



**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, February 13, 2019 @ 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: Anna Chouteau
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 January 9, 2019
[SHPL Board Minutes Regular Meeting January 9, 2019](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director

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- 6.2. Update on Library Planning and Visioning - Chris Kreiden, Library Director 7 - 26
[Architectural Feasibility RFP](#)
- 6.3. Approving a Recommendation for City Council to Approve a Resolution to Rescind Resolution 2015-25 and to Update the Schedule of Library Fines and Fees which would (1)Eliminate Overdue Fines for All Materials Loaned by the St. Helena Public Library, (2)Eliminate Interlibrary Loan Fees, and (3)Waive Meeting Room Use Fees for Certified Non-Profit Organizations - Chris Kreiden 27 - 30
[Schedule of Library Fines and Fee update draft staff report](#)
- 6.4. Review of Library Statistics for January 2019 - Chris Kreiden 31 - 35
[Library Statistics 2019 January](#)
- 6.5. Review of Library Newsletter for February 2019 - Chris Kreiden 37 - 40
[Library Newsletter 2019 February](#)
- 6.6. Review of Monthly Library Operating Expense Report for January 2019 - Chris Kreiden 41 - 42
[Library Monthly Expense Report 2019 January](#)
7. ADJOURNMENT
The next regular meeting is scheduled for March 13, 2019 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 February 7, 2019.



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 Special Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, January 9, 2019
Community Meeting Room

1. CALL TO ORDER -

- 2. ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were: Vice Chair Terry Wood; Trustees Emily Armstead, Rebecca Martin, David Slaby, Susan Swan, and Lin Weber; Library Director Chris Kreiden; and community member Toni Allegra.

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

- 4. REPORTS BY STAFF, COMMITTEE** - Chris informed Trustees that she will likely have updates next month on the RFP for Library, City Hall, and Recreation Department facilities feasibility planning/visioning, as City Manager Mark Prestwich has sent out a new draft to the committee that addressed City Councilmember Mary Koberstein's questions about the RFP.

The mold remediation was completed in Chris's office, the book drop, and areas outside the restrooms, and while these areas passed the mold test, the leak came back after the recent storms. Water apparently pools in the flat part of the roof and leaks into the building. The plan is to install a new roof when the winter weather is over.

City Council approved the purchase of the Ebsco website service *Stacks*, and staff is eager to get to work on a new and improved website.

5. CONSENT ITEMS:

- 5.1 - The Library Board of Trustees Meeting Minutes of the December 5, 2018 Special Meeting** were approved.

6. SCHEDULED MATTERS:-

- 6.1 - Report from Friends & Foundation - Maria Stel** - Maria was pleased to report that ticket sales and sponsorships for the January 27th *Bookmark Napa Valley* event have been amazing. In addition, the Friends & Foundation's sponsorship goal was \$50,000, and they have received over \$52,000 in sponsorships already. The venue's capacity is 216, and attendance so far is at 195, including the authors. Trustees briefly discussed the authors and agreed they are all good draws for ticket sales. Maria said the F&F is also selling raffle tickets at \$25 each for a vintner's dozen of fine library wines.

E.R. Sawyer Jewelers will be at the F&F-sponsored January 31st event where a Legion of Honor docent will come speak on the newest exhibit "East Meets West: Jewels of the Maharajahs." E.R. Sawyer Jewelers carries a line of jewelry with a Maharajah connection.

- 6.2- Review of Library Statistics for November 2018 - Chris Kreiden -** Trustees reviewed the November and December door counts, and Chris explained that the Catholic school closure has affected the monthly door count because on average about three classes from the school visited the library every week, each with about 20 students. The Catholic School classes also checked out books each week, and because they are not doing that, juvenile circulation has gone down too.

Chris reported that the Gingerbread House-building event was wildly successful and at full capacity. Chris added that Leslie and Mariah handled the logistics beautifully; each family had a table and supplies of their own. People arrived 45 minutes early to make sure they would be able to participate. Next year, the event will be booked by reservation instead of on a first-come-first-served basis.

- 6.3- Review of Library Statistics for December 2018 - Chris Kreiden -** Chris reported that staff increased the number of items patrons may check out on Hoopla and Kanopy to 10. Digital audiobooks are still the most popular format.

After a winter break, the facilitator of *Neuroticos Anonimos* is back, so that program will start up again this month.

- 6.4- Review of Library Newsletter for January 2019 - Chris Kreiden -** Trustees reviewed the January newsletter. In February a new bilingual story time is starting up on Monday mornings, and will include sensory activities. Casey and Connie, the new Spanish librarian, will be doing the story time together. Lin asked Chris if staff had thought any more about how to expand the newsletter distribution. Chris said staff's focus of late has been on the website. Staff will revisit the newsletter distribution issue and Chris will discuss at a future meeting.

- 6.5 - Review of Monthly Library Operating Expense Report for December 2018 - Chris Kreiden -** Chris informed Trustees that it is the time of the year when she needs to have an idea what the library budget will be for next year, so she has begun reviewing budget categories. Skip wondered if there is any wiggle room to push toward restoring the library's budget back to its pre-financial crisis level. Chris said the City is doing a classification and compensation study comparing St. Helena to other cities, and has just completed the classification part, which will likely result in a few staff members being reclassified. While she hasn't yet received the report, she believes the library clerks at the front desk will likely be reclassified as library assistants. The City is looking at compensation now. In response to a question about next year's budget possibly allowing for more opening hours, including Sunday, Chris explained that two or three more part-time

staff would be needed if hours increased, and she doesn't imagine the City will open up more positions at this time.

6.6 - Discussion of the Possibility of Going Fine-Free at the St. Helena Public Library - Chris Kreiden - Chris said the City Finance Department recently implemented new cash handling procedures for the library that require a great deal of staff time. Chris took a look at the cost of charging/collecting overdue fines. Last year the library took in \$6,000 in overdue fines, but when she calculated the cost of handling/processing the fines, the profit to the City came out to just over \$3,000. The fines go into the City's General Fund, not directly to the library. Discussion followed about fees discouraging people from using the library, especially in families where money is tight, and that libraries were never intended to be money-making entities. St. Helena Public Library has never charged for late Children's materials. Chris told Trustees that Nashville Public Library is piloting automatic renewals with TLC's CARL, the library's circulation software. Materials are renewed automatically if not returned by their due date, and patrons wouldn't need to contact the library to renew materials and would not accrue overdue fines if they forgot due dates. Chris will follow up about the results of Nashville's trial. Chris informed trustees that the library collected only \$310 for lost books last year. The total currently owed for outstanding lost books is about \$10,000, but some of those items are only overdue 2-3 weeks, so they are not really lost. Chris admitted that staff typically does not follow up with patrons once the lost notices (with the replacement costs) go out about two weeks after the material is due. Trustees discussed hiring a collection agency to pursue fines, but Chris explained that the collection agency takes most of the fines in fees. Toni Allegra shared her experience working in the Overdue Books section at UCSD. She said there was a Forgiveness Week every quarter where fines were dismissed if patrons returned their overdue books. Trustees loved the idea of implementing an amnesty period at SHPL. A lengthy discussion followed about different scenarios for collecting or not collecting overdue fines, and for collecting for lost books. Chris will research the issues of overdue fines, lost fines, and amnesty more and we will discuss options further next month. The Board is supportive of eliminating overdue fines but would be interested in seeing more research results. Chris also told Trustees that the library fee schedule includes a \$10 fee for inter-library loans. Chris is going to try eliminating it. It was implemented for a service the library no longer subscribes to. Also the term "interlibrary loan" was not defined and according to the State Library's definition all books received from a SPLASH consortium library would be considered an interlibrary loan. Chris also mentioned that Staff would like to support nonprofits in St. Helena by not charging them the \$15 an hour room use fee.

6.7 - Discussion of Possible Project Ideas from Library Trustees - Trustees did not bring any ideas to the meetings this month.

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

The next regular meeting of the Library Board of Trustees is scheduled for February 13, 2019 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary

CITY OF ST. HELENA

REQUEST FOR PROPOSALS



ARCHITECTURAL FEASIBILITY PLANNING/VISIONING FOR LIBRARY, CITY HALL, AND RECREATION FACILITIES



DATE ISSUED: Wednesday, February 6, 2019

DATE DUE: Friday, March 1, 2019, 4PM

CONTACT: Mark Prestwich

mprestwich@cityofstheleena.org

(707) 968-2744

CITY OF ST. HELENA | CITY MANAGER

1480 MAIN STREET | ST. HELENA, CA 94574 | CITYOFSTHELENA.ORG





CITY OF ST. HELENA

CITY MANAGER

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

**ARCHITECTURAL FEASIBILITY PLANNING/VISIONING OF LIBRARY,
CITY HALL, AND RECREATION FACILITIES**

DATE ISSUED: Wednesday, February 6, 2019

DATE DUE: Friday, March 1, 2019, 4PM

CONTACT: Mark Prestwich, City Manager
mprestwich@cityofstheleena.org
(707) 968-2744

ALL RESPONSES MUST BE MAILED OR HAND-DELIVERED TO:

CITY OF ST. HELENA

OFFICE OF THE CITY CLERK

ATTENTION: CINDY TZAFPOULOS

1480 MAIN STREET

ST. HELENA, CA 94574

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EXHIBITS

- A. SAMPLE CITY OF ST. HELENA PROFESSIONAL SERVICES CONTRACT

I. INTRODUCTION

The City of St. Helena, California is located in the center of the world-famous wine growing Napa Valley, 65 miles north of San Francisco.

The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City, from its inception, has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, St Helena has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The City's goal is to maintain a small-town atmosphere and to provide quality services to its citizens.

The official population of the City of St. Helena as of 2018 is 6,118 (*CA Department of Finance*). St. Helena is a full-service city and encompasses an area of four square miles. The City's General Fund Budget is approximately \$14.3 million.

II. GENERAL INFORMATION

The City of St. Helena is seeking a visionary and qualified architectural and/or consulting firm(s) to provide planning, design, and community engagement services for the desired services outlined below.

In late 2017, the St. Helena City Council convened an 11-member citizens St. Helena Assets Planning Engagement (SHAPE) Committee to analyze the City's built facilities and assist with prioritizing capital improvements and identifying opportunities. The Committee met approximately 20 times between November 2017 and May 2018, issuing a Final Report on May 26, 2018. On September 17, 2018, the City Council provided direction to move forward with:

- Space planning and facility visioning for its Library, including possible design modifications; and
- Feasibility planning for a new blended-use City Hall facility on the existing City Hall site;
- Preliminary planning for a new Recreation Facility in Crane Park, or other locations.

The City anticipates there may be synergies with a single firm or consortium proposal that utilizes subject matter expertise from different firms. **However, the City will also consider separate proposals from firms interested in only a portion of the planning projects.**

The results from this phase of the initial project – facilities feasibility planning/visioning (Phase I) will position the City to determine a course of action for each facility moving forward. Additional phases of work will include developing and implementing funding plans, beginning design documentation (Phase II), and planning construction (Phase III). The method of funding for the conceived projects has not been determined.

III. QUALIFICATIONS

- In-depth knowledge of traditional and modern Library, City Hall, and Recreation services.

- A clear sense of where new functions/technologies are headed and their potential applications in Library, City Hall, and Recreation operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of Library, City Hall, and Recreation design/operations and space planning/functionality.
- Ability to make project presentations, provide public engagement activities, and work with diverse groups of people representing varied points of view.

IV. SCOPE OF WORK

The project will be managed by the City Manager's Office with assistance from other City departments. The selected consultant(s) is expected to work closely with City staff, City Council, Library Board of Trustees, Library Friends and Foundation, Parks and Recreation Commission, and the broader community.

In concert with City Manager, it is critical the consultant(s) develop a comprehensive outreach and public engagement strategy to ensure broad demographics of the community participate in the facilities' planning discussion.

Task 1: Assessments/Visioning

Library

- Assessment of current operation, staffing, and use of space taking into consideration population and customer/patron utilization data.
- Assessment of the future use of space, functions, staffing, and resources.
- Consider best practices and forecasted trends in technology, and consider whether and how it is advisable to improve the library's existing physical spaces to best meet the needs of the community, now and into the future.
- Provide the City and stakeholders with independent professional cost/benefit analysis, options, and recommendations regarding current Library's ability to meet desired space/programming requirements.

City Hall

- Complete needs assessment for City Hall including assessment of the current/future use of space, functions, staffing and resources.
- In coordination with City's real estate advisor, identify other possible complimentary and financially viable blended uses for a future City Hall facility or facilities.
- Consider best practices, forecasted trends in technology, and security to best meet the needs of the community, now and into the future.

Conceptual Recreation Facility

- Complete needs assessment for conceptual Recreation facility including assessment of the current/future use of space, programming, amenities, staffing, and resources.
- Complete site assessment/analysis of Crane Park, or other locations, to identify preferred location/options for a conceptual new recreation center.

- Assessment should consider best practices and forecasted trends in recreation services, technology, and related amenities.

All Facilities

- Discuss with City Council order of magnitude budget and funding considerations for each building to guide conceptual design discussions.

V. SCHEDULE

Responses to the RFP must be submitted to the City of St. Helena as outlined in this section.

Responses are due no later than
FRIDAY, MARCH 1, 2019 AT 4:00 PM
 Responses received after this date and time will not be considered.

PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS AND DESIRED TIMELINES FOR DELIVERABLES

MILESTONE	DATE	TIME
Release RFP	February 6, 2019	
Question submittal deadline	February 15, 2019	4:00PM
Questions posted on City website (cityofsthenana.org/rfps)	February 22, 2019	5:00PM
Proposal due date	March 1, 2019	4:00PM
Review and scoring of submittals	Week of March 4, 2019	9:00AM
Interviews w/finalists	March 13, 2019	TBD
Award of Agreement	March 26, 2019	6:00 PM

The schedule may be modified and/or extended if necessary.

VI. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

If interested in this RFP, please notify Cindy Tzaopolous by email at ctzaopolous@cityofsthenana.org so you may be added to the notification list for addendums. Failure to notify could result in missing important and required information, and could result in disqualification.

Format

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The City of St. Helena reserves the right to include or exclude any part of the submittals in the final agreement with the selected consultant.

Four (4) bound copies of the submittal, one (1) unbound, reproducible copy, and one CD (or other digital medium) containing a PDF copy must be submitted. Each submittal shall

contain no more than 20 double-sided 8½" x 11" pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 10pt. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17."

To be considered for selection, submittals must arrive at the location shown below by the date and time specified in Section V. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled Architectural Facilities Feasibility Planning/Visioning and hand-delivered or mailed to:

City of St. Helena
Office of the City Clerk
Attention: Cindy Tzaopoulos
1480 Main Street
St. Helena, CA 94574

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

Content

The content of your proposal should include the following in summary form:

- Part 1: Cover Letter/Executive Summary (5 points)
- Part 2: Project Approach and Work (35 points)
- Part 3: Consultant Identification and Team (30 points)
- Part 4: Related Project Examples and References (20 points)
- Part 5: Hourly Rates (10 points)

PART 1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the consultant team.
2. The mailing address, telephone number, and the name of the main point of contact for the consultant team.
3. A summary of the consultant's experience and qualifications and the significant advantages to selecting the consultant.
4. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the City.

PART 2 | PROJECT APPROACH AND WORK PLAN (35 points)

Describe the strategy for achieving the goals and deliverables of the project. Include a schedule for completion. Proposals shall separately itemize costs for each of the three facilities.

PART 3 | CONSULTANT IDENTIFICATION AND TEAM (30 points)

Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles, and qualifications. Any professional services required but not proposed by the qualified consultant firm shall be listed and reasons should be provided for not including them as part of the proposal.

PART 4 | RELATED PROJECT EXAMPLES AND REFERENCES (20 points)

Provide recent (within last 10 years) visual examples of relevant projects completed by the consultant that exhibit the team's ability to successfully complete a range of services as listed above. Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and e-mail address and telephone number of the client contact.

PART 5 | HOURLY RATES (10 points)

Include an hourly rate schedule for all personnel who may participate in current or future projects.

VII. SELECTION PROCESS

The selected consultant will be asked to enter into a Professional Services Agreement with the City of St. Helena and comply with the insurance requirements set forth therein. The City Manager's Office will supervise the project and coordinate the work.

Proposals will first be evaluated using the criteria outlined in Parts 1 through 5 above. The City anticipates up to five (5) consultants will be invited to provide additional information including the following:

1. A cost proposal detailing the cost per task, total cost per staff personnel, a not-to-exceed amount for Phase 1 only, and a lump sum cost, for Phase I only, for each proposed subcontractor included in the proposal.
2. A tour of a project completed in the past five (5) years.

California law requires selection of Architectural and Engineering (A&E) contract services based on demonstrated competence and professional qualifications. Negotiations shall begin with the most qualified consultant. Should negotiations not result in a price the City considers to be fair and reasonable, negotiations shall be formally terminated, and the City shall then undertake negotiations with the second most qualified consultant. If the negotiation with the second most qualified firm is not successful, negotiations shall be formally terminated, and the City shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the City. (California Government Code, Chapter 10, Sections 4525 through 4529.5.)

VIII. PROPOSAL TERMS AND CONDITIONS**1. EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

2. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the City website. The City of St. Helena is not bound by any oral

representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of St. Helena.

3. DESIGNATED CONTACT

For the purposes of this RFP, the City Clerk is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Cindy Tzaopolous, at ctzaopolous@cityofsthenana.org. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by February 15, 2019 by 4:00PM.

Responses to questions will be posted on the City's website, cityofsthenana.org/rfps, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

4. PUBLIC RECORDS

This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.

5. PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

6. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

7. PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.

8. PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Exhibit A) that they wish to negotiate. Insurance is required as outlined in Section 7 of the sample agreement.

9. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on _____, 2019 by and between the City of St. Helena, located in the County of Napa, State of California (City), and _____(Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as _____.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, “Scope of Services”**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed _____, unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount, and the amount remaining on the Agreement. City shall independently review each invoice

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submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$2,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior

written notice by certified mail, return receipt requested, has been given to the City.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor ("design professional"), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have

first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or services under this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City

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relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys’ fees, caused by or incurred as a result of Consultant’s conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer;

recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
 1480 Main Street
 St. Helena, California 94574

To Consultant:



Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEYS' FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

City:

By: _____

By: _____

Name: _____

Name: Mark T. Prestwich

Title: _____

Title: City Manager

Approved as to Form:

By: _____

Name: Thomas B. Brown

Title: City Attorney

Exhibit A
“Scope of Services”

Exhibit B
“Compensation”



Report to the City Council
Council Meeting of

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution to rescind Resolution 2015-25 and to update the Schedule of Library Fines and Fees which would (1)eliminate overdue fines for all materials loaned by the St. Helena Public Library, (2)eliminate Interlibrary Loan fees, and (3)waive Meeting Room Use Fees for certified non-profit organizations

CEQA Status: Not a project

Prepared By: Chris Kreiden, Library Director

April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On March 10, 2015, City Council approved Resolution 2015-25, which adopted a new Schedule of Library Fines and Fees for the St. Helena Public Library. This resolution approved the following fines and fees:

- Adult Materials: 25 cents per item per day, with a maximum amount for fines charged at one time of \$10.00.
- Children's Materials: No fines charged.
- Completed Interlibrary Loan Requests: \$10.00.
- Photocopies & Computer Printouts: B&W: 10 cents per page; Color: 50 cents per page.
- Microfilm Reader/Printer Copies: 50 cents per page.
- Meeting Room Use Fees: \$25 per hour; \$15 per hour for certified non-profit organizations.
- Lost or Damaged Materials: Cost of item plus a \$10.00 nonrefundable processing fee.
- Any cost incurred by the Library from the use of an outside agency in the collection of fines and fees may be passed on to the user.

The staff report for Resolution 2015-25 states: "Staff will retain the authority to waive fines and fees or make alternate payment arrangements on a case-by-case basis as deemed appropriate."

DISCUSSION

Staff and the Library Board of Trustees recommend there be no changes to the fees charged for photocopies, computer printouts, microfilm reader/printer copies, the \$25 per hour Meeting Room Use Fee, and the \$10.00 nonrefundable processing fee for lost or damaged materials at this time. Staff will continue to retain the authority to waive fines and fees or make alternate payment arrangements on a case-by-case basis as deemed appropriate.

The changes being recommended by staff and the Library Board of Trustees are: (1)eliminate overdue fines, (2)eliminate Interlibrary Loan fees, and (3)waive Meeting Room Use Fees for certified non-profit organizations.

(1)ELIMINATING OVERDUE FINES:

The Library has never been intended as a revenue generating venture. Per St. Helena Municipal Code 2.52.060: "The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council." A library applies overdue fines to borrowers after a book or other borrowed item is kept past its due date. These fines were intended as a way to motivate the return of materials. Fines, however, have never been effective for this purpose and research has been done which shows that fines and fees create a barrier to continued use of the library. By eliminating fines, the Library is removing barriers and making access easy, equitable, and enjoyable for everyone. Eliminating overdue fines will result in more positive customer interactions and allow staff to focus on creative and exceptional service. Instead of collecting fines, staff can spend their time helping someone find the next great read or learn how to use one of the Library's online resources. E-resources, which include Hoopla, Kanopy, and Overdrive, are already fine free due to the automatic return of items on their due date; a benefit to those with greater access to technology.

Staff estimates that each overdue fine transaction, no matter the amount, costs \$2.25. Staff estimates that when including collecting the fee from library patrons, writing out a receipt to comply with the City's Cash Handling Procedures, balancing the Library's cash register daily, and following the City's other requirements as set forth by the City's Cash Handling Procedure, which includes not just Library staff time but also that of Finance staff, each fine transaction averages 5 minutes. No statistics on the number of transactions exist, but by averaging three months of Library fine transactions, the average amount per transaction was about \$6. In FY 2017/18 the Library collected a little over \$6,000 in overdue fines. This was the first year overdue fines were separated

from other Library fees, which include copy fees and Meeting Room Use Fees. It is estimated that staff costs to collect and process FY 2017/18 overdue fines was about \$2268. It is estimated that at least 84 hours of staff time was spent collecting and processing overdue fines. With the advent of ever more rigged cash controls involving additional requirements of Library staff, the chance of making mistakes could translate to more time needed to fix and journal errors.

Patrons will still be expected to return library materials on time. Checkout periods on materials will remain the same and patrons will incur a replacement charge and a \$10 non-refundable processing fee if materials are not renewed or returned 14 days after the due date. However, if the billed item is returned in good condition, the replacement charge and processing fees will be removed from their account. Other libraries in California that have recently eliminated overdue library fines include Contra Costa County Library, San Diego Public Library, and Berkeley Public Library.

(2)ELIMINATING INTERLIBRARY LOAN FEES:

Staff and the Library Board of Trustees recommend the elimination of Interlibrary Loan fees from the Schedule of Library Fines and Fees. Resolution 2015-25 contains no definition of the term "Interlibrary Loan". The California Library Services Act defines Interlibrary Loan as "the lending of a book or other item from one library to another as the result of a user request for the item." This definition identifies all items St. Helena Library patrons receive from SPLASH (Solano Partner Libraries and St. Helena) consortium libraries. In FY 2017/18 these items totaled 19,863 and for the previous year 18,459. Items supplied by our consortium partners arrive quickly and efficiently. OCLC WorldShare, the service this fee was intended to recoup the cost of is no longer offered by the Library. By July 2018, the SPLASH consortium had implemented the Link+ service and it was determined that a subscription to OCLC WorldShare was no longer needed or cost effective.

(3)WAIVING MEETING ROOM USE FEES FOR CERTIFIED NON-PROFIT ORGANIZATIONS:

Overall use of the Library's Meeting Room decreased dramatically after the 2015 implementation of an increase in room use fees. Previously certified non-profit organizations were not charged for its use. Maximum capacity for the Library's Meeting Room is 26 individuals. The Library would like to encourage use of its meeting room facilities by local nonprofits. Staff is recommending the fee for the room remain at \$25.00 an hour, however allow staff to waive the fee for certified non-profit organizations.

FISCAL IMPACT

Impact to the General Fund should be minimal:

- In FY 2017/18, the Library collected \$6032 in overdue fines. From July to December 2018 the Library collected \$2914. The amount of overdue fines

collected is expected to decrease even without the approval of an updated Schedule of Library Fines and Fees with the increase in use of e-resources.

- Interlibrary Loan fees are no longer collected but were under \$50 in the year before cancellation of OCLC WorldShare.
- Meeting Room Use Fees in FY 2017/18 were \$110. From July to December 2018 the Library collected \$130, \$30 of which was from a non-profit.

RECOMMENDED ACTION

Staff and the Library Board of Trustees recommend City Council approve a resolution to rescind Resolution 2015-25 and to update the Schedule of Library Fines and Fees which would (1)eliminate overdue fines for all materials loaned by the St. Helena Public Library, (2)eliminate Interlibrary Loan fees, and (3)waive Meeting Room Use Fees for certified non-profit organizations.

ATTACHMENTS

DRAFT

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:2/4/2019

1/1/2018 to 1/31/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	528	718	65	179
Adult Book on Tape	6	8	3	5
Adult CD Non-English Language	2	2	0	0
Adult Compact Disc	214	458	20	199
Adult Digital Audio Book	3	8	0	0
Adult Fiction	1,470	2,058	126	538
Adult Non Fiction	1,174	1,759	126	555
Adult Paperback Book	0	1	0	0
Adult Periodical	110	127	17	66
Blu-Ray - Feature Film	5	9	0	0
Blu-Ray - Juvenile Feature	1	2	0	0
DVD - Educational	376	479	90	75
DVD - Feature Film	2,847	3,725	257	755
DVD - Foreign Language	36	83	2	1
DVD - Juvenile Educational	15	25	1	13
DVD - Juvenile Feature Film	588	820	112	269
DVD - Juvenile Foreign Lang	0	2	0	0
DVD - Juvenile Spanish Lang.	1	0	0	0
Easy Reader	479	392	106	89
Juvenile Audio Cassette	1	0	0	0
Juvenile Book on CD	109	137	30	72
Juvenile Compact Disc	32	57	16	26
Juvenile Fiction	789	1,037	212	311
Juvenile Non-Fiction	721	791	147	300
Juvenile Paperback Book	93	83	9	34
Juvenile Spanish	115	89	34	47
Link+ Book	38	37	0	6
Link+ Media	12	11	0	6
Link+ Media - 1 week	3	6	0	1
Mixed Media Kit	2	3	0	0
Non-Circulating	3	3	0	6
Picture Books (EASY)	1,068	1,266	154	369
Young Adult Book on CD	3	9	1	5
Young Adult CD	1	3	0	5
Young Adult Fiction	107	208	43	77
Young Adult Non-Fiction	12	39	1	0
Young Adult Paperback book	22	33	3	26
TOTAL:	10,986	14,488	1,575	4,035
GRAND TOTAL:	10,986	14,488	1,575	4,035

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS January 2019 FY 18/19

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	54	N/A
Overdrive	329	213
TOTAL	383	213

PROVIDER	TOTAL
Hoopla	212
Kanopy	124
Overdrive	694
RB Digital	138
TOTAL	1168

AUDIOBOOKS		
Hoopla	108	N/A
Overdrive	365	245
TOTAL	473	245

MOVIES & TELEVISION		
Hoopla	44	N/A
Kanopy	124	N/A
TOTAL	168	-

MUSIC		
Hoopla	6	N/A
TOTAL	6	-

PERIODICALS		
RB Digital	138	33
TOTAL	138	33

TOTAL DIGITAL CIRCULATION	1,168	491
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SPANISH MATERIALS CIRCULATION	Year	Charges	Renewals	On Shelf	TOTAL
	2019	195	52	125	372
	2018	260	44	104	408

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:2/4/2019

1/1/2018 to 1/31/2018

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	567	854	44	197
Adult Book on Tape	11	15	0	6
Adult CD Non-English Language	0	0	3	0
Adult Compact Disc	287	491	64	184
Adult Digital Audio Book	0	4	0	0
Adult Fiction	1,486	2,186	111	539
Adult Non Fiction	1,372	2,115	120	483
Adult Paperback Book	3	3	0	1
Adult Periodical	133	113	6	83
Blu-Ray - Educational	0	1	0	0
Blu-Ray - Feature Film	2	5	0	0
Blu-Ray - Juvenile Feature	0	4	0	0
DVD - Educational	487	606	43	84
DVD - Feature Film	3,236	4,328	161	724
DVD - Foreign Language	29	79	0	0
DVD - Juvenile Educational	27	26	11	8
DVD - Juvenile Feature Film	637	944	70	345
DVD - Juvenile Foreign Lang	1	4	0	0
Easy Reader	306	341	87	62
Juvenile Audio Cassette	1	1	2	0
Juvenile Book on CD	116	153	33	46
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	28	39	1	13
Juvenile Fiction	947	1,188	118	352
Juvenile Non-Fiction	645	777	82	280
Juvenile Paperback Book	41	60	2	28
Juvenile Spanish	159	155	7	65
Link+ Book	16	21	0	6
Link+ Media	11	10	0	0
Link+ Media - 1 week	2	4	0	0
Miscellaneous	0	0	1	0
Non-Circulating	0	2	0	9
Picture Books (EASY)	1,174	1,397	115	427
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	7	12	1	8
Young Adult CD	1	3	0	2
Young Adult Fiction	167	252	23	137
Young Adult Non-Fiction	19	46	0	0
Young Adult Paperback book	28	41	2	46
TOTAL:	11,947	16,282	1,107	4,135
GRAND TOTAL:	11,947	16,282	1,107	4,135

2019 January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2018 SMTWTFSS 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 31		1 2064 New Year's Day	2 2263 679 LA	3 2062 705 LA	4 4261 419 LA	5 5060 318 OK
January 2019 SMTWTFSS 6 6059 Epihappy 7 7058 667 LA 8 8057 980 LA 9 9056 803 LA 10 10055 PPP MM 11 11054 529 LA 12 12053 400 OK	13 13052 787 LA 14 14051 787 LA 15 15050 768 LA 16 16049 601 LA 17 17048 884 LA 18 18047 444 LA 19 19046 405 OK	20 20045 107 LA 21 21044 Martin Luther King Day 22 22043 107 LA 23 23042 710 LA 24 24041 841 LA 25 25040 475 LA 26 26039 319 OK	27 27038 716 LA 28 28037 716 LA 29 29036 843 LA 30 30035 776 LA 31 31034 790 LA			

1061

2134

1945

1521

1563

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8229

TOTAL:

January 2019

LIBRARY VISITS:	THIS YEAR:	8229	LAST YEAR:	8449	VOLUNTEER HOURS:	54.25
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CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	1/1/2019	CLOSED
	1/8/2019	12
	1/15/2019	16
	1/22/2019	0
	1/29/2019	10
Total:	38	43

Bilingual Kids:	Spanish Storytime (PS)
	1/3/2019
	1/10/2019
	1/17/2019
	1/24/2019
	1/31/2019
Total:	0

Misc Events:
1/22/2019 Let's Lego
20
Total:
20

Special Events:
1/3/2019 Movie: House with a Clock in its Walls
8
Total:
8

Offsite Programs:

1/3/2019 RIF: La Pradera	30
1/31/2019 RIF: Boys & Girls Club	65
Total:	95

Movies:

Smallfoot	1/2/2019	11
Sgt. Stubby: An American Hero	1/9/2017	8
Pegasus: Pony with a Broken Wing	1/16/2019	6
Peter Pan	1/23/2019	0
Goosebumps 2: Haunted Halloween	1/30/2019	12
Total:		26

Onsite Class Visits:	# of Visits	Attendance
Preschool (PS)	0	0
School Age (SA)	3	60
Total:	3	60

Offsite Class Visits:	# of Visits	Attendance
Preschool (PS)	4	100
School Age (SA)	18	320
Total:	22	420

TOTAL CHILDRENS	# of Attendees	756
	# of Programs	48

Total Childrens ONSITE Programs:	# of Attendees	241
	# of Programs	24

Total Childrens OFFSITE Programs:	# of Attendees	515
	# of Programs	24

ADULT

Onsite Programs:

		Total:	0
Thursday Programs			
1/10/2019	Reception: Brian Kyle: "Murmurations"		21
1/17/2019	Music: Haute Flash Quartet		26
1/24/2019	Rancho Gordo Bean Tasting		43
1/31/2019	Legion of Honor: Jewels of the Maharajahs		20
		Total:	110

Spanish Adults:

Neuroticos Anonimos	1/5/2019	2
	1/12/2019	2
	1/19/2019	2
	1/26/2019	2

English Conversation Club

Total:	8
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Offsite Programs:

Total:	0
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TOTAL ADULTS	# of Attendees	118
	# of Programs	8

Total Adults ONSITE Programs:	# of Attendees	118
	# of Programs	8

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

YOUNG ADULT

Onsite Programs:

Total:	0
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Offsite Programs:

Total:	0
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February 2019 Newsletter

St. Helena Public Library

Programs made possible by Friends and Foundation

Thursday, February 7, 7:00 p.m.

ARTIST RECEPTION: CHRISTINE OLIVO
"LIFE IN THE GREAT SMOKY MOUNTAINS"



Artist Christine Olivo used to spend half the year in North Carolina. During that time she strove to capture on canvas the beautiful, contented feel of life and scenery in the Great Smoky Mountains. She painted some of the landmarks as well as how the people lived; stories surround many of her

paintings. She looks back on her North Carolina experience with fond memories, and shares those moments in her show of oil paintings this month.

Refreshments provided by Friends & Foundation

Thursday, February 14, 6:00 p.m.

VALENTINE'S DAY AS YOU WISH: PRINCESS BRIDE

TRIVIA AND MOVIE NIGHT

1987; RATED PG; 1HR 38MIN

INCONCEIVABLE!

Looking for a fun and upbeat Valentine's activity? Join us at the library for a showing of the cult classic, *The Princess Bride*. Enjoy a game of trivia (and coloring!) from 6:00pm-6:30pm, complete with prizes, sparkling wine, cider and Valentine's treats followed by the movie itself at 6:30pm. **Costumes are encouraged!**

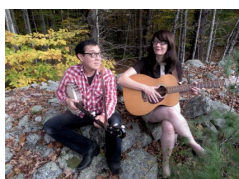


Refreshments provided by Friends & Foundation

Thursday, February 21, 6:30 p.m.

HUNGRYTOWN FOLK BAND

After more than fifteen years of world-wide touring and three album releases, the folk duo Hungrytown--have earned a reputation for the quality and authenticity of their songwriting. Inspired by a friend's collection of 1960s folk albums, the Vermont-dwelling duo bring a unique voice to the modern music scene. They continue to spend more than half of each year on the road, touring North America, Europe, and New Zealand. Hungrytown's music has received extensive radio airplay worldwide and has appeared on several television shows.



Refreshments provided by Friends & Foundation

Thursday, February 28, 7:00 p.m.

MADAGASCAR AND BACK AGAIN: A TALE OF THE PEACE CORPS

Eve Breckenridge, a local resident and landscape designer, achieved a lifelong dream at 70. She was accepted into the Peace Corps and assigned to rural Madagascar to teach improved farming techniques to help address malnutrition. Join us as we learn all about her incredible journey through her images, stories and perspectives, and how she plans to incorporate these life lessons into her local gardening practice.



Refreshments provided by Friends & Foundation



**THE LIBRARY WILL BE CLOSED MONDAY
 FEBRUARY 18 FOR PRESIDENTS DAY!**



Jay Greene History Lectures

Tuesday, February 12, 5:00 p.m.

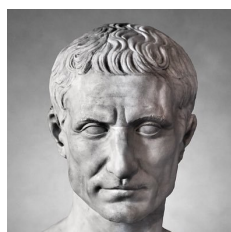
THE PUNIC WARS: ROME CHALLENGES CARTHAGE

In three wars spanning more than 200 years, Rome—a city state which only recently consolidated its control of the Italian peninsula—suddenly challenged Carthage—the preeminent power in the region—for hegemony of the western Mediterranean.



Tuesday, February 26, 5:00 pm

GAIUS JULIUS CAESAR & THE FALL OF THE ROMAN REPUBLIC



Julius Caesar was one of the most outstanding men in Rome's 2,000-year history. He played for high stakes, was a successful leader, achieved power, and was assassinated. Also, whether by accident or design, he created the indefatigable Roman Empire.

LIBRARY TIP

Did you know you can have your checkout receipts emailed to you?! Instead of holding onto your paper receipt, sign up at either the adult or children's desk to receive an email with all your checked-out items and due dates. You can also do it yourself by logging into your library account and clicking on **Opt-In & Notifications**. You can also sign up to receive text messages for Coming Due Notices and Hold Shelf Notices.!

Black Experience Book Picks



All titles available here at the St. Helena Public Library! **Bolded titles** are also available on Hoopla! Sign up today!

1. *Incidents in the Life of a Slave Girl* by Harriet Ann Jacobs
2. *Henry's Freedom Box* by Ellen Levine
3. *Heavy* by Kiese Laymon
4. *Barracoön* by Zora Neale Hurston (audio)
5. *The New Jim Crow* by Michelle Alexander*
6. *The Other Side* by Jacqueline Woodson
7. *Between the World and Me* by Ta-Nehisi Coates
8. *Tears We Cannot Stop* by Michael Eric Dyson
9. *When They Call You A Terrorist* by Patrisse Khan-Cullors & Asha Bandele



Free Tax Assistance at the Library

**First Come, First Served Or Call to
Schedule 707-963-1919**

In partnership with **Up Valley Family Centers**, **United Way Bay Area**, and the **IRS**, the Library is offering a free, volunteer-run personal income tax preparation service for low- and middle-income persons and those unable to afford paid tax service.

**COUNSELORS available THURSDAYS 10 am – 3 pm
February 7, 2019 – April 11, 2019**

Please bring the following with you when you come: ☐ Copy of last year's IRS & CA income tax returns ☐ W-2s from all jobs and all other tax forms ☐ Social Security benefit statement for 2018 ☐ 1099 forms for interest, dividends & other income ☐ 1099-R forms from your pension or annuity ☐ Driver's License and Social Security cards for all taxpayers and Social Security cards and photo ID for all dependents ☐ Savings & checking bank statements or blank checks for direct deposits' account and routing number information. You may choose to eFile IRS & CA taxes even if not required to protect your SSN from Identity Theft and Fraud.



Youth Programs



NEW! SPANISH STORYTIME:

Stories, Songs and Movement

Cuentos, Cantos, y Saltas

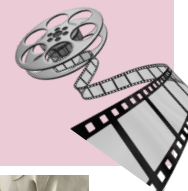
Thursdays @ 6:00 p.m.

We will read, sing and move! We will also make arts and crafts. All of these will help your child learn Spanish!

Leeremos, cantaremos y nos moveremos leyendo y contando historias. ¡También usaremos nuestra imaginación para crear arte! ¡Todo esto aprendiendo español!



February Kids' Matinees:
Wednesdays, 3:00 p.m.
Movies will be shown in the Meeting Room



February 6: "A Yeti Adventure"
2017; 1hr 25min; unrated

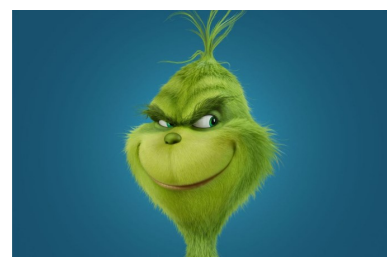
STORYTIMES /CUENTOS PARA PEQUES

Tuesdays and
Wednesdays @ 10:30 a.m.



MOVIE MATINEES / PELICULAS PARA NIÑOS

Wednesdays @ 3:00 pm



February 13: "The Grinch"
2018; 1hr 26min; rated PG



February 20: "Bernie the Dolphin"
2018; 1hr 28min; rated G

Folding with Karl



Join Karl, one of our young patrons,
for an origami workshop!

All Saturdays in February
3:00pm-3:45pm



February 27: "Aliens Ate My Homework"
2018; 1hr 30min; rated PG



LET'S LEGO / AREMOS LEGOS

Tuesday February 26 @ 3:30
p.m.

FEBRUARY 2019

St. Helena Public Library

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2  3:00pm Folding with Karl 4:30pm Neuroticos Anonimos
3	4	5 10:30am Storytime 	6 10:30am Storytime 3pm Kids Movie: "A Yeti Adventure" 	7 6pm Spanish Storytime 7pm Artist Reception: Christine Olivo 	8	9  3:00pm Folding with Karl 4:30pm Neuroticos Anonimos
10	11	12 10:30am Storytime 5pm Jay Greene Lecture: "The Punic Wars" 	13 10:30am Storytime 3pm Kids Movie: "The Grinch" 	14 6pm Spanish Storytime 6pm Valentines' Day As You Wish: Movie and Trivia Night 	15	16  3:00pm Folding with Karl 4:30pm Neuroticos Anonimos
17	18 CLOSED: PRESIDENTS DAY 	19 10:30am Storytime 	20 10:30am Storytime 3pm Kids Movie: "Bernie the Dolphin" 	21 6pm Spanish Storytime 6:30pm Hungrytown Folk Band 	22	23  3:00pm Folding with Karl 4:30pm Neuroticos Anonimos
24	25	26 10:30am Storytime 3pm Let's LEGO 5pm Jay Greene Lecture: "Julius Caesar" 	27 10:30am Storytime 3pm Kids Movie: "Aliens Ate My Homework" 	28 6pm Spanish Storytime 7pm Madagascar and Back Again: A Tale of the Peace Corps 		
Red = YOUTH Blue = ADULT Green = SPANISH Purple = EVERYONE			LIBRARY HOURS Monday: 10:00am-6:00pm Tuesday & Wednesday: 10:00am-7:00pm Thursday: 10:00am-9:00pm Friday & Saturday: 2:00-6:00 pm Sunday: CLOSED		ST. HELENA PUBLIC LIBRARY 1492 Library Lane, 94574 707-963-5244 www.shpl.org	

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 02/04/19 17:24:24
Period 01 - 08
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	256,478.32	208,433.68	44.83
101-46-00-20-20	TempPart Time	33,177.00	0.00	9,881.67	23,295.33	70.22
101-46-00-20-37	Holiday Pay	2,885.00	0.00	550.62	2,334.38	80.91
101-46-00-20-40	FICAMedicare	38,522.00	0.00	20,632.80	17,889.20	46.44
101-46-00-20-45	Employer PERS	34,716.00	0.00	19,051.14	15,664.86	45.12
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	71,392.23	52,785.77	42.51
101-46-00-20-61	Workers Comp	5,173.00	0.00	3,880.08	1,292.92	24.99
101-46-00-20-65	SDI	4,504.00	0.00	2,494.25	2,009.75	44.62
101-46-00-20-75	Deferred Comp	7,020.00	0.00	3,011.11	4,008.89	57.11
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,400.00	1,000.00	41.67
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
20	Salaries & Benefits	775,790.00	0.00	444,555.22	331,234.78	42.70
101-46-00-21-10	Communications	12,300.00	0.00	2,613.02	9,686.98	78.76
101-46-00-21-15	Postage	500.00	0.00	31.80	468.20	93.64
101-46-00-21-22	Utilities	45,000.00	0.00	22,290.02	22,709.98	50.47
101-46-00-21-27	Equipment Lease Exp	9,000.00	0.00	4,866.56	4,133.44	45.93
101-46-00-21-45	Other Contract Services	122,400.00	56,377.72	46,556.90	19,465.38	15.90
101-46-00-21-55	Training & Conference	<u>6,100.00</u>	<u>0.00</u>	<u>3,872.49</u>	<u>2,227.51</u>	<u>36.52</u>
21	Services	195,300.00	56,377.72	80,230.79	58,691.49	30.05
101-46-00-22-07	Copies	3,000.00	0.00	1,045.22	1,954.78	65.16
101-46-00-22-12	Computer Equipment	52,960.70	0.00	29,127.05	23,833.65	45.00
101-46-00-22-13	Office Supplies	2,000.00	0.00	820.10	1,179.90	59.00
101-46-00-22-15	Special Department Supplies	<u>1,000.00</u>	<u>0.00</u>	<u>-739.33</u>	<u>1,739.33</u>	<u>173.93</u>
22	Supplies	58,960.70	0.00	30,253.04	28,707.66	48.69
101-46-00-23-35	Software Maintenance	<u>1,852.20</u>	<u>0.00</u>	<u>1,852.20</u>	<u>0.00</u>	<u>0.00</u>
23	Maintenance	1,852.20	0.00	1,852.20	0.00	0.00
101-46-00-24-25	Taxes & Other Charges	<u>12,000.00</u>	<u>0.00</u>	<u>11,207.08</u>	<u>792.92</u>	<u>6.61</u>
24	Taxes, Insurances & Contributi	12,000.00	0.00	11,207.08	792.92	6.61
101-46-00-26-40	Furniture & Fixtures	<u>30,000.00</u>	<u>0.00</u>	<u>12,973.49</u>	<u>17,026.51</u>	<u>56.76</u>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	30,000.00	0.00	12,973.49	17,026.51	56.76
00	Administration	1,073,902.90	56,377.72	581,071.82	436,453.36	40.64
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	6,423.00	1,077.00	14.36
23	Maintenance	7,500.00	0.00	6,423.00	1,077.00	14.36
00	Administration	7,500.00	0.00	6,423.00	1,077.00	14.36
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	55,242.00	0.00	35,698.64	19,543.36	35.38
380-46-00-20-37	Holiday Pay	4,777.00	0.00	1,805.10	2,971.90	62.21
380-46-00-20-40	FICAMedicare	4,591.00	0.00	2,868.94	1,722.06	37.51
20	Salaries & Benefits	64,610.00	0.00	40,372.68	24,237.32	37.51
380-46-00-22-16	Library Materials	56,000.00	15,837.85	26,234.40	13,927.75	24.87
380-46-00-22-40	Programming	14,000.00	0.00	4,548.64	9,451.36	67.51
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	66.61	433.39	86.68
22	Supplies	70,500.00	15,837.85	30,849.65	23,812.50	33.78
00	Administration	135,110.00	15,837.85	71,222.33	48,049.82	35.56
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	1,151.19	3,848.81	76.98
384-46-00-22-16	Library Materials	45,000.00	0.00	11,117.78	33,882.22	75.29
22	Supplies	50,000.00	0.00	12,268.97	37,731.03	75.46
00	Administration	50,000.00	0.00	9,036.97	40,963.03	81.93
Grand Total		1,268,112.90	72,215.57	667,754.12	528,143.21	0.4165