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, August 8, 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 four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL
Chairperson: Skip Lane
Vice Chair:Terry Wood
Trustees: Emily Armstead, Rebecca Martin, David Slaby, Susan Swan, and Lin Weber
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 four 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 July 11, 2018 — 3 - 5
SHPL Board Minutes Regular Meeting July 11, 2018

6. SCHEDULED MATTERS:

6.1. Tour of the St. Helena Public Library - Chris Kreiden, Library Director

6.2. Discussion of Future St. Helena Public Library and Related Concepts. — 7 - 16

Leslie Stanton, Children's Librarian, will be attending.

Future Library Children's Ideas

6.3. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director

6.4. Review of Library Statistics for July 2018 - Chris Kreiden 17 - 20

Library Statistics 2018 July

6.5. Review of Library Newsletter for August 2018 - Chris Kreiden 21 - 24

Library Newsletter 2018 August

6.6. Review of Fiscal Year 2017/18 Library Operating Expense Report - Chris Kreiden 25 - 27

Library Fiscal Year 2017-18 Operating Expenses

6.7. Review of Monthly Library Operating Expense Report for July 2018 - Chris Kreiden 29 - 30

Library Monthly Expense Report 2018 July

6.8. Discussion of Possible Project Ideas from Library Trustees

7. ADJOURNMENT

The next regular meeting is scheduled for September 12, 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 August 3, 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, July 11, 2018
Community Meeting Room

1. CALL TO ORDER –

2. ROLL CALL - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were: Vice Chair Lin Weber; Trustees Emily Armstead, Rebecca Martin, David Slaby, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and members of the Public: Oliver Caldwell, Jesse Duarte, Joshua Parke**.**

3. PUBLIC FORUM – There were no public comments this month.

4. REPORTS BY STAFF, COMMITTEE – Skip reported on the Special City Council-SHAPE Committee Joint Meeting of June 25th. He said the City Council seemed resolved to take action and that they were looking to the Library Board for guidance concerning the Library.

Chris reported that since the new wine portrait exhibit by local photographer Steven Rothfeld has been up that she has had very positive feedback.

Table, chair, and fabric colors have been selected for the new Wine Library area furniture.

Library has ordered new 22" monitors for the public computer stations. Some of the monitors being replaced were manufactured in 2001.

City of St. Helena is doing a citywide classification and compensation study. Everyone at the Library is filling out the questionnaire.

Interviews for the program assistant position and the bilingual clerk position will be occurring on the next two Fridays.

5. CONSENT ITEMS:

5.1 - **The Library Board of Trustees Meeting Minutes of June 13, 2018** were approved.

6. SCHEDULED MATTERS:

6.1 – **Report of Friends & Foundation, St. Helena Public Library – María Stel, F&F Executive Director** – Maria reported that the F&F Board participated in a fundraising workshop. The Friends are hoping to receive $50,000 in sponsorships this year for Bookmark Napa Valley. They are still seeking a third author. It's the 40th anniversary of the year

the library was built and they are hoping to tie that into their fundraising efforts.

6.2 - Election of new Library Board of Trustees Chairperson and Vice Chair – Skip Lane was unanimously elected to continue on as Chairperson of the Library Board of Trustees. This was motioned by David Slaby and seconded by Terry Wood. Terry Wood was nominated as new Vice-Chair by Lin Weber and seconded by Emily Armstead. Vote was unanimous.

6.3 – Review of Library Statistics for June 2018 – Trustees briefly reviewed statistics. Chris reported that the streaming service Hoopla has been very successful. Usage went from 76 items in May to 133 items in June. Audiobooks went from 38 to 70. Video content (movie and television combined) went from 22 to 40 items.

6.4 – Review of Library Newsletter for July 2018 – Trustees briefly reviewed the newsletter.

6.5 – Review of Library Monthly Operating Expense Report for June 2018– Chris stated that this was not the final report for fiscal year 2017/18. There are still a few outstanding invoices. Next month's packet will include what will probably be the final report for 2017/18 and will also include a report for the new 2018/19 fiscal year.

6.6 – Discussion of Possible Project Ideas from Library Trustees – There were no ideas presented this month.

6.7 – Discuss of What the Future St. Helena Public Library May Look Like and Related Concepts – Skip Lane – Chris stated that the attachments in the packet were intended as a way to start the discussion of what a future library may look like. The pages featuring libraries around the country was presented as inspiration and to point out trends. "Multi-use" seems to be a common theme and was brought up by both the SHAPE committee and City Council.

Skip asked the Library Board of Trustees to consider whether the library needs more space. Chris acknowledged (and Lin agreed) that the Children's Room is limited in space.

Lin wants the library to keeps an identity as a library. Everyone agreed that the library should stay learning-oriented and be a place to meet and study. More small study/meeting rooms for students, tutors, meetings, etc. would be nice additions.

Chris was asked about teens at the Library. She reported that a lot of their needs are now being met by the Boys & Girls Club which has a teen program.

Skip asked that the library of the future stay on the agenda and asked that Leslie Stanton, the children's librarian, come to the next Board of

Trustees meeting to contribute to the list of ideas for the library's needs and future wants.

Joshua Parke, a member of SHAPE Committee, commented that he thinks people don't recognize what kind of opportunities we have. He acknowledged that the budget has been cut (as Skip pointed out) and not re-instated. He said that the library offers programming for his children but that the programming space detracts from the programs since it was not originally intended for that purpose. Joshua said it's disappointing that people can't go outside and that the library needs to be open to new ideas and concepts without feeling threatened.

Oliver Caldwell, another member of the SHAPE committee, commented that the SHAPE committee was a full spectrum of people from different ideologies and unfortunately they didn't have enough time to fully flesh out all the ideas and concepts. He feels that this is a time to seize the moment and re-identifying the library and that it's better to be ahead of the curve.

Lin commented that the Trustees need to discuss more about what is needed by the library and what the library wants to give to the community and then figure out what the physical structure should be. All present agreed that there is potentially an opportunity here that the Library can seize in preparing for the future and that an open mind to all ideas and possibilities should be kept.

7. ADJOURNMENT. The meeting was adjourned at 6:00 pm.

The next regular meeting of the Library Board of Trustees is scheduled for August 8, 2018 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Chris Kreiden,
Library Director

Ideas for the Library

The St. Helena Public Library is a warm and welcoming library. It evokes a sense of home. This is an element that should not be changed as the library progresses. Natural light, wood shelves and tables, plush chairs and vibrant colors combine to create a cozy atmosphere. At least once a day patrons remark:

"You have such an amazing library."

" This is the best library I've ever been to."

"We drive all the way from Napa because your library is better"

Main Library

-Open up the meeting room to everyone, free of charge.

-Turn the California room into two study rooms.

-Add glass wall/door in wine library to create an event space that contains sound but allows a clear view so drop-in patrons and passers by see the event.

Children's Room:

The children's room is a perfect space for children of all ages. There are some minor adjustments that came be made:

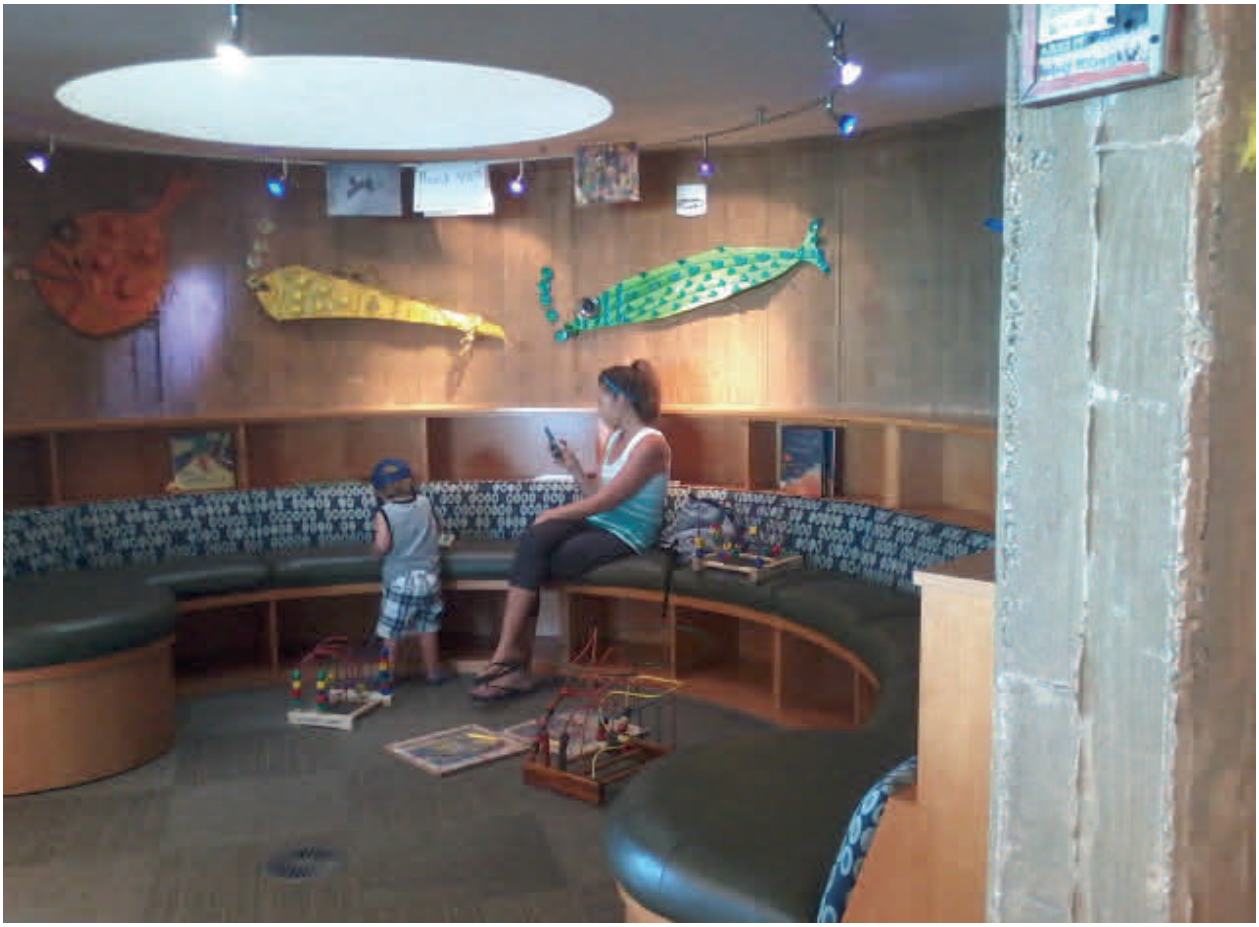
-Add more lights in the picture book room
-Add shelf lights in non-fiction
-Round edges on children's desk

The children's room is perfect as is, however if the want is to add extra features the following are recommended:

-Create a bigger space for story-time. Area to be used for story-times and for kids and families to sit and read.
-Add some sort of play structure
-Add bench seats under windows
-Make children's room larger
-Add more windows for more natural light
- Add reading nooks

Point Loma

Encinitas



Cerritos

Fremont Library Children's Section
Dimensional Mural & Reading Truck
Fremont, Indiana

Magnetic Wall

Window seat

EXIT

KPL
kids
CLIMB IN AND READ

learn
play
read
share

Solano Partner Libraries & St. Helena

Circulation By Media

7/1/2018 to 7/31/2018 2018

Report Printed:8/2/2018

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	592	784	79	207
	Adult Book on Tape	7	7	0	5
	Adult Compact Disc	324	510	11	173
	Adult Digital Audio Book	3	5	0	0
	Adult Fiction	1,441	2,159	116	556
	Adult Non Fiction	1,080	1,773	126	504
	Adult Paperback Book	1	3	0	0
	Adult Periodical	99	99	6	62
	Blu-Ray - Feature Film	6	11	0	0
	DVD - Educational	343	461	47	75
	DVD - Feature Film	2,652	3,607	118	715
	DVD - Foreign Language	37	84	0	0
	DVD - Juvenile Educational	17	28	3	20
	DVD - Juvenile Feature Film	725	797	72	270
	Easy Reader	365	447	32	125
	Juvenile Book on CD	172	214	17	103
	Juvenile Book on Tape	1	2	0	0
	Juvenile Compact Disc	56	89	4	32
	Juvenile Fiction	1,129	1,529	163	393
	Juvenile Non-Fiction	436	740	53	232
	Juvenile Paperback Book	71	76	11	28
	Juvenile Spanish	129	155	8	41
	Link+ Book	39	39	0	10
	Link+ Media	6	8	0	1
	Link+ Media - 1 week	5	7	0	0
	Miscellanous	1	0	0	0
	Non-Circulating	0	0	0	1
	Picture Books (EASY)	950	1,237	88	410
	Young Adult Book on CD	7	16	1	11
	Young Adult CD	0	2	0	0
	Young Adult Fiction	170	346	43	105
	Young Adult Non-Fiction	14	29	3	0
	Young Adult Paperback book	28	40	2	34
TOTAL:	**St. Helena Public Library**	10,906	15,304	1,003	4,113
GRAND TOTAL:		10,906	15,304	1,003	4,113

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS	July 2018	FY 18/19

DIGITAL CIRCULATION		THIS YEAR	LAST YEAR
E-BOOKS			
	Hoopla	14	N/A
	Overdrive	244	147
	TOTAL	**258**	**147**
AUDIOBOOKS			
	Hoopla	55	N/A
	Overdrive	211	167
	TOTAL	**266**	**167**
MOVIES & TELEVISION			
	Hoopla	31	N/A
	Kanopy	84	N/A
	TOTAL	**115**	**-**
MUSIC			
	Hoopla	4	N/A
	TOTAL	**4**	**-**
PERIODICALS			
	RB Digital	37	80
	TOTAL	**37**	**80**
TOTAL DIGITAL CIRCULATION		**680**	**394**

PROVIDER	TOTAL
Hoopla	104
Kanopy	84
Overdrive	455
RB Digital	37
	680

SPANISH MATERIALS CIRCULATION

Year	Charges	Renewals	On Shelf	TOTAL
2018	221	14	78	**313**
2017	282	22	203	**507**

Solano Partner Libraries & St. Helena

Circulation By Media

7/1/2017 to 7/31/2017 2017

Report Printed:8/2/2018

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	573	817	59	220
	Adult Book on Tape	11	10	1	11
	Adult CD Non-English Language	0	0	0	1
	Adult Compact Disc	269	426	56	156
	Adult Digital Audio Book	1	2	0	0
	Adult Fiction	1,535	2,213	159	598
	Adult Non Fiction	1,081	1,785	111	588
	Adult Paperback Book	0	1	0	0
	Adult Periodical	93	92	4	77
	Blu-Ray - Feature Film	11	21	0	0
	DVD - Educational	322	481	65	108
	DVD - Feature Film	2,606	3,572	186	783
	DVD - Foreign Language	31	63	3	0
	DVD - Juvenile Educational	32	35	11	6
	DVD - Juvenile Feature Film	598	793	108	293
	DVD - Juvenile Foreign Lang	1	1	0	0
	Easy Reader	379	496	26	97
	Juvenile Audio Cassette	0	2	0	0
	Juvenile Board Book	0	0	0	1
	Juvenile Book on CD	147	226	20	72
	Juvenile Book on Tape	0	1	0	0
	Juvenile CD Non-English	1	3	0	0
	Juvenile Compact Disc	59	97	5	33
	Juvenile Fiction	1,066	1,342	235	293
	Juvenile Non-Fiction	460	613	37	261
	Juvenile Paperback Book	38	52	8	28
	Juvenile Spanish	169	139	7	104
	Miscellanous	0	1	0	0
	Mixed Media Kit	2	3	0	0
	Non-Circulating	0	0	0	2
	Picture Books (EASY)	1,126	1,546	137	446
	Video - Juvenile Feature Film	1	4	1	0
	Young Adult Book on CD	7	13	0	9
	Young Adult CD	3	4	0	2
	Young Adult Fiction	179	307	41	114
	Young Adult Non-Fiction	10	23	1	1
	Young Adult Paperback book	32	45	8	57
TOTAL:	**St. Helena Public Library**	10,843	15,229	1,289	4,361
GRAND TOTAL:		10,843	15,229	1,289	4,361

July 2018

LIBRARY VISITS: THIS YEAR: 8325 LAST YEAR: 8357

VOLUNTEER HOURS: 134

CHILDRENS

Onsite Programs:

Storytime (PS):

Tuesday		Wednesday	
7/3/2018	29	7/4/2018	holiday
7/10/2018	32	7/11/2018	15
7/17/2018	20	7/18/2018	22
7/24/2018	24	7/25/2018	28
7/31/2018	35		
Total:	***140***		***65***

Movies:

Alex and Me	7/11/2018	10
A Wrinkle in Time	7/18/2018	6
A.R.C.H.I.E 2	7/25/2018	8
Total:		***24***

Bilingual Kids: Spanish Storytime (PS)

		7/5/2018	0
		7/12/2018	8
		7/19/2018	4
		7/26/2018	6
Total:	***0***		***18***

Onsite Class Visits:

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

Offsite Class Visits:

	# of Visits	Attendance
Preschool (PS)	6	152
School Age (SA)	0	0
Total:	***6***	***152***

Misc Events:

7/24/2018	Let's Lego	6
Total:		***6***

TOTAL CHILDRENS

# of Attendees	472
# of Programs	26

Special Events:

7/12/2018	Family Movie Night: Zoo	10
7/19/2018	JNW Reptile Show	45
	Total:	***55***

Total Childrens ONSITE Programs:

# of Attendees	308
# of Programs	19

Offsite Programs:

	RIF @ Hunts Grove	12
	Total:	***12***

Total Childrens OFFSITE Programs:

# of Attendees	164
# of Programs	7

ADULT

Onsite Programs:

7/24/2018	Master Gardeners: Tomatoes	28
7/30/2018	NV Writers' Conference:	16
7/31/2018	NV Writers' Conference:	15
	Total:	***59***

Spanish Adults:

Neuroticos Anonimos

Thursday Programs

7/5/2018	Artist Reception: Eileen Starr	8
7/26/2018	WILD St. Helena: California Snakes	26
	Total:	***34***

English Conversation Club

Total: ***0***

TOTAL ADULTS

# of Attendees	93
# of Programs	5

Offsite Programs:

Total: ***0***

Total Adults ONSITE Programs:

# of Attendees	93
# of Programs	5

Total Adults OFFSITE Programs:

# of Attendees	0
# of Programs	0

YOUNG ADULT

Onsite Programs:

Total: ***0***

Offsite Programs:

Total: ***0***

August 2018 Newsletter
St. Helena Public Library

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

Thursday, August 2nd, 6:30 pm

End of Summer Party!
Conventry and Kaluza

Before you head back to school, join us for this end of summer celebration!

Featuring well-loved performers and instigators of fun! Award winning circus artists Coventry and Kaluza presents: juggling, hula hooping, acrobatics, music, comedy and more! Get ready, because the circus is coming to town!

All ages welcome.

Thursday, August 9th, 7:00 pm

Artist Reception:
Shelia Ticen: Everyday Sort of Beauty

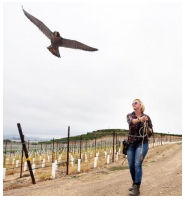
Ticen's oil paintings are about the quiet beauty of the here and now that goes unnoticed. Ticen's work has been shown in local, regional and national juried art exhibits.

Ticen spent time growing up in the wine country of northern California as well as in the remote, red rock country of southern Utah. She received her Bachelor of Fine Arts, Studio Concentration in Painting degree from Sonoma State University in 2006. Ticen and her husband, Scott, live in the Napa Valley, where Sheila is a member of the St. Helena Painters' Guild and participates in Open Studios Napa Valley.

Refreshments will be served thanks to Friends & Foundation

Thursday, August 16th, 6:30 pm

Meet a LIVE Hawk, Falcon, and more!!
WILD St. Helena: Falconry



Starting outside at 6:30 pm, Rebecca will have a flight demonstration!

Falconry is a form of hunting that uses a hawk, falcon, eagle, or owl to catch prey. Join Rebecca Rosen, a professional falconer, to hear how she uses falcons and other raptors to help farmers protect their crops from unwanted visitors. She will discuss raptor biology, describe her cool job, and even provide tips on how YOU can help these birds of prey from your own backyard! Bring the kids to this family friendly presentation!

Thursday, August 23rd, 6:30 pm

Music and Crafts:
Latino Heritage Night

We're kicking off Hispanic Heritage month a little early this year! Join us for an exciting night of Mexican treats, traditional Latin American songs performed by Patty Huijosa and choir, and traditional Spanish crafts.

All are welcome!

MID -EAST TAPESTRY ENSEMBLE, THURSDAY AUGUST 30TH, 7:00PM

Turn the page to learn more!

Music in the Library:
Mid-East Tapestry Ensemble

Thursday, August 30th, 7:00pm

Come and enjoy a survey of Turkish, Parisan, Armenian and Arabic Music. The program will present examples of classical, pop and folk music genres of these regions. And will demonstrate comparisons in terms of instruments used, modes, scales, harmonic concepts, and rhythmic cycles.

Refreshments will be served thanks to
Friends & Foundation

SUMMER READING ENDS SEPTEMBER 1ST

Even if you haven't started yet, there is still time for Summer Reading Bingo! Each Bingo earns a raffle ticket, the first 3 bingos gets you an additional prizes, and a blackout bingo card will earn you 5 raffle tickets! One lucky adult/teen reader will receive two tickets to Friends & Foundation's third annual Bookmark Napa Valley in January, an evening featuring acclaimed authors, great food and fine wine. Other prizes include $25 gift certificates to Napa Valley Coffee Roasters, Main Street Books, Gotts and The Cameo. Its not too late to pick up a bingo card today!

Our children's summer reading program is still on as well!

Turn in your booklets and bingos by September 1st!

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, 2 de agosto a las 6:30 pm

Coventry and Kolusa

!Antes de regresar a la escuela, ven a celebrar el fin del verano!

Presentando queridos artistas e instigadores de la diversión! Artistas de circo y ganadores de premios Coventry y Kaluza, malabarares, hula hop, acrobacias, música, comedia y mas! Prepárense, porque llega el circo! Este es un evento para toda la familia.

Jueves, 23 de agosto a las 6:30 pm

Comenzando a celebrar el mes de la Herencia Latina
Venga y disfrute de música de Latinoamérica en vivo
Con Paty Guijosa y Coro Voces de Saint Helena.
Jueves 23 de Agosto a las 6:30pm.
Haremos flores de papel después de la música.
¡LOS ESPERAMOS!

Ongoing Youth Programs

WEEKLY FUN

Summer schedule will end the week before the first day of school. Last Drop-in Craft will be August 8th, last Let's Lego will be August 10th.

STORYTIMES
Tuesdays and Wednesdays
@ 10:30 am

MOVIE MATINEES
Wednesdays @ 3:00 pm

SPANISH STORYTIME / CUENTOS PARA PEQUES
Thursdays @ 6:00 pm

LET'S LEGO / ARMEMOS LEGOS
Thursday 28th @ 3:30 pm

August Kids' Matinees:

Movies will be shown in the Meeting Room.

August 1st: ***Amanda And The Fox***
2018; 1 hr. 28 min.; Rated PG

August 8th: **Book of Life**
2018: 1 hr. 35 min.; Rated PG

August 15th: **Elena of Avalor: Realm of the Jaquins**
2018; 1 hr. 29min., Not Rated

August 22nd: **Destined to Ride**
2018; 1 hr. 25 min.; Not Rated

August 29th: **Muppets Most Wanted**
2014; 1 hr. 32 min.; Rated PG

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 10:30am Storytime	1 **10:30am** Storytime **3:00pm** Amanda and the Fox	2 **6:30pm** End of Summer Party with Conventry and Kaluza	3	4 **4:30pm** Neuróticos Anónimos
5	6	7 **10:30am** Storytime	8 **10:30am** Storytime **3:00pm** Kids Movie: Book of Life **5:00pm** Library Board Meeting	9 **6:00pm** Spanish Storytime **7:00pm** Artist Reception with Shelia Ticen	10	11 **4:30pm** Neuróticos Anónimos
12	13	14 **10:30am** Storytime	15 **10:30am** Storytime **3:00pm** Kids Movie: Elena of Avalor: Realm of the Jaquins	16 **6:00pm** Spanish Storytime **6:30pm** WILD St. Helena: Falconry	17	18 **4:30pm** Neuróticos Anónimos
19	20	21 **10:30am** Storytime	22 **10:30am** Storytime **3:00pm** Kids Movie: Destined to Ride	23 **6:00pm** Spanish Storytime **6:30pm** Latino Heritage Night!	24	25 **4:30pm** Neuróticos Anónimos
26	27	28 **10:30am** Storytime **3:30pm** Let's Lego!	29 **10:30am** Storytime **3:00pm** Kids Movie: Muppets Most Wanted	30 **7:00pm** Music in the Library Mid-East Tapestry Ensemble	31	**4:30pm** Neuróticos Anónimos

August Artist:
Shelia Ticen

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: 08/02/18 15:57:18
Period 01 - 14
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	380,802.94	52,681.06	12.15
101-46-00-20-20	TempPart Time	27,355.00	0.00	23,844.04	3,510.96	12.83
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	31,419.34	4,429.66	12.36
101-46-00-20-45	Employer PERS	30,559.00	0.00	29,821.54	737.46	2.41
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	109,573.98	19,604.02	15.18
101-46-00-20-61	Workers Comp	5,548.00	0.00	4,161.12	1,386.88	25.00
101-46-00-20-65	SDI	3,793.00	0.00	3,613.06	179.94	4.74
101-46-00-20-75	Deferred Comp	7,511.00	0.00	4,778.52	2,732.48	36.38
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,457.14	-57.14	-2.38
101-46-00-20-96	Education Reimbursement	500.00	0.00	0.00	500.00	100.00
20	**Salaries & Benefits**	**727,336.00**	**0.00**	**640,132.68**	**87,203.32**	**11.99**
101-46-00-21-10	Communications	9,441.00	0.00	4,590.27	4,850.73	51.38
101-46-00-21-15	Postage	500.00	0.00	192.75	307.25	61.45
101-46-00-21-22	Utilities	45,000.00	0.00	45,598.60	-598.60	-1.33
101-46-00-21-27	Equipment Lease Exp	8,000.00	0.00	8,505.10	-505.10	-6.31
101-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
101-46-00-21-45	Other Contract Services	99,000.00	9,115.00	82,481.64	7,403.36	7.48
101-46-00-21-55	Training & Conference	7,100.00	0.00	4,698.59	2,401.41	33.82
21	**Services**	**169,041.00**	**9,115.00**	**146,066.95**	**13,859.05**	**8.20**
101-46-00-22-07	Copies	3,000.00	0.00	2,154.37	845.63	28.19
101-46-00-22-12	Computer Equipment	44,905.00	16,460.70	27,870.85	573.45	1.28
101-46-00-22-13	Office Supplies	2,000.00	0.00	1,513.55	486.45	24.32
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	965.56	34.44	3.44
101-46-00-22-16	Library Materials	4,883.00	0.00	4,385.45	497.55	10.19
22	**Supplies**	**55,788.00**	**16,460.70**	**36,889.78**	**2,437.52**	**4.37**
101-46-00-23-35	Software Maintenance	1,852.00	1,852.20	0.00	-0.20	-0.01
23	**Maintenance**	**1,852.00**	**1,852.20**	**0.00**	**-0.20**	**-0.01**
101-46-00-24-25	Taxes & Other Charges	11,500.00	0.00	10,970.51	529.49	4.60
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	7,859.00	0.00	7,858.02	0.98	0.01
26	**Capital**	**7,859.00**	**0.00**	**7,858.02**	**0.98**	**0.01**
00	**Administration**	**973,376.00**	**27,427.90**	**841,917.94**	**104,030.16**	**10.69**
218	**Public Library Foundation**					
46	**Library**					
218-46-00-21-45	Other Contract Services	2,000.00	0.00	2,000.00	0.00	0.00
21	**Services**	**2,000.00**	**0.00**	**2,000.00**	**0.00**	**0.00**
218-46-00-22-15	Special Department Supplies	1,200.00	0.00	0.00	1,200.00	100.00
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	0.00	0.00	-32.00	32.00	0.00
22	**Supplies**	**0.00**	**0.00**	**-32.00**	**32.00**	**0.00**
219-46-00-23-35	Software Maintenance	7,350.00	0.00	6,696.00	654.00	8.90
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	57,581.00	0.00	0.00
380-46-00-20-37	Holiday Pay	4,680.00	0.00	3,124.95	1,555.05	33.23
380-46-00-20-40	FICAMedicare	4,489.00	0.00	4,489.00	0.00	0.00
20	**Salaries & Benefits**	**66,750.00**	**0.00**	**65,194.95**	**1,555.05**	**2.33**
380-46-00-22-16	Library Materials	56,000.00	89.60	56,095.13	-184.73	-0.33
380-46-00-22-40	Programming	11,250.00	0.00	11,275.67	-25.67	-0.23
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	57.25	442.75	88.55
22	**Supplies**	**67,750.00**	**89.60**	**67,428.05**	**232.35**	**0.34**
00	**Administration**	**134,500.00**	**89.60**	**132,623.00**	**1,787.40**	**1.33**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-12	Computer Equipment	20,000.00	0.00	20,000.00	0.00	0.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,462.29	3,537.71	70.75
384-46-00-22-16	Library Materials	32,275.00	7,101.98	24,753.83	419.19	1.30

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
22	**Supplies**	**57,275.00**	**7,101.98**	**46,216.12**	**3,956.90**	**6.91**
00	**Administration**	**57,275.00**	**7,101.98**	**46,216.12**	**3,956.90**	**6.91**
Grand Total		1,175,701.00	34,619.48	1,029,421.06	111,660.46	0.0950

General Ledger
Monthly Operating Expense Rpt

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Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	**General Fund**					
46	**Library**					
101-46-00-20-10	Salary-Regular	464,912.00	0.00	34,376.22	430,535.78	92.61
101-46-00-20-20	TempPart Time	33,177.00	0.00	1,308.02	31,868.98	96.06
101-46-00-20-37	Holiday Pay	2,885.00	0.00	59.98	2,825.02	97.92
101-46-00-20-40	FICAMedicare	38,522.00	0.00	2,765.03	35,756.97	92.82
101-46-00-20-45	Employer PERS	34,716.00	0.00	2,591.90	32,124.10	92.53
101-46-00-20-47	PERS Unfunded Liability	57,803.00	0.00	55,783.00	2,020.00	3.49
101-46-00-20-55	Health Insurance	124,178.00	0.00	9,412.80	114,765.20	92.42
101-46-00-20-61	Workers Comp	5,173.00	0.00	0.00	5,173.00	100.00
101-46-00-20-65	SDI	4,504.00	0.00	347.78	4,156.22	92.28
101-46-00-20-75	Deferred Comp	7,020.00	0.00	428.93	6,591.07	93.89
101-46-00-20-85	Auto Allowance	2,400.00	0.00	200.00	2,200.00	91.67
101-46-00-20-96	Education Reimbursement	500.00	0.00	0.00	500.00	100.00
20	**Salaries & Benefits**	**775,790.00**	**0.00**	**107,273.66**	**668,516.34**	**86.17**
101-46-00-21-10	Communications	12,300.00	0.00	296.56	12,003.44	97.59
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	0.00	45,000.00	100.00
101-46-00-21-27	Equipment Lease Exp	9,000.00	0.00	715.79	8,284.21	92.05
101-46-00-21-45	Other Contract Services	122,400.00	0.00	1,459.10	120,940.90	98.81
101-46-00-21-55	Training & Conference	6,100.00	0.00	600.00	5,500.00	90.16
21	**Services**	**195,300.00**	**0.00**	**3,071.45**	**192,228.55**	**98.43**
101-46-00-22-07	Copies	3,000.00	0.00	18.88	2,981.12	99.37
101-46-00-22-12	Computer Equipment	36,500.00	1,951.96	4,485.89	30,062.15	82.36
101-46-00-22-13	Office Supplies	2,000.00	0.00	165.55	1,834.45	91.72
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
22	**Supplies**	**42,500.00**	**1,951.96**	**4,670.32**	**35,877.72**	**84.42**
101-46-00-24-25	Taxes & Other Charges	12,000.00	0.00	0.00	12,000.00	100.00
24	**Taxes, Insurances & Contributi**	**12,000.00**	**0.00**	**0.00**	**12,000.00**	**100.00**
101-46-00-26-40	Furniture & Fixtures	30,000.00	12,468.24	0.00	17,531.76	58.44
26	**Capital**	**30,000.00**	**12,468.24**	**0.00**	**17,531.76**	**58.44**
00	**Administration**	**1,055,590.00**	**14,420.20**	**115,015.43**	**926,154.37**	**87.74**
219	**CLSA State**					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
	Library Grant					
46	**Library**					
219-46-00-23-35	Software Maintenance	7,500.00	0.00	0.00	7,500.00	100.00
23	**Maintenance**	**7,500.00**	**0.00**	**0.00**	**7,500.00**	**100.00**
00	**Administration**	**7,500.00**	**0.00**	**0.00**	**7,500.00**	**100.00**
380	**Friends and Foundation**					
46	**Library**					
380-46-00-20-20	TempPart Time	55,242.00	0.00	3,908.74	51,333.26	92.92
380-46-00-20-37	Holiday Pay	4,777.00	0.00	196.64	4,580.36	95.88
380-46-00-20-40	FICAMedicare	4,591.00	0.00	314.08	4,276.92	93.16
20	**Salaries & Benefits**	**64,610.00**	**0.00**	**4,419.46**	**60,190.54**	**93.16**
380-46-00-22-16	Library Materials	56,000.00	0.00	0.00	56,000.00	100.00
380-46-00-22-40	Programming	14,000.00	0.00	150.00	13,850.00	98.93
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	66.61	433.39	86.68
22	**Supplies**	**70,500.00**	**0.00**	**216.61**	**70,283.39**	**99.69**
00	**Administration**	**135,110.00**	**0.00**	**4,636.07**	**130,473.93**	**96.57**
382	**Martin Estate Trust**					
46	**Library**					
382-46-00-22-16	Library Materials	1,600.00	0.00	0.00	1,600.00	100.00
22	**Supplies**	**1,600.00**	**0.00**	**0.00**	**1,600.00**	**100.00**
00	**Administration**	**1,600.00**	**0.00**	**0.00**	**1,600.00**	**100.00**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	0.00	5,000.00	100.00
384-46-00-22-16	Library Materials	45,000.00	0.00	2,290.57	42,709.43	94.91
22	**Supplies**	**50,000.00**	**0.00**	**2,290.57**	**47,709.43**	**95.42**
00	**Administration**	**50,000.00**	**0.00**	**2,290.57**	**47,709.43**	**95.42**
Grand Total		1,249,800.00	14,420.20	121,942.07	1,113,437.73	0.8909