



**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, November 14, 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 October 10, 2018
[SHPL Board Minutes Regular Meeting October 10, 2018](#)
6. SCHEDULED MATTERS:
 - 6.1. Meet Mariah McGuire, Outreach Services Librarian, to Discuss Library Programming, Newsletter, and Website.

3 - 5

- 6.2. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director
- 6.3. Discussion of Future St. Helena Public Library and Related Concepts - Chris Kreiden, Library Director
- 6.4. Review of St. Helena Public Library's Submission to the California Public Library Report 2017/2018 - Chris Kreiden 7 - 42
[CA Public Library Survey 2017/18](#)
[CA Public Library Survey Instructions 2017/18](#)
- 6.5. Review of Library Statistics for October 2018 - Chris Kreiden 43 - 47
[Library Statistics 2018 October](#)
- 6.6. Review of Library Newsletter for November 2018 - Chris Kreiden 49 - 52
[Library Newsletter 2018 November](#)
- 6.7. Review of Monthly Library Operating Expense Report for October 2018 - Chris Kreiden 53 - 54
[Library Monthly Expense Report 2018 October](#)
- 6.8. Discussion of Possible Project Ideas from Library Trustees
- 7. ADJOURNMENT
The next regular meeting is scheduled for December 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 November 8, 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, October 10, 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 5:05 p.m. Present were: Vice Chair Terry Wood; Trustees Rebecca Martin, David Slaby, Susan Swan, and Lin Weber; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and St. Helena Mayor Alan Galbraith.

- 3. PUBLIC FORUM** - There were no public comments this month.

- 4. REPORTS BY STAFF, COMMITTEE** - Chris reported that there was a substantial leak in her office from the first rain of the season. While fixing the issue, mold was discovered in her office. Testing has been done and the City is waiting on the final report. Preliminary results suggest remediation to remove it; Chris has moved out of her office until the situation is remedied.

Chris is almost done with the fiscal year 2017/2018 California Public Library Report. The completed survey will be included as part of November's meeting packet.

Chris reported that there were six responses to the Library's Request for Proposal (RFP) for Library Materials Vendors. Staff is currently looking at the proposals and will be making their choice soon.

5. CONSENT ITEMS:

- 5.1 - The Library Board of Trustees Meeting Minutes of September 12, 2018** were approved.

6. SCHEDULED MATTERS:

- 6.1- Library Board of Trustees Chairperson Report to City Council - Skip Lane** - Skip will be giving the annual Library Board of Trustees Chairperson Report at the City Council's October 23rd meeting. He wants to make sure that the Trustees will be included in any discussion and planning that is done concerning the Library. Chris stated that the Trustees will definitely be included. She is starting work on an RFP scope of work which will look for consultants to help with the redesigning and reimaging of the Library's space and future needs. Skip went over his report for City Council with the Trustees. Suggestions by the Board included changing calling the library a community center to a cultural center. A point was made to highlight that the library has been very budget conscientious since 2015's budget crisis.

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

Chris has ordered the book *Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World* by Rebekkah Smith Aldrich. She read it while on vacation and felt that it would be a good read for the Library Board and library staff. The book believes that a library needs to be tied to the sustainability of its community. It suggests that instead of telling only the what of what a library does, it should include why and that these should be tied to our core values. Libraries and their messaging need to be empowering, engaging, and energizing.

6.3 - Report from Friends & Foundation, St. Helena Public Library - María Stel, F&F Executive Director - Maria report that Bookmark Napa Valley tickets are on sale now. Tickets this year are \$175.

6.4 - Review of Library Statistics for September 2018 - Chris Kreiden -

Trustees discussed circulation statistics and door count, and briefly compared 2017 circulations to 2018 circulations. *Overdrive* circulation has gone up significantly, and Chris said people are discovering the library's other digital resources *Hoopla* and *Kanopy* as well. Chris reported that 59 people used *Homework Help* in September.

6.5 - Review of Library Newsletter for September 2018 - Chris Kreiden -

Trustees reviewed the monthly newsletter and discussed possible ways to expand the pool of newsletter recipients. Currently it is emailed only to people who have signed up to receive it. All agreed that wide distribution of the newsletter is important and that it is especially important that individuals who have a voice in the future of the library receive the newsletter to ensure they are aware of the many cultural events and community programs going on and the impressive number of patrons the library serves every week. Terry reminded Trustees that the *St. Helena Star* has offered the library a weekly space to fill with any information staff wants to communicate to the community. Trustees discussed the myriad ways this weekly column space might be used most effectively. Terry will continue working with the *Star* on this project. Discussion turned to improving the library's website, and Chris reported that Mariah is currently testing a library-focused website template. Mariah will attend the November Library Board meeting to answer Trustees' questions about both the newsletter, the website, and library programs.

Susan suggested the library use *Instagram* to inform followers about upcoming events and important information on social media, which is the platform that a good number of people use to distribute and receive information. Terry and Susan will work together to create *Instagram* posts.

6.6 - Review of Monthly Library Operating Expense Report for September 2018 - Chris Kreiden - Trustees reviewed and discussed the September Report. Lin asked about the Tweed Trust account balance. Chris said

that nothing was budgeted to Contract Services in this fund and she will investigate what that line item is. Chris reported that four staff members have registered for the upcoming California Library Association Conference in Santa Clara.

6.7 - Discussion of Possible Project Ideas from Library Trustees - There were no new project ideas shared this month.

7. ADJOURNMENT. The meeting was adjourned at 5:50 pm.

The next regular meeting of the Library Board of Trustees is scheduled for November 14, 2018 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary

California Public Library Survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

THE FIELDS (IN RED) BELOW ARE SYSTEM CALCULATED

Directory Update #1-45

- 1 Library ID
- 2 FSCS ID
- 3 Short Name
- 4 Library Name

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

- 5 Courtesy Title
- 6 Director First Name
- 7 Director Middle Name
- 8 Director Last Name
- 9 Director Title
- 10 Street Address
- 11 City
- 12 Zip
- 13 Zip +4
- 14 Mailing Address
- 15 Mailing City
- 16 Mailing Zip
- 17 Mailing Zip +4
- 18 Public Phone Number - Administration
- 19 Reference Phone Number
- 20 Fax
- 21 TDD for Deaf
- 22 Library Director's Email address
- 23 Library's Public Email address
- 24 Library's Web Address
- 25 ILL Period # of weeks
- 26 ILL Photocopy free up to 10 pages?
- Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.
- 27
- 28 Name of person completing this survey
- 29 Phone # of person completing this survey
- 30 Email address of person completing this survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

- 31 Size Square Mile
- 32 Interlibrary Relationship code
- 33 Legal Basis Code
- 34 Administrative Structure Code
- 35 FSCS Public Library Definition
- 36 Geographic Code
- 37 Legal Service Area Boundary Change
- 38 Library Type
- 39 Metropolitan Service Area Name
- 40 County

41	CLSA System Library	
42	Population Group Number	
43	State	
44	Fiscal Year	
45	Institute Code	

Population and Outlets #201-212

201	Population of The Legal Service Area	
202	Population of Children Ages Under 5	
203	Population of Children Ages 5-14	
204	Registered Users as of June 30	
205	Children Borrowers Age 0-14	
206	# of Central Libraries	
207	# of Branch Libraries	
208	# of Stations	
209	# of Branches and Stations	
210	# of Bookmobiles	
211	Total # of Outlets	
212	Total Square Footage	

Library Staff #251-259

251	Total count of persons employed - full and part time	
252	ALA Librarians (FTE) who have accredited ALA Masters	
253	FTE Total Librarians (ALA or other)	
254	FTE Special Professionals	
255	FTE Librarian Technical Assistants	
256	FTE Other	
257	All Support Staff FTE	
258	Staff FTE	
259	FTE Volunteers (Average FTE per week - not hours)	

Income - for Operational Expenses #301-307

301	Local Government (all sources)	
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	
303	Federal Funds (e.g. LSTA or other)	
304	All Other Operating Income	
305	Total Operating Income	
307	CA Literacy Services	

Income - for Capital Outlay #309-313

309	Local Government (taxes and allocations)	
310	State Funds	
311	Federal Funds	
312	Other Income	
313	Total Capital Outlay Income	

Standard Operating Expenditures #401-411

401	Salary & Wages Expenditures	
402	Employee Benefits Expenditures	
403	Total Staff Expenditures	
404	Print Materials Expenditures (except Serials)	
405	Print Serial Subscription Expenditures	
406	Total Print Materials Expenditures	
407	Electronic Materials Expenditures	
408	Other Materials Expenditures	
409	Total Collection Expenditures	
410	All Other Operating Expenditures	
411	Total Operating Expenditures	

Capital Expenditures #500

500	Total Capital Expenditures	
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Specific Expenditures #501-503

501	Preservation	
502	Expenditures on Childrens Materials	
503	Adult Literacy Programs	

Collections #601-619

601	Childrens Books Added	
602	Books Children Held as of June 30	
603	Books Young Adult Held as of June 30	
604	# of Cataloged Books Added	
605	# of Book Titles Added Cataloged in Collection	
606	Total Books Held as of June 30	
607	# of Government Documents in Separate Collections	
608	Total Print Materials Held	
609	# of Electronic Books in Collection	
610	# of Physical Audio Materials in Collection	
611	# of Downloadable Audio Materials in Collection	
612	# of Physical Video Materials in Collection	
613	# of Downloadable Video Materials in Collection	
	# of Electronic Collections through Local and Other Funding	
614.a.	in Collection	
	# of Electronic Collections through State Funding in	
614.b.	Collection	
614.c.	# of Electronic Collections in Collection	
615	# of Current Serial Subscriptions	
616	Number of records in library catalog as of June 30	
617	# of Childrens Audio Materials in Collection	
618	# of Childrens Video Materials in Collection	
619	Equipment collection	

Library Services, Annual #801-827

800	Hours Open, All Outlets	
801	Library Visits	
802	Reference Questions	
802a.	Technology assistance	
803	Physical Item Circulation	
804	Circulation of Childrens Materials	
805	Circulation of Non English Materials	
807	Circulation of Electronic Materials	
808	Successful Retrieval of Electronic Information	
809	Electronic Content Use	
810	Total Circulation	
811	Total Collection Use	
812	ILL loans to others	
813	ILL loans received	
814	# of Pre School Programs	
815	Pre-School Program Attendance	
816	# of School Aged Programs	
817	School Aged Program Attendance	
818	# of Young Adult Programs	
819	Young Adult Program Attendance	
820	# of Adult Programs	
821	Adult Program Attendance	
822	Offsite Programs - Number	
823	Offsite Programs - Attendance	
824	# of Children's Programs	
825	Childrens Program Attendance	
826	Total # of Programs	
827	Total Program Attendance	

Salary Survey #901-918

901	Beginning Salary for Director	
902	Final Salary for Director	
903	Beginning Salary for Assistant Director	
904	Final Salary for Assistant Director	
905	Beginning Salary for Chief Library Division	
906	Final Salary for Chief Library Division	
907	Beginning Salary for Branch Librarian	
908	Final Salary for Branch Librarian	
909	Beginning Salary for Entry Level Librarian	
910	Final Salary for Entry Level Librarian	
911	Beginning Salary for Journeyman Librarian	
912	Final Salary for Journeyman Librarian	
913	Beginning Salary for Library Tech Assistant	
914	Final Salary for Library Tech Assistant	
915	Beginning Salary for Clerk	

916	Final Salary for Clerk	
917	Beginning Salary for Manager of Special Library Service (non-MLS)	
918	Final Salary for Manager of Special Library Service (non-MLS)	

Library Community Development and Support Information #919-923

919	Did your library provide support for vulnerable populations in the community?	
920	Did your library support your users' personal economic development?	
921	Did your library play a role in responding to, or building resilience after, a crisis in the community?	
922	Did your library support your users' personal learning and knowledge development?	
923	Did your library help to develop social capital in your community?	

Electronic Services #856-863

856	Library Utilizes CA Teleconnect Fund	
857	Library Utilizes the E-Rate Program	
858	CIPA Compliant	

Electronic Resources Usage

859	Annual Uses of Public Internet Computers	
860	Virtual Visits to the library website	
861	Wireless Sessions Per Year	
862	Does your library use RFID	
863	# of Internet Terminals	

Referenda #870-877

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870	Referenda Election Date	
871	Referenda Local Agency	
872	Referenda Funding Purpose	
873	Referenda Type of Tax	
874	Referenda Percentage of Yes Votes	
875	Referenda Vote Require	
876	Referenda Vote Outcome	
877	Referenda Notes	

Notes

Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCSKey	
2	State assigned identification number	
3	Library Code	
4	Short Name	
5	Legal Name	
6	Physical Street Address	
7	City	
8	Zip Code	
9	Zip+4 Code	
10	Mailing Street Address	
11	Mailing City	
12	Mailing Zip Code	
13	Mailing Zip +4	
14	County	
15	Fax	
16	Phone	
17	Outlet Type Code	
18	Facility Owned By	
19	Facility Update Needs	
20	Population Served	
21	Total Outlet Staff FTE	
22	Hours Open, Weekly	

23	Hours Open, Annually	
24	Weeks Open, Annually	
25	Volumes Held	
26	Circulation	
	Total Outlet Operating	
27	Expenditures	
28	Year Built	
29	Date Library Opened (mm/yyyy)	
30	Year Library Remodeled	
31	Is this Outlet LEED certified?	
32	Size in Square Feet of outlet	
33	Number of Reader Seats	
	Days Per Week Library is Open to	
34	the Public	
	Staffed when open to public by at	
35	least 1 paid librarian & 1 paid	
36	Housed in Seperate Quarters?	
	Established Scheduled Hours for	
37	Public Service?	
38	Degree of Adequacy of this Facility	
	Number of Internet Terminals -	
39	General Public	
	What is your library's highest	
40	connection speed to the Internet?	
	Is Wireless available at this	
41	location?	
42	Metropolitan Status Code	
43	FSCS Submission Year	
44	Outlet Type Sort Code	

California State Library

CALIFORNIA PUBLIC LIBRARY REPORT 2017/2018

Public Library Statistics Cooperative

INSTRUCTIONS

These instructions are written to assist you in filing this year's California Public Library Report with the California State Library. The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

In financial sections, report whole dollars only, omit cents.

Enter "0" if the entry is zero. If an item does not apply or the figure is unknown, enter "N/A", do not repeat last year's figure if the figure for this year is unknown.

If an exact figure is not available but the amount is known to be greater than zero, please enter an estimate of the amount.

When you are entering a note in the online form to explain or add additional detail to a given answer, please use the note field toward the right of the form near the data entry box:



251. Total count of persons employed - full and part time	
252. ALA Librarians (FTE) who have accredited ALA Masters	
253. FTE Total Librarians (ALA or other)	

The due date for completion of this year's annual report is **Friday, November 2, 2018.**

If you have questions, contact Janet Coles at (916) 651-0981 or email: janet.coles@library.ca.gov.

DIRECTORY UPDATE

Your directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

Question #	Element name	Description
5	Courtesy Title.	Ms., Mr., or Dr.
6 - 9	Director.	Name and title of library director. Please enter the name and title of the person with direct overall administrative responsibility for the library.
10 - 13	Street Address. (CSL only)	Street address of main library or headquarters, including city, ZIP and ZIP+4.
NOTE: Please notify us of major changes only to the address for an obvious		

error or when a completely new address is needed.

- 14 - 17 **Mailing Address. (CSL only)** Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. The street address is repeated if it is the same as the mailing address.
- NOTE:** Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.*
- 18 **Public phone.** Telephone number, with area code, by which the general public can reach the library administration during business hours whether the library is actually open for public service or not. Number will be published, so it should be one appropriate for public use. Do not report only an unstaffed answering machine number.
- 19 **Reference Phone.** Telephone number, with area code, by which the general public can reach the library's public service desk during hours the library is regularly open. Number will be published.
- 20 **FAX.** Telephone number of facsimile machine, if available.
- 21 **TDD for Deaf.** Phone number of telecommunications device for deaf patrons, if available.
- 22 **Library Director's Email Address.** Enter the e-mail address that State Library staff can use to communicate with the library director. It will not be published or re-distributed.
- 23 **Library's Public Email Address.** The e-mail address that other libraries should use for general library electronic mail access to your library.
- 24 **Library's Web Address.** The full Web address by which the library can be accessed on the Internet.
- 25 **ILL Period: # Weeks.** Enter your standard loan period for inter-library loans, in number of weeks.
- 26 **ILL Photocopying free up to 10 pages?** Y = Yes; N = No.
- 27 **Copy Fee.** If the answer to 26 is No, enter here the copy fee that is charged.
- 28 **Name of person completing this survey.** Name of person completing the survey. Person should be able to answer questions in regard to responses.
- 29 **Phone # of person completing this survey.** Phone number of person completing the survey. Person should be able to answer questions in regard to responses.

- 30 **E-mail address of person completing this survey.** Email contact information for person completing the survey. Person should be able to answer questions in regard to responses.

POPULATION

- 201 **Pop. of Legal Service Area. (CSL only)** Figure is based upon the California Dept. of Finance, Demographic Research Unit E-1 report issued each May 1st. Adjustments made if necessary by CSL staff to reflect the boundary of each library service area.
- 202 **Pop. Children Under Age 5.** Estimated population of children under age 5 within the library service area.
- 203 **Pop. Children Age 5-14.** Estimated population of children ages 5 to 14 within the library service area.
- 204 **Registered Users as of June 30.** A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.
- NOTE:** Files should have been purged within the past three (3) years.*
- 205 **Children Borrowers.** Number of children registered with the library for circulation and other services, as of June 30 of the Report Year. Report individual rather than household registration. Files should have been purged at least once within the last three years. Children borrowers are those who receive a child/youth library card. Specific age can vary by library system, although age is generally up to age 14.

OUTLETS

- 206 **Main (Central) Library.** If jurisdiction has a central or main library open for public service, enter "1". Do not report administrative headquarters if not open for public library service. If there is no central or main library then enter zero.
- 207 **Number of Branch Libraries.** A branch is an extension library open some part of each of at least five days a week, has at least 1,400 sq. ft. of floor space, a general book collection of at least 7,000 volumes, and is staffed with the equivalent of at least one librarian and one clerical employee during the hours open for service. Enter number of branches. Include in the count any branch that opened or closed part way through the year.

208 **Number of Stations.** A station is a library structure smaller than a branch, providing a lower level of service. All stations have all of the following, however: 1.) separate quarters; 2.) a permanent basic collection; 3.) at least one established, paid position; and 4.) a regular schedule for opening to the public. Enter number of stations. Include in the count any station that opened or closed part way through the year.

210 **Number of Bookmobiles.** Truck or van that is specially equipped and serves as a traveling branch library. Enter number of vehicles in public service, not number of stops made. Do not include non-public delivery vehicles or other library vehicles.

LIBRARY STAFF

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

251 **Total count of persons employed.** Total count of all persons employed in library and support services, funded in the library's budget, full-time and part-time, as of June 30, Report Year. Each person employed counts as one, whether they are employed full or part time.

To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

252 **ALA Librarians.** FTE Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

***NOTE:** Report only those positions that require a master's degree from an American Library Association accredited library and information studies program. Do not include staff that have a master's degree from an American Library Association accredited library and information studies program in positions that do not require an MLS degree.*

253 **FTE Total Librarians.** FTE all Librarians, including Library Director. Include accredited from item 252 and any unaccredited with title of Librarian. Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (252).

Enter next all other support persons not called Librarian. This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

254 **FTE Special Professionals.** FTE special professionals, non-Librarian. Include

business manager, personnel director, literacy specialist, public relations, etc.

- 255 **FTE Lib. Tech. Assistants.** FTE Library Technical Assistants (AA degree).
- 256 **FTE Other.** This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 259 **Volunteers.** FTE volunteer workers, average per week. Enter number of persons in Full Time Equivalents, not number of hours worked. A person who volunteers ten hours a week would be counted as .25 FTE, i.e., one quarter the time of a full time person. This includes all persons who were not on the library's payroll, but were providing a service to/for the library, volunteers, Friends and literacy volunteers.

INCOME – FOR OPERATIONAL EXPENDITURES

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. **DO NOT** include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Report **whole dollars only** (omit cents).

- 301 **Local Government.** Local Government Income includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Include contract payments from another jurisdiction for library services provided. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

NOTE: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).

- 302 **State funds.** These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. Includes CLLS literacy programs.

NOTE: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

- 303 **Federal funds.** This includes all federal government funds distributed to

public libraries for expenditure by the public libraries, including federal money distributed by the state. Include funds from the federal Library Services and Technology Act (LSTA) program, or other federal programs.

- 304 **All Other Operating Income.** This is all operating income other than that reported under local, state, and federal (items #301, #302, and #303). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants from private sources. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

INCOME – FOR CAPITAL OUTLAY

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report whole dollars only (omit cents). Note that the amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

- 309 **Local Government.** Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
- 310 **State funds.** Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
- 311 **Federal funds.** Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
- 312 **Other income.** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be

included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Report **whole dollars only**, omit cents. Include local, state, federal, and other funding sources.

- 401 **Salaries & Wages.** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. County libraries must include salary for County Librarian.
- 402 **Employee Benefits.** These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 404 **Print Materials.** Report all operating expenditures for the following print materials: books, serial backfiles, government documents, and any other print acquisitions (except current print serial subscriptions).
- 405 **Print Serial Subscriptions.** Expenditure for current print serials including newspapers, periodicals, annual reports, yearbooks and proceedings.
- 407 **Electronic Materials Expenditures.** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. *[NOTE: Based on ISO 2789 definition.]*
- 408 **Other Materials.** Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
- 410 **All Other Operating Expenditures.** This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures.
- NOTE:** Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and*

software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

CAPITAL EXPENDITURES

500 **Capital expenditures.** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

EXPENDITURES - Detail

501- 503 Detail on selected special expenditures included in Standard Operational Expenditures.

501 **Preservation.** Expenditures on measures to conserve the collection including binding and rebinding, deacidification, lamination and restoration. Do not include salaries.

502 **Children's Materials.** Expenditures for Children's Materials. Includes estimated expenditures for materials in all formats marked children's that are purchased for use by patrons 14 years and younger, or adults.

503 **Adult Literacy Program.** Expenditures for an adult basic literacy program, from all sources, federal, state and/or local.

COLLECTIONS

601 **Children's Books Added.** Total number of books added to Children's Collection(s).

- 602 **Books Children Held.** Total number of Children's Books held, June 30 of report year. Include cataloged and uncataloged print materials (number of items, not number of titles). Do not include serials, periodicals, or other formats.
- 603 **Books Young Adult Held.** Total number of Young Adult books held, June 30 of report year. Include cataloged and uncataloged print materials (number of items, not number of titles). Do not include serials, periodicals, or other formats.
- 604 **Books Added.** Total number of print books added including both children's and adult.
- 605 **Book Titles Added.** Number of book titles represented by count of books added, item 604.
- 606 **Books held.** Total number of books held, June 30 of report year. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
- 607 **Government Documents.** Number of non-serial government documents held in separate collection. Exclude microforms.
- 609 **Electronic Books.** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.
- Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
- NOTE:** For purposes of this survey, units are defined as "units of acquisition or

purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: *units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.*

Unlimited simultaneous use: *units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".*

610

Audio – physical units. These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

611

Audio – downloadable units. These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: *For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.*

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

612 **Video – physical units.** These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit).

613 **Video – downloadable units.** These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video– Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number

of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: *units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".*

614

Electronic Collections. (formerly Licensed Databases)

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library. **Note:** *The data or records are usually collected with a particular intent and relate to a defined topic.*

NOTE: *In California almost all databases are locally funded.*

Number of electronic collections acquired through curation, payment or formal agreement, by source of access:

614a. _____ Local/other cooperative agreements (or consortia) within state or region

614b. _____ State government or State library funded (**CSL only**)

614c. Total: _____

615

Current Print Serial Subscriptions. Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

616

Catalog Records. The number of bibliographic (title) records in your catalog (OPAC) as of June 30 the If your records are part of a union catalog please

request a count of title records to which your library has attached holdings from the union catalog system administrator.

- 617 **Children's Audio Materials.** Number of cataloged and uncataloged audio-recorded materials held in Children's Collection(s). Include all formats, cassettes, CD's, phonorecords, talking books, and other sound recordings.
- 618 **Children's Video Materials.** Number of cataloged and uncataloged video-recorded materials held in Children's Collection(s). Include all formats, videocassettes, DVD's, etc.
- 619 **Equipment.** Number of cataloged and uncataloged items in collection that circulate. Include all non-print, non-digital items, such as computers, tablets, "Library of Things", tools, toys, etc.

LIBRARY SERVICE, ANNUAL

Report **annual totals** in this section.

- 801 **Library Visits.** This is the total number of persons entering the library for whatever purpose during the year.
- NOTE:** If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).*
- 802 **Reference Questions.** Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.
- A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.
- Information sources include (a) printed and non-printed material including the internet; (b) databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
- When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: *It is essential that libraries do not include directional transactions in the report of reference transactions except as noted above. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"*

NOTE: *If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13; if done twice a year, multiply by 26; if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.*

802a

Technology Assistance. Number of individual transactions for technical assistance in use of technology related resources such as hardware, software or online resources **included in the previous question.** Count is for how to use the information resource, or how to extract information from the information resource, e.g. how to set up an email account, how to save a file to a thumb drive, how to search a database, etc. These transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use technology to obtain information. A Technology Assistance transaction includes instruction and assistance in using information sources as defined in Reference Questions and including websites and computer-assisted instruction.

NOTE: *Examples of directional technology transactions that should not be counted include, "Where are your public computers? How do I apply for a library card (if application is online)? Can you help me use the self-checkout machine?"*

803 - 807

Circulation. Circulation of all materials of all types including renewals.

803

Physical Item Circulation. The total annual circulation of **ALL** physical library materials of all types, including renewals.

NOTE: *Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.*

804

Circulation of Children's Materials. Total circulation (including renewals) of cataloged and uncataloged materials (in all formats) marked as Children's

whether they are borrowed by a child, young adult, or adult over the course of the report year.

- 805 **Circulation of Non-English Materials.** Count of total non-English language materials in all formats (adult, YA, and Children's) circulated annually.
- 807 **Circulation of Electronic Materials.** Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 609-613. Do not include items **not** specified under those definitions.
- 808 **Successful Retrieval of Electronic Information.** The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.
- Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]
- 810 **Total Circulation.** Total annual circulation (including renewals), library materials of all types. Circulation means check out of materials to registered borrowers for use outside the library. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
- 812 - 813 **Inter-Library Loans.** These are library materials, or copies of the materials, provided to or received from one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library Administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.
- 812 **Loans to Others.** Annual count of items provided ILL to other libraries.
- 813 **Loans Received.** Annual count of items received ILL from other libraries.
- 814 - 823 **Programs.** A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the

library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group.

NOTE: *Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.*

NOTE: *If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.*

NOTE: *Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. Young Adult age is defined as 12 through 18 years and includes 18 year olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.*

Pre-School #814 – 815

A pre-school children's program is any planned event for which the primary audience is pre-school children ages 0 to 5 years and which introduces the group of pre-school children attending to any of the broad range of library services or activities for children or which directly provides the information to participants. Pre-school children's programs may cover use of the library, library services, or library tours. Pre-school children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all pre-school children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include pre-school children's programs sponsored by other groups that use library facilities. If pre-school children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for pre-school children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Pre-School Children's Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for children ages 0 to 5 years.

*Please count all patrons that attend pre-school programs regardless of age.

School-Age #816 – 817

A school-age children's program is any planned event for which the primary audience is school-age children ages 6 to 11 years and which introduces the group of school-age children attending to any of the broad range of library services or activities for children or which directly provides information to participants. School-age children's programs may cover use of the library, library services, or library tours. School-age children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all school-age children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include school-age children's programs sponsored by other groups that use library facilities. If school-age children's programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for school-age children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual School-Age Children's Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for children ages 6 to 11 years.

*Please count all patrons that attend school-age children's programs regardless of age.

Young Adult #818 – 819

A Young Adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude

library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Young Adult Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for young adults ages 12 to 18 years.

*Please count all patrons that attend the young adult programs regardless of age.

Adult #820 – 821

An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs, instruction and reading events.

Count all adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, or services to homebound.

Annual Adult Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for adults.

*Please count all patrons that attend the adult programs regardless of age.

Off-Site #822 – 823

An offsite program is any program sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via pop-up mobile units.

Count all programs held off-site that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities/resources. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should

be counted as eight programs.

Annual Off-Site Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have been sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience.

NOTE: *These programs should also be included in responses for above age-related programming/attendance.*

SALARY SURVEY

Complete entries **for this reporting year**. Report beginning step and final step of monthly salary range in whole dollars; omit cents. If payment is made in other than monthly increments, compute monthly equivalent. Only nine positions are surveyed; do not add positions of your library not included on the survey. If your library has more than one class of position as described, report the highest salary range. The first 6 positions (items 901-910) are considered professional Librarian classes. Lib. Tech. Asst. is a paraprofessional class, sometimes called Library Technician; it requires specialized training or job skills/experience but does not require an MLS. DO NOT report zero dollars for any position, leave blank if position is not in use or no information is available.

901 - 902	Library Director. Chief Administrator of library.
903 - 904	Assistant Director. Deputy line position with library-wide responsibilities; not administrative assistant.
905 - 906	Chief of Division. Professional line position supervising other librarians.
907 - 908	Branch Librarian. Professional line position normally supervising other staff in branch library location.
909 - 910	Entry Level Librarian. Beginning professional with library training but normally without previous professional library work experience.
911 - 912	Journeyman Librarian. Second level professional with library training and normally with previous professional library work experience.
913 - 914	Library Technical Assistant. Para-professional with AA degree in library science or equivalent.
915 - 916	Clerk. Beginning non-professional employee without library work experience or special training. Not hourly or student paging help.
917 - 918	Manager. Manager of special library service, normally not a Librarian but professional in another field (e.g., Business Manager, Personnel Officer, Literacy

Coordinator).

ELECTRONIC SERVICES

856 **California Teleconnect Fund.** If your library took advantage of the California Teleconnect Fund subsidies during this report year, Y = Yes; N = No.

857 **Federal E-Rate.** If your library took advantage of the federal E-Rate subsidies during this report year, Y = Yes; N = No.

858 **CIPA Compliant.** If your library is compliant with CIPA (Children's Internet Protection Act) compliant, Y = Yes; N = No.

NOTE: For CIPA compliance your library must have an Internet safety policy that includes technology protection measures and provide a means to block images that constitute obscenity, child pornography and prevent minors from obtaining access to material that is harmful to them. **All library computers**, including staff computers, must have a technology protection measure installed and running that blocks obscene/child pornography images. An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

859 **Number of Uses (Sessions) of Public Internet Computers Per Year.** Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include WiFi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

860 **Website visits.** Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

A visit is usually determined by each user's unique IP address, and/or their login account name when they are accessing secure parts of the website. The details for website visits/sessions are contained within the access log file for the web server(s) and may be accessible using log file analysis or web analytics reporting tools.

Virtual visits include a user's request of the library website or catalog from outside the library. A single visit to a website may involve loading of numerous web pages or gratuitous elements (images, style sheets, etc.)

861 **Wireless Sessions per year.** Report the number of wireless sessions provided by the library wireless service annually.

862 **RFID.** Does your library use a Radio Frequency Identification (RFID) system for circulation? Y = Yes; N = No.

REFERENDA INFORMATION

Please leave blank if no referenda occurred during the report year. **Do not report referenda from prior years.**

870 **Election Date.** Election Date (in MM/DD/YYYY format).

871 **Local Agency Authorizing Election.** Examples: City of San Jose, County of Orange, Beaumont Library District.

872 **Funding Purpose.** Options: Operations, Facilities, Facilities & Operations, Other.

873 **Type of Tax.** Options: Benefit Assessment, Business License Tax, Excise Tax, Gann Limit Override, General Obligation Bond, Parcel Tax, Sales Tax, Special Tax, Transient Occupancy Tax, Utility Users Tax, Other.

874 **Percentage of "Yes" Vote.** From results of referenda, with one decimal, i.e., 65.8%.

875 **Vote Requirement to Pass.** Options: Majority, Supermajority and Other.

876 **Vote Outcome.** Options: Pass, Fail.

877 **Notes.** Additional information concerning the referenda.

LIBRARY COMMUNITY DEVELOPMENT AND SUPPORT INFORMATION

- 919 **Vulnerable populations.** Did your library provide support for vulnerable populations in the community? Examples might include providing services or programs for persons experiencing homelessness, persons recently arrived in a new country and who are facing cultural and linguistic barriers, or persons with physical challenges or other disabilities. Please respond yes/no/don't know. Include any additional information as a comment.
- 920 **Personal economic development.** Did your library support your users' personal economic development? Examples might include helping people look for jobs, write resumes, develop workforce-readiness skills or start and run small businesses. Please respond yes/no/don't know. Include any additional information as a comment.
- 921 **Crisis support.** Did your library play a role in responding to, or building resilience after, a crisis in the community? Examples might include providing services or programs to support the community after a natural and/or human crisis such as fire, flood, mudslide, riot, or shooting. Please answer yes/no/don't know. Include any additional information as a comment.
- 922 **Personal learning and knowledge development.** Did your library support your users' personal learning and knowledge development? Examples might include providing access to learning materials in a variety of formats, providing literacy services, or providing programs and classes in the library or with a community partner. Please answer yes/no/don't know. Include any additional information as a comment.
- 923 **Social capital.** Did your library help to develop social capital in your community? Examples might include providing a common space in which people can socialize or engage with one another, or partnering with other community-based organizations and groups. Please answer yes/no/don't know. Include any additional information as a comment.

MOBILE LIBRARIES

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

If you reported on operation of a mobile library in the previous report year, a record is provided to you for each mobile library operation you reported, indicating your last year's description of that operation. Where corrections or updates are appropriate, please make those changes in the space provided.

A new record can be created on which to record any new mobile library operations not previously reported, click on the "Add Group" button.

If no bookmobiles then **leave blank**.

5	Name. Name of bookmobile.
6 - 10	Street Address. (CSL only) Street address where bookmobile is stationed when not in use, including city, county, ZIP and ZIP+4. NOTE: <i>Please notify us of major changes to the address only such as an obvious error or a completely new address is needed.</i>
11	Phone. Telephone number, with area code, for general public use.
12	Type: Bookmobile/Van/Other
13	Make:
14	Model:
15	Year: Year of manufacture of the bookmobile, i.e., the model year.
16	Chassis Manufacturer: Company that manufactured the bookmobile.
17	Length: In feet.
18	Book Capacity in Volumes:
19	Miles traveled per year:
20	Number of individual stops on route per week:
21	Total hours in public service for the year (omit travel time):

- 22 **Total Number of weeks in public service for the year.**
- 23 **Librarians on vehicle.**
- 24 **Driver/clerks on vehicle.**
- 25 **Support Staff off vehicle.**
- 26 **Total materials circulation per year.**
- 27 **Yearly operating and maintenance cost.** (Examples: fuel, maintenance, repair,
labor and parts. Do not include personnel costs.)
- 28 **Number of Internet Terminals - General Public.**

OUTLETS

Include all branches, stations, and central libraries. Do not include in this report any administrative headquarters that are not public service outlets, do not include other outlets or deposit only locations.

Complete one set of forms/input screens for each fixed-facility public service outlet.

New Library Outlets: Click on “ADD GROUP” in the survey to create a new record for a new library service outlet. Contact Counting Opinions for assistance (support@countingopinions.com) in adding a new outlet.

Closed Outlets: If an outlet for which we have provided you a California Library Outlets Survey entry was closed during this report year write a "note to the state" for Section 1 of the Web-based input form. Please also include the date the outlet closed if that is easily available. Enter any data for the time period the outlet was open.

Updates to Existing Outlets: On the California Library Outlets Survey, you do not need to provide any response where there is no change in data from that which is indicated as currently in our file. Date built, date remodeled, # of square feet are all examples of data which probably has not changed.

5 **Name.** Name of outlet.

6 - 9 **Street Address. (CSL only)** Street address of outlet as of June 30th, including city, ZIP and ZIP+4.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

10 - 14 **Mailing Address. (CSL only).** Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is repeated if it is the same as the mailing address.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

15 **FAX.** Telephone number of fax machine in the outlet, if applicable.

16 **Phone.** Telephone number, with area code, for general public use.

17 **Type of Outlet.** Select appropriate code, based on the following definitions:

CE = Central. A central or main library, so designated by the jurisdiction, and which is open for public service.

BR = Branch. A branch is an extension library open some part of each of at least five days a week, has at least 1,400 sq. ft. of floor space, a general book collection of at least 7,000 volumes, and is staffed with the equivalent of at least one paid librarian and one paid clerical

employee during the hours open for public service.

ST = Station. A station is a library structure smaller than a branch, providing a lower level of service. All stations have all of the following, however: 1) separate quarters; 2) a permanent basic collection; 3) at least one established, paid position; and 4) a regular schedule for opening to the public.

NOTE: *Separate quarters does not necessarily mean a separate building, only a separate facility, which could be in a building that also houses other agencies or operations. The facility within the larger building is under the library's control for the provision of library services. Not included would be areas within a facility housing a deposit collection or some such.*

- 18 **Facility Owned By.** If the owner of the physical facility has changed from that already recorded, replace the existing data with the 4-letter code (options are on the report form/input screen) that best describes the current owner of the facility in which this outlet is housed.

CITY - City
 CNTY - County
 SPDT - Special District
 PSCH - Public School
 PUAG - Public Agency
 PRIV - Private
 MULT - Multiple Ownership

- 19 **Facility Upgrade Needs.** Using one of the codes provided on the report form/input screen, indicate whether this facility needs some level of upgrade. Enter N/A if no upgrade is currently needed.

RMDL - Remodel
 EXPN - Expansion
 RMEX - Remodel and Expansion
 RPLC - Replace
 N/A - Not Applicable

- 20 **Population Served.** Population served by this outlet. Figure reported may be from planning department, library registration records, or your estimate. Do not report population of library jurisdiction as a whole, unless this is a one-outlet library.

- 21 **Staff FTE.** Full-time equivalent of staff paid to operate outlet. Do not include volunteer help. Full-time is normally 40 hours per week but not less than 36. The FTE of one full-time position is "1." To compute the FTE of a part-time position, divide number of hours worked per week by hours of normal workweek. The FTE of one 20-hour position is "0.5." Add total full-time positions and FTE of part-time positions for total Staff FTE.

- 22 **Hours Open, Weekly.** Number of hours the outlet is open for public service in a typical week.

- 23 **Hours annual.** Total number of hours outlet is open for public service per year.
- 24 **Weeks annual.** This is the number of weeks during the year that the outlet was open to the public for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.
- 25 **Volumes.** Number of volumes held by outlet in all physical formats. Include rotating collections if normally available.
- 26 **Circulation.** Total annual circulation transactions of this outlet.
- 27 **Total Outlet Operating Expenditure.** Total dollars expended on this outlet per year, in whole dollars. Do not include capital outlay or expenses of general library jurisdictional support functions. Estimate if necessary.
- 28 **Year Built.** Year the building housing library outlet was originally built.
- 29 **Year Opened.** Date that library service began in the community by the opening of an outlet, month and year (06/2002). If month unknown use "01". Can be the date an earlier library building opened.
- 30 **Year Remodeled.** Year the building housing library outlet was last remodeled.
- 31 **LEED Certification.** Is this Outlet LEED certified? For new construction and renovation of library buildings LEED certification is often sought, reflecting the energy efficiency of the structure. LEED certification is based on national certification standards from the US Green Building Council. More information on LEED certification is available at <http://www.usgbc.org/certification>. If you are not sure if the building has a level of LEED certification, you might check with your jurisdiction's General Services department.
- Certified? Indicate certification level, if known
- No
 - LEED Certified
 - LEED Platinum
 - LEED Gold
 - LEED Silver
 - Don't know
- 32 **Gross sq. ft.** Provide the area, in square feet, of the public library outlet. Report the total area in square feet; this is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- 33 **Reader seats.** Number of seats for readers in outlet. Do not include public access computers as

reader seats.

34 **Days open per week.** Record the number of days per week that this facility is open for use by the public for at least 2 hours per day.

35 **Staffing = 1 librarian/1 clerical?** Is this facility staffed by the equivalent of at least one paid librarian and one paid clerical employee during all the hours that facility is open for service to the public? Y = Yes; N = No.

36 **Separate quarters?** Is this outlet housed in separate quarters (i.e., not physically within another service facility such as a nursing home, teen center, grocery store)? Not necessarily a separate structure, but separate quarters within a single structure if a physical facility is shared. If the answer is no then this outlet does not qualify as a station or branch. Contact the State Library for additional assistance.

37 **Established schedule of hours?** Does this facility have an established schedule of hours for which it is open to the public? Y = Yes; N = No.

38 **Adequacy of Facility.** Assess the adequacy of the library facility in terms of the size and condition of the building. Rate the adequacy on a scale of 1 to 10, with 10 being the top of the scale (i.e., just finished new building which is in excellent condition and large enough to serve the population for the long term).

Poor Fair Average Good Excellent
1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

39 **Number of Internet Terminals – General Public.** Report the number of Internet terminals (personal computers (PCs), and laptops), whether purchased, leased or donated, used by the general public in the library.

40 **Internet Connection Speed.** Select the fastest Internet connection speed available at your library from the drop down list. The connection speed should be based on the incoming data line to the building, not the speed at any individual workstation.

- Less than 1.5Mbps (megabits/second)
- 1.5Mbps
- 1.6Mbps - 6.0Mbps
- 6.1Mbps - 10Mbps
- 10.1Mbps - 40Mbps
- 40.1Mbps – 1.0Gbps (gigabits/second)
- Greater than 1.0 Gbps
- Unknown
- No Connection

41 **Wi-Fi.** Is Wireless Internet access is available at this location at no charge to patrons? Y = Yes; N = No

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/6/2018

10/1/2010 to 10/31/2018

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	611	911	69	172
Adult Book on Tape	7	10	3	5
Adult CD Non-English Language	3	11	0	0
Adult Compact Disc	194	477	19	225
Adult Digital Audio Book	1	3	0	0
Adult Fiction	1,321	2,028	120	521
Adult Non Fiction	1,063	1,884	137	549
Adult Paperback Book	1	3	0	0
Adult Periodical	93	81	8	92
Blu-Ray - Feature Film	7	11	0	0
DVD - Educational	332	471	57	89
DVD - Feature Film	2,882	3,737	199	650
DVD - Foreign Language	30	64	0	0
DVD - Juvenile Educational	21	20	2	25
DVD - Juvenile Feature Film	483	603	47	270
DVD - Juvenile Spanish Lang.	0	1	0	0
Easy Reader	312	375	26	73
Juvenile Audio Cassette	3	3	2	0
Juvenile Book on CD	101	154	31	70
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	36	44	5	40
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	896	1,180	186	350
Juvenile Non-Fiction	537	736	140	405
Juvenile Paperback Book	71	86	11	26
Juvenile Spanish	150	166	12	72
Link+ Book	46	36	0	17
Link+ Media	12	12	0	5
Link+ Media - 1 week	7	9	0	0
Mixed Media Kit	2	4	0	0
Non-Circulating	0	0	0	2
Picture Books (EASY)	1,114	1,472	109	471
Video - Juvenile Feature Film	0	1	0	0
Video - Juvenile Foreign Lang	1	2	0	0
Young Adult Book on CD	7	10	4	10
Young Adult Book on Tape	0	0	0	1
Young Adult CD	4	4	0	1
Young Adult Fiction	128	216	49	101
Young Adult Non-Fiction	15	29	2	0
Young Adult Paperback book	21	37	1	20
TOTAL:	10,512	14,893	1,239	4,262
GRAND TOTAL:	10,512	14,893	1,239	4,262

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				October 2018	FY 18/19
DIGITAL CIRCULATION					
E-BOOKS					
	THIS YEAR	LAST YEAR		PROVIDER	TOTAL
Hoopla	19	N/A		Hoopla	118
Overdrive	249	151		Kanopy	81
TOTAL	268	151		Overdrive	526
				RB Digital	42
				TOTAL	767
AUDIOBOOKS					
Hoopla	74	N/A			
Overdrive	277	179			
TOTAL	351	179			
MOVIES & TELEVISION					
Hoopla	22	N/A			
Kanopy	81	N/A			
TOTAL	103	-			
MUSIC					
Hoopla	3	N/A			
TOTAL	3	-			
PERIODICALS					
RB Digital	42	24			
TOTAL	42	24			
TOTAL DIGITAL CIRCULATION	767	354			

SPANISH MATERIALS CIRCULATION				
Year	Charges	Renewals	On Shelf	TOTAL
2018	240	16	107	363
2017	157	27	132	316

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/6/2018

10/1/2016 to 10/31/2017

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	467	658	80	183
Adult Book on Tape	9	12	5	3
Adult CD Non-English Language	0	3	0	0
Adult Compact Disc	257	450	21	144
Adult Fiction	1,225	1,921	137	474
Adult Non Fiction	789	1,588	160	436
Adult Paperback Book	1	1	0	0
Adult Periodical	92	94	5	80
Blu-Ray - Feature Film	0	1	0	0
DVD - Educational	310	430	81	59
DVD - Feature Film	2,307	3,097	181	542
DVD - Foreign Language	20	56	6	0
DVD - Juvenile Educational	24	37	3	10
DVD - Juvenile Feature Film	491	737	101	311
DVD - Juvenile Foreign Lang	0	1	0	0
Easy Reader	292	369	31	87
Juvenile Audio Cassette	2	2	0	0
Juvenile Book on CD	73	129	30	40
Juvenile Compact Disc	32	51	10	24
Juvenile Digital Audio Book	1	1	0	0
Juvenile Fiction	728	972	170	236
Juvenile Non-Fiction	599	784	138	282
Juvenile Paperback Book	47	58	4	15
Juvenile Periodical	1	1	0	1
Juvenile Spanish	96	100	7	56
Link+ Book	33	33	0	12
Link+ Media	2	3	0	2
Link+ Media - 1 week	3	4	0	2
Miscellaneous	3	5	0	0
Mixed Media Kit	0	1	0	0
Non-Circulating	0	1	0	3
Picture Books (EASY)	879	1,344	244	411
Video - Feature Film	1	2	0	0
Video - Juvenile Feature Film	1	2	0	0
Video - Juvenile Info/Educ/Rec	0	1	0	0
Young Adult Book on CD	9	14	2	12
Young Adult CD	0	0	0	1
Young Adult Fiction	124	223	46	58
Young Adult Non-Fiction	5	17	0	0
Young Adult Paperback book	14	34	3	16
TOTAL:	8,937	13,237	1,465	3,500
GRAND TOTAL:	8,937	13,237	1,465	3,500

2018 October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 27/09/18 573 LA	2 27/09/18 787 LA	3 27/09/18 622 LA	4 27/09/18 837 LA	5 27/09/18 543 LA	6 27/09/18 313 CK
October 2018 S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8 28/09/18 521 LA	9 28/09/18 1081 LA	10 28/09/18 653 LA	11 28/09/18 1042 LA	12 28/09/18 330 LA	13 28/09/18 353 CK
November 2018 S M T W T F S 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	15 28/10/18 964 LA	16 28/10/18 941 LA	17 28/10/18 721 LA	18 28/10/18 740 LA	19 28/10/18 428 LA	20 28/10/18 321 CK
December 2018 S M T W T F S 21 22 23 24 25 26 27 28 29 30 31	22 28/11/18 644 LA	23 28/11/18 805 LA	24 28/11/18 698 LA	25 28/11/18 837 LA	26 28/11/18 480 LA	27 28/11/18 248 CK
January 2019 S M T W T F S 28 29 30 31	29 30/11/18 701 LA	30 30/11/18 793 LA	31 30/11/18 624 LA			

AT-A-GLANCE®

-3675

-3779

-4135

-3712

-2118

17.619

8810

October 2018

LIBRARY VISITS:	THIS YEAR:	8810	LAST YEAR:	7183	VOLUNTEER HOURS:	72
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CHILDRENS

Onsite Programs:				
Storytime (PS):		Tuesday	Wednesday	
	10/2/2018	10	10/3/2018	4
	10/9/2018	8	10/10/2018	6
	10/16/2018	8	10/17/2018	10
	10/23/2018	12	10/24/2018	10
	10/30/2018	10	10/31/2018	4
Total:		48	34	
Bilingual Kids:				
Spanish Storytime (PS)				
			10/4/2018	10
			10/11/2018	10
			10/18/2018	10
			10/25/2018	10
Total:		0	40	
Misc Events:				
10/23/2018	Let's Lego	8		
Total:		8		
Special Events:				

ADULT

Onsite Programs:					
10/9/2018	Jay Greene: Reformation Part 1	30	Spanish Adults: Neuroticos Anonimos		
10/16/2018	Jay Greene: Reformation Part 2	19			
10/23/2018	Jay Greene: Reformation Part 3	28			
Total:		77			
Thursday Programs					
10/4/2018	Artist Reception: Mary Schildknecht - Colors	16	English Conversation Club		
10/11/2018	Latino Heritage: Ligia Corin & Ballet Folklorico	34			
10/18/2018	WILD St. Helena: Post-Fire Monitoring and Reco	15			
10/25/2018	de Young Presents: Modern Art & Tribal Culture	10			
Total:		75	Total: 0		
Offsite Programs:			TOTAL ADULTS		
			# of Attendees	152	
			# of Programs	7	
Total: 0					
			Total Adults ONSITE Programs:		
			# of Attendees	152	
			# of Programs	7	
			Total Adults OFFSITE Programs:		
			# of Attendees	0	
			# of Programs	0	

YOUNG ADULT

Onsite Programs:		Offsite Programs:	
Total:		Total:	
0		0	

November 2018 Newsletter

St. Helena Public Library

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

Thursday, November 1st, 6:30 p.m.

Dia de los Muertos Craft Night



This fun and relaxed event for all ages is sure to be a highlight of your Dia de los Muertos. Come decorate a sugar skull, watch "Coco," and enjoy some refreshments.

Thursday, November 8th, 6:30 p.m.

Robert Lewis Stevenson Museum

Art Reception & Talk

The Robert Lewis Stevenson Museum presents an exhibit focused on modern conceptualizations of Stevenson's work on television, cinema, graphic novels, musicals, and other media.

Unbeknownst to many, a variety of familiar works draw directly from Stevenson's work, and a brief presentation will highlight some of these surprises.



Refreshments provided by Friends & Foundation

Tuesday, November 13th, 5:00 p.m.

Jay Greene, historian: World War I: A War to End All War

This November marks the centenary of the ending of World War I, "the war to end all wars." Jay Greene will describe the course of the war and how it ended, the great worldwide changes it brought, and how leaders failed to create peace but sowed the seeds of an even greater war.



Thursday, November 15th, 6:30 p.m.

Peter Fletcher, guitarist: Music of Four Centuries



Peter Fletcher is an American classical guitarist based in Detroit and New York City. He performs over 100 concerts a year, and his recordings on the

Centaur Records and Towerhill. Peter offers an audience friendly, solo recital including repertoire that runs the gamut from the Renaissance Period through the 20th Century.

Refreshments Provided by Friends & Foundation

Resource Roundup

Did you know the library has over 30 online resources?!
Check out our E-Library under the *Online Services* tab on our website
and see for yourself!



Find a job, look up persons and businesses, research healthcare professionals create consumer and business mailing lists, find a healthcare provider and chat live with an expert. This simple, user-friendly, web-based solution is perfect for small business owners, students, marketing resources and job seekers.



Legal Information Reference Center is an online database designed to assist the general public in legal matters of all kinds including business law, financial planning, family law, property and real estate, rights and disputes. It includes exclusive full text for many top consumer legal reference books, as well as thousands of legal forms.



On MedlinePlus (tambien en Español) you'll find summaries for over 800 diseases, conditions and wellness topics, as well as the latest health news, an illustrated medical encyclopedia, and information on prescription and over-the-counter medications.



Explore your roots and discover your past with free access to genealogy, family history, and census information through ancestry. Note that this resource can only be accessed in the library.



The Napa County Newspaper Digital Archive of local Napa County newspapers including the American Canyon Eagle, the Napa Valley Register, the St. Helena Star, and the Weekly Calistogan, from the 1800's -2017.



Youth Programs



SPANISH STORYTIME / CUENTOS PARA PEQUES

Thursdays @ 6:00 p.m.



STORYTIMES

Tuesdays and
Wednesdays @ 10:30 a.m.



MOVIE MATINEES

Wednesdays @ 3:00 pm



LEET'S LEGO/ ARMEOS LEGOS

November 27
@ 3:30 p.m.

FOLDING WITH KARL ORIGAMI WORKSHOP

November 3, 10, 17
@ 3:00 p.m.



October Kids' Matinees: Wednesdays, 3:00 p.m.



*Movies will be shown in the
Meeting Room.*



November 7: "Frozen"
2013; Rated PG; 102 minutes



November 14: "Incredibles 2"
2018; Rated PG; 118 minutes



November 21: "Christopher Robin"
2018; Rated PG; 104 minutes



November 28: "A Christmas Story Live!"
2017; Rated TV-PG; 180 minutes

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 6:00pm Spanish Storytime 6:30pm Día de los Muertos Craft Night	2 	3 3:00pm Folding with Karl 4:30pm, Neuróticos Anónimos
4	5	6 10:30am Storytime 	7 10:30am Storytime 3:00pm Kids Movie: Frozen	8 6:00pm Spanish Storytime 6:30pm RLS Museum Art Reception and Talk	9 	10 3:00pm Folding with Karl 4:30pm, Neuróticos Anónimos
11	12 CLOSED VETERANS DAY	13 10:30am Storytime 5:00pm Jay Greene: "A War to End All War"	14 10:30am Storytime 3:00pm Kids Movie: Incredibles 2	15 6:00pm Spanish Storytime 6:30pm Peter Fletcher Guitar Concert	16 	17 3:00pm Folding with Karl 4:30pm, Neuróticos Anónimos
18	19	20 10:30am Storytime	21 10:30am Storytime 3:00pm Kids Movie: Christopher Robin	22 CLOSED: THANKSGIVING	23 CLOSED: THANKSGIVING	24
25	26	27 10:30am Storytime 3:30pm Let's LEGO 	28 10:30am Storytime 3:00pm Kids Movie: A Christmas Story Live!	29  6:00pm Spanish Storytime	30	1 4:30pm Neuróticos Anónimos
NOVEMBER ARTIST: ROBERT LEWIS STEVENSON MUSEUM 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	

General Ledger Monthly Operating Expense Rpt



User: JenniferW
Printed: 11/06/18 07:06:04
Period 01 - 04
Fiscal Year 2019

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	136,058.20	328,853.80	70.73
101-46-00-20-20	TempPart Time	33,177.00	0.00	5,298.43	27,878.57	84.03
101-46-00-20-37	Holiday Pay	2,885.00	0.00	119.96	2,765.04	95.84
101-46-00-20-40	FICAMedicare	38,522.00	0.00	10,930.05	27,591.95	71.63
101-46-00-20-45	Employer PERS	34,716.00	0.00	10,029.75	24,686.25	71.11
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	36,001.63	88,176.37	71.01
101-46-00-20-61	Workers Comp	5,173.00	0.00	2,586.72	2,586.28	50.00
101-46-00-20-65	SDI	4,504.00	0.00	1,374.64	3,129.36	69.48
101-46-00-20-75	Deferred Comp	7,020.00	0.00	1,503.83	5,516.17	78.58
101-46-00-20-85	Auto Allowance	2,400.00	0.00	700.00	1,700.00	70.83
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	260,386.21	515,403.79	66.44
101-46-00-21-10	Communications	12,300.00	0.00	1,356.06	10,943.94	88.98
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	12,317.04	32,682.96	72.63
101-46-00-21-27	Equipment Lease Exp	9,000.00	0.00	2,929.01	6,070.99	67.46
101-46-00-21-45	Other Contract Services	122,400.00	9,941.55	15,778.44	96,680.01	78.99
101-46-00-21-55	Training & Conference	6,100.00	0.00	2,788.34	3,311.66	54.29
21	Services	195,300.00	9,941.55	35,168.89	150,189.56	76.90
101-46-00-22-07	Copies	3,000.00	0.00	542.72	2,457.28	81.91
101-46-00-22-12	Computer Equipment	52,960.70	4,327.57	24,619.10	24,014.03	45.34
101-46-00-22-13	Office Supplies	2,000.00	0.00	614.27	1,385.73	69.29
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	134.77	865.23	86.52
22	Supplies	58,960.70	4,327.57	25,910.86	28,722.27	48.71
101-46-00-23-35	Software Maintenance	1,852.20	0.00	1,852.20	0.00	0.00
23	Maintenance	1,852.20	0.00	1,852.20	0.00	0.00
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	268.76	17,263.00	57.54

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	30,000.00	12,468.24	268.76	17,263.00	57.54
00	Administration	1,073,902.90	26,737.36	323,586.92	723,578.62	67.38
219	CLSA State Library Grant					
46	Library					
219-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00	0.00
21	Services	0.00	0.00	0.00	0.00	0.00
219-46-00-23-35	Software Maintenance	7,500.00	0.00	5,000.00	2,500.00	33.33
23	Maintenance	7,500.00	0.00	5,000.00	2,500.00	33.33
00	Administration	7,500.00	0.00	5,000.00	2,500.00	33.33
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	55,242.00	0.00	17,468.96	37,773.04	68.38
380-46-00-20-37	Holiday Pay	4,777.00	0.00	393.28	4,383.72	91.77
380-46-00-20-40	FICAMedicare	4,591.00	0.00	1,366.40	3,224.60	70.24
20	Salaries & Benefits	64,610.00	0.00	19,228.64	45,381.36	70.24
380-46-00-22-16	Library Materials	56,000.00	3,125.24	8,447.01	44,427.75	79.34
380-46-00-22-40	Programming	14,000.00	0.00	2,904.59	11,095.41	79.25
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	66.61	433.39	86.68
22	Supplies	70,500.00	3,125.24	11,418.21	55,956.55	79.37
00	Administration	135,110.00	3,125.24	30,646.85	101,337.91	75.00
382	Martin Estate Trust Library					
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 Library					
46	Library					
384-46-00-21-45	Other Contract Services	0.00	0.00	-3,232.00	3,232.00	0.00
21	Services	0.00	0.00	-3,232.00	3,232.00	0.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	719.87	4,280.13	85.60
384-46-00-22-16	Library Materials	45,000.00	0.00	6,493.68	38,506.32	85.57
22	Supplies	50,000.00	0.00	7,213.55	42,786.45	85.57
00	Administration	50,000.00	0.00	3,981.55	46,018.45	92.04
Grand Total		1,268,112.90	29,862.60	363,215.32	875,034.98	0.6900