am Storytime 	10:30am Storytime 3:00pm KIDS MOVIE: PADDINGTON 2 	6:00pm Spanish Storytime 7:00pm Artist Reception: Tim Carl		4:30pm Neuróticos Anónimos
6	7	8	9	10	11	12
		10:30am Storytime	10:30am Storytime 3:00pm KIDS MOVIE: PETER RABBIT  5:00PM LIBRARY BOARD MEETING	6:00pm Spanish Storytime 6:00pm Robert Louis Stevenson Lecture 		4:30pm Neuróticos Anónimos
13	14	15	16	17	18	19
		10:30am Storytime	10:30am Storytime 3:00pm Kids Movie: Maya the Bee 2: The Honey Games 	6:00pm Spanish Storytime 7:00pm WILD St. Helena: Owls 	10:30am Senior Community Meeting	4:30pm Neuróticos Anónimos
20	21	22	23	24	25	26
		10:30am Storytime 3:30pm Let's Lego 	10:30am Storytime 3:00pm KIDS MOVIE: LEGO DC SUPER HERO GIRLS: SUPER-VILLAIN HIGH 	6:00pm Spanish Storytime 7:00pm Legion of Honor: Revolt in the Ranks, American Post-Impressionists		4:30pm Neuróticos Anónimos
27	28	29	30	31	1	2
	Library closed for Memorial Day	10:30am Storytime	10:30am Storytime 3:00pm KIDS MOVIE: EARLY MAN 	6:00pm Spanish Storytime 7:00pm Author Talk with Cecelia Setty: Wilson's Inn 		4:30pm Neuróticos Anónimos
APRIL ARTIST: TIM CARL Legend: Red=Youth Blue=Adult Green=Spanish Purple=Everyone			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	

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 05/03/18 15:45:16
Period 01 - 11
Fiscal Year 2018

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	433,484.00	0.00	301,270.49	132,213.51	30.50
101-46-00-20-20	TempPart Time	27,355.00	0.00	964.40	26,390.60	96.47
101-46-00-20-37	Holiday Pay	2,371.00	0.00	0.00	2,371.00	100.00
101-46-00-20-40	FICAMedicare	35,849.00	0.00	23,353.25	12,495.75	34.86
101-46-00-20-45	Employer PERS	30,559.00	0.00	22,027.70	8,531.30	27.92
101-46-00-20-47	PERS Unfunded Liability	48,788.00	0.00	49,661.00	-873.00	-1.79
101-46-00-20-55	Health Insurance	129,178.00	0.00	86,689.08	42,488.92	32.89
101-46-00-20-61	Workers Comp	5,548.00	0.00	2,774.08	2,773.92	50.00
101-46-00-20-65	SDI	3,793.00	0.00	2,807.74	985.26	25.98
101-46-00-20-75	Deferred Comp	7,511.00	0.00	3,706.18	3,804.82	50.66
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,957.14	442.86	18.45
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
20	Salaries & Benefits	727,336.00	0.00	495,211.06	232,124.94	31.91
101-46-00-21-10	Communications	12,300.00	0.00	3,910.83	8,389.17	68.20
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	34,173.56	10,826.44	24.06
101-46-00-21-27	Equipment Lease Exp	8,000.00	0.00	6,969.84	1,030.16	12.88
101-46-00-21-30	Professional Contracts	0.00	0.00	41,445.10	-41,445.10	0.00
101-46-00-21-45	Other Contract Services	97,000.00	26,079.25	62,650.00	8,270.75	8.53
101-46-00-21-55	Training & Conference	<u>7,100.00</u>	<u>0.00</u>	<u>4,660.69</u>	<u>2,439.31</u>	<u>34.36</u>
21	Services	169,900.00	26,079.25	153,810.02	-9,989.27	-5.88
101-46-00-22-07	Copies	3,000.00	0.00	1,646.25	1,353.75	45.13
101-46-00-22-12	Computer Equipment	44,905.00	16,460.70	6,355.75	22,088.55	49.19
101-46-00-22-13	Office Supplies	2,000.00	0.00	1,255.31	744.69	37.23
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	41.62	958.38	95.84
101-46-00-22-16	Library Materials	<u>4,883.00</u>	<u>0.00</u>	<u>4,883.49</u>	<u>-0.49</u>	<u>-0.01</u>
22	Supplies	55,788.00	16,460.70	14,182.42	25,144.88	45.07
101-46-00-23-35	Software Maintenance	<u>1,852.00</u>	<u>1,852.20</u>	<u>0.00</u>	<u>-0.20</u>	<u>-0.01</u>
23	Maintenance	1,852.00	1,852.20	0.00	-0.20	-0.01
101-46-00-24-25	Taxes & Other Charges	<u>11,500.00</u>	<u>0.00</u>	<u>10,970.51</u>	<u>529.49</u>	<u>4.60</u>
24	Taxes, Insurances & Contributi	11,500.00	0.00	10,970.51	529.49	4.60

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101-46-00-26-40	Furniture & Fixtures	<u>7,000.00</u>	<u>0.00</u>	<u>4,866.22</u>	<u>2,133.78</u>	<u>30.48</u>
26	Capital	7,000.00	0.00	4,866.22	2,133.78	30.48
00	Administration	973,376.00	44,392.15	679,040.23	249,943.62	25.68
218	Public Library Foundation					
46	Library					
218-46-00-21-45	Other Contract Services	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	2,000.00	0.00	2,000.00	0.00	0.00
218-46-00-22-15	Special Department Supplies	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>100.00</u>
22	Supplies	1,200.00	0.00	0.00	1,200.00	100.00
00	Administration	3,200.00	0.00	2,000.00	1,200.00	37.50
219	CLSA State Library Grant					
46	Library					
219-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>-32.00</u>	<u>32.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	-32.00	32.00	0.00
219-46-00-23-35	Software Maintenance	<u>7,350.00</u>	<u>0.00</u>	<u>6,696.00</u>	<u>654.00</u>	<u>8.90</u>
23	Maintenance	7,350.00	0.00	6,696.00	654.00	8.90
00	Administration	7,350.00	0.00	6,664.00	686.00	9.33
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	57,581.00	0.00	68,433.06	-10,852.06	-18.85
380-46-00-20-37	Holiday Pay	4,680.00	0.00	2,890.13	1,789.87	38.25
380-46-00-20-40	FICAMedicare	<u>4,489.00</u>	<u>0.00</u>	<u>5,456.26</u>	<u>-967.26</u>	<u>-21.55</u>
20	Salaries & Benefits	66,750.00	0.00	76,779.45	-10,029.45	-15.03
380-46-00-22-16	Library Materials	56,000.00	8,902.35	47,097.65	0.00	0.00
380-46-00-22-40	Programming	11,250.00	0.00	7,487.99	3,762.01	33.44
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>57.25</u>	<u>442.75</u>	<u>88.55</u>
22	Supplies	67,750.00	8,902.35	54,642.89	4,204.76	6.21
00	Administration	134,500.00	8,902.35	131,422.34	-5,824.69	-4.33
384	Tweed Trust					
46	Library					
384-46-00-22-12	Computer Equipment	20,000.00	0.00	0.00	20,000.00	100.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,181.57	3,818.43	76.37
384-46-00-22-16	Library Materials	<u>32,275.00</u>	<u>0.00</u>	<u>15,343.24</u>	<u>16,931.76</u>	<u>52.46</u>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
22	Supplies	57,275.00	0.00	16,524.81	40,750.19	71.15
00	Administration	57,275.00	0.00	16,524.81	40,750.19	71.15
Grand Total		1,175,701.00	53,294.50	835,651.38	286,755.12	0.2439

LIBRARY (4600)

Purpose

Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn and challenge themselves at every stage of life and personal development.

We strive to provide resources, space and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

Staffing

The Library Department currently has 6 full-time staff and several part-time members. Consisting of:

Library Director (1)
Senior Librarian (1)
Senior Library Assistant (1)
Outreach Services Associate (1)
Library Assistant (1)
Part-time staff (8)
Volunteers (20 +/-)

LIBRARY EXPENSES BY FUND					
Fund	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
101	General Fund	797,217	823,975	973,376	1,056,009
218	Public Library Foundation	10,353	-	3,200	-
219	CLSA State Library Grant	9,391	-	7,350	7,500
220	Napa Valley Now Fund	-	-	-	-
380	Friends and Foundation	142,493	125,540	134,500	135,110
381	Ryan Library Trust	7,040	-	-	-
382	Martin Estate Trust	8,982	1,400	-	1,600
383	Dr Wood Trust	-	-	-	-
384	Tweed Trust	78,936	72,192	57,275	50,000
733	Capital Project Planning	39,678	(12)	-	-
Grand Total		1,094,090	1,023,095	1,175,701	1,250,219

LIBRARY EXPENSES BY FUND					
Object Code	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
20	Salaries & Benefits	758,295	755,438	794,086	840,819
21	Services	149,142	142,190	171,900	195,300
22	Supplies	132,780	114,780	182,013	164,600
23	Maintenance	3,946	-	9,202	7,500
24	Taxes, Insurances & Contributi	10,248	10,686	11,500	12,000
26	Capital	39,678	-	7,000	30,000
Grand Total		1,094,090	1,023,095	1,175,701	1,250,219

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
101	General Fund				
46	Library				
101-46-00-20-08	Post-Employment Disbursement	-	-	-	-
101-46-00-20-10	Salary-Regular	393,073	408,999	433,484	463,130
101-46-00-20-20	Temp/Part Time	-	5,153	27,355	33,177
101-46-00-20-30	Overtime	-	-	-	-
101-46-00-20-37	Holiday Pay	-	3,016	2,371	2,885
101-46-00-20-40	FICA/Medicare	29,210	31,805	35,849	38,386
101-46-00-20-45	Employer PERS	85,210	71,247	30,559	34,612
101-46-00-20-47	PERS Unfunded Liability	-	-	48,788	59,581
101-46-00-20-50	Employee PERS	-	-	-	-
101-46-00-20-55	Health Insurance	104,360	117,804	129,178	124,458
101-46-00-20-61	Workers Comp	42,681	23,313	5,548	5,153
101-46-00-20-65	SDI	3,573	3,719	3,793	4,486
101-46-00-20-71	Unemployment	7,492	-	-	-
101-46-00-20-75	Deferred Comp	4,274	4,547	7,511	7,441
101-46-00-20-85	Auto Allowance	2,410	2,400	2,400	2,400
101-46-00-20-89	Charity Event Reimbursement	-	150	-	-
101-46-00-20-96	Education Reimbursement	500	500	500	500
20	Salaries & Benefits	672,783	672,653	727,336	776,209
101-46-00-21-05	Advertising	-	-	-	-
101-46-00-21-10	Communications	5,687	5,569	12,300	12,300
101-46-00-21-15	Postage	446	260	500	500
101-46-00-21-22	Utilities	42,740	41,560	45,000	45,000
101-46-00-21-27	Equipment Lease Exp	8,001	8,853	8,000	9,000
101-46-00-21-30	Professional Contracts	-	-	-	-
101-46-00-21-43	Penalties And Fines	-	-	-	-
101-46-00-21-45	Other Contract Services	44,815	71,318	97,000	122,400
101-46-00-21-55	Training & Conference	2,149	2,153	7,100	6,100
21	Services	103,838	129,714	169,900	195,300
101-46-00-22-07	Copies	3,665	2,652	3,000	3,000
101-46-00-22-12	Computer Equipment	-	6,439	44,905	36,500
101-46-00-22-13	Office Supplies	1,529	989	2,000	2,000
101-46-00-22-15	Special Department Supplies	1,146	842	1,000	1,000
101-46-00-22-16	Library Materials	63	-	4,883	-
22	Supplies	6,402	10,922	55,788	42,500
101-46-00-23-11	Maint Office Equip	1,991	-	-	-
101-46-00-23-35	Software Maintenance	1,955	-	1,852	-
23	Maintenance	3,946	-	1,852	-
101-46-00-24-25	Taxes & Other Charges	10,248	10,686	11,500	12,000
24	Taxes, Insurances & Contributi	10,248	10,686	11,500	12,000
101-46-00-26-40	Furniture & Fixtures	-	-	7,000	30,000
26	Capital	-	-	7,000	30,000
00	Administration	797,217	823,975	973,376	1,056,009

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
218	Public Library Foundation				
46	Library				
218-46-00-21-05	Advertising	-	-	-	-
218-46-00-21-45	Other Contract Services	10,353	-	2,000	-
218-46-00-21-55	Training & Conference	-	-	-	-
21	Services	10,353	-	2,000	-
218-46-00-22-15	Special Department Supplies	-	-	1,200	-
218-46-00-22-16	Library Materials	-	-	-	-
22	Supplies	-	-	1,200	-
00	Administration	10,353	-	3,200	-
219	CLSA State Library Grant				
46	Library				
219-46-00-21-05	Advertising	-	-	-	-
219-46-00-21-10	Communications	-	-	-	-
219-46-00-21-15	Postage	-	-	-	-
219-46-00-21-27	Equipment Lease Exp	-	-	-	-
219-46-00-21-30	Professional Contracts	-	-	-	-
219-46-00-21-45	Other Contract Services	9,526	-	-	-
219-46-00-21-52	Facility Rental	-	-	-	-
219-46-00-21-53	Memberships & Publications	-	-	-	-
219-46-00-21-55	Training & Conference	-	-	-	-
21	Services	9,526	-	-	-
219-46-00-22-07	Copies	-	-	-	-
219-46-00-22-12	Computer Equipment	-	-	-	-
219-46-00-22-13	Office Supplies	(136)	-	-	-
219-46-00-22-15	Special Department Supplies	-	-	-	-
219-46-00-22-16	Library Materials	-	-	-	-
22	Supplies	(136)	-	-	-
219-46-00-23-11	Maint Office Equip	-	-	-	-
219-46-00-23-30	Maint Buildings/Grounds	-	-	-	-
219-46-00-23-35	Software Maintenance	-	-	7,350	7,500
23	Maintenance	-	-	7,350	7,500
219-46-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
219-46-00-26-30	Capital Equipment	-	-	-	-
219-46-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	-	-	-	-
219-46-00-29-99	Transfer to other Funds	-	-	-	-
29	Transfers	-	-	-	-
00	Administration	9,391	-	7,350	7,500

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
380	Friends and Foundation				
46	Library				
380-46-00-20-10	Salary-Regular	-	-	-	-
380-46-00-20-20	Temp/Part Time	74,923	76,241	57,581	55,242
380-46-00-20-30	Overtime	-	-	-	-
380-46-00-20-37	Holiday Pay	3,424	233	4,680	4,777
380-46-00-20-40	FICA/Medicare	7,166	6,312	4,489	4,591
380-46-00-20-45	Employer PERS	-	-	-	-
380-46-00-20-55	Health Insurance	-	-	-	-
380-46-00-20-75	Deferred Comp	-	-	-	-
20	Salaries & Benefits	85,513	82,786	66,750	64,610
380-46-00-21-30	Professional Contracts	-	-	-	-
380-46-00-21-45	Other Contract Services	1,126	-	-	-
380-46-00-21-53	Memberships & Publications	-	-	-	-
380-46-00-21-55	Training & Conference	480	-	-	-
21	Services	1,606	-	-	-
380-46-00-22-15	Special Department Supplies	2,742	-	-	-
380-46-00-22-16	Library Materials	41,548	32,583	56,000	56,000
380-46-00-22-40	Programming	-	-	11,250	14,000
380-46-00-22-41	Youth Programs	3,840	3,644	-	-
380-46-00-22-42	Spanish Language Programs	4,630	3,890	-	-
380-46-00-22-43	Adult Programs	2,461	2,525	-	-
380-46-00-22-44	Elsie, the Library Cat	155	113	500	500
22	Supplies	55,375	42,754	67,750	70,500
380-46-00-24-08	Agreements	-	-	-	-
380-46-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
380-46-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	-	-	-	-
00	Administration	142,493	125,540	134,500	135,110
381	Ryan Library Trust				
46	Library				
381-46-00-22-12	Computer Equipment	7,040	-	-	-
381-46-00-22-16	Library Materials	-	-	-	-
22	Supplies	7,040	-	-	-
381-46-00-23-35	Software Maintenance	-	-	-	-
23	Maintenance	-	-	-	-
00	Administration	7,040	-	-	-
382	Martin Estate Trust				
46	Library				

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
382-46-00-21-45	Other Contract Services	8,982	-	-	-
382-46-00-21-53	Memberships & Publications	-	-	-	-
382-46-00-21-55	Training & Conference	-	-	-	-
21	Services	8,982	-	-	-
382-46-00-22-16	Library Materials	-	1,400	-	1,600
22	Supplies	-	1,400	-	1,600
00	Administration	8,982	1,400	-	1,600
384	Tweed Trust				
46	Library				
384-46-00-21-15	Postage	-	-	-	-
384-46-00-21-30	Professional Contracts	-	-	-	-
384-46-00-21-45	Other Contract Services	14,837	12,488	-	-
384-46-00-21-53	Memberships & Publications	-	-	-	-
384-46-00-21-55	Training & Conference	-	-	-	-
21	Services	14,837	12,488	-	-
384-46-00-22-12	Computer Equipment	-	-	20,000	-
384-46-00-22-15	Special Department Supplies	4,456	3,244	5,000	5,000
384-46-00-22-16	Library Materials	59,642	56,460	32,275	45,000
22	Supplies	64,099	59,704	57,275	50,000
384-46-00-23-35	Software Maintenance	-	-	-	-
23	Maintenance	-	-	-	-
384-46-00-24-08	Agreements	-	-	-	-
384-46-00-24-25	Taxes & Other Charges	-	-	-	-
24	Taxes, Insurances & Contributi	-	-	-	-
384-46-00-26-40	Furniture & Fixtures	-	-	-	-
26	Capital	-	-	-	-
384-46-00-29-99	Transfer to other Funds	-	-	-	-
29	Transfers	-	-	-	-
00	Administration	78,936	72,192	57,275	50,000
733	Capital Project Planning				
46	Library				
733-46-00-21-05	Advertising	-	-	-	-
733-46-00-21-30	Professional Contracts	-	-	-	-
733-46-00-21-55	Training & Conference	-	(12)	-	-
21	Services	-	(12)	-	-
733-46-00-22-12	Computer Equipment	-	-	-	-
733-46-00-22-13	Office Supplies	-	-	-	-
733-46-00-22-15	Special Department Supplies	-	-	-	-
22	Supplies	-	-	-	-

Budget Library 4600

Account Number	Description	FY 16 Actual	FY 17 Actual	FY 18 Estimated	FY 19 Draft
733-46-00-23-00	Capital Projects Budget	-	-	-	-
23	Maintenance	-	-	-	-
733-46-00-26-30	Capital Equipment	-	-	-	-
733-46-00-26-40	Furniture & Fixtures	-	-	-	-
733-46-00-26-60	Capital Imp Buildings	39,678	-	-	-
26	Capital	39,678	-	-	-
00	Administration	39,678	(12)	-	-
Grand Total		1,094,090	1,023,095	1,175,701	1,250,219

LIBRARY - 4600 EXPENSE DETAIL						
Description	Object Code	Funding Source				Total Budgeted
Communications	2110	101	380	381	384	
Telephones		2,500	-	-	-	2,500
Broadband Fees		9,800	-	-	-	9,800
TOTAL - Communications	2110	\$ 12,300	\$ -	\$ -	\$ -	\$ 12,300
Equipment Lease	2127	101	380	381	384	
Copiers		9,000	-	-	-	9,000
TOTAL - Equipment Lease	2127	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
Copies	2207	101	380	381	384	
Copies made with leased copiers		3,000	-	-	-	3,000
TOTAL - Copies	2207	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
Other Contract Services	2145	101	380	381	384	
SPLASH (Automation/Databases)		76,000	-	-	-	76,000
NorthNet Consortium		11,000	-	-	-	11,000
OCCL On-Line cataloging		3,500	-	-	-	3,500
Library Security System		2,500	-	-	-	2,500
Website Subscription		5,000	-	-	-	5,000
Self-Charge Checkout Machines		22,000	-	-	-	22,000
LibraryAware (NextReads/Emails)		1,200	-	-	-	1,200
Napa Valley Now		1,200	-	-	-	1,200
TOTAL - Other Contract Services	2145	\$ 122,400	\$ -	\$ -	\$ -	\$ 122,400
Training & Conference	2155	101	380	381	384	
Training		1,500	-	-	-	1,500
CLA Membership		600	-	-	-	600
CLA Conference		4,000	-	-	-	4,000
TOTAL - Training & Conference	2155	\$ 6,100	\$ -	\$ -	\$ -	\$ 6,100
Computer Equipment	2212	101	380	381	384	
Userful (Public Computers)		5,000	-	-	-	5,000
GoPrint (Public Computers)		1,000	-	-	-	1,000
Marin IT/Spam Filter		500	-	-	-	500
Computers/Monitors		30,000	-	-	-	30,000
TOTAL - Computer Equipment	2212	\$ 36,500	\$ -	\$ -	\$ -	\$ 36,500
Special Department Supplies	2215	101	380	381	384	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	-	-	5,000	5,000
Library Cards		1,000	-	-	-	1,000
TOTAL - Special Department Supplies	2215	\$ 1,000	\$ -	\$ -	\$ 5,000	\$ 6,000

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
<i>Library Materials</i>	2216	382	380	381	384	
Print, Audiovisual, Downloadable		-	40,000	-	45,000	85,000
Streaming Services		-	16,000	-	-	16,000
St. Helena Star Microfilm		1,600	-	-	-	1,600
<i>TOTAL - Library Materials</i>	2216	\$ 1,600	\$ 56,000	\$ -	\$ 45,000	\$ 102,600
<i>Software Maintenance</i>	2335	101	380	381	219	
Brainfuse/Online Homework Help		-	-	-	5,500	5,500
Mango Languages		-	-	-	1,500	1,500
AtoZ Database		-	-	-	500	350
<i>TOTAL - Software Maintenance</i>	2335	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500

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