



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

3 - 5

- 6.2. Update on Library Planning and Visioning - Chris Kreiden, Library Director
- 6.3. Review of Library Statistics for February 2019 - Chris Kreiden 7 - 11
[Library Statistics 2019 February](#)
- 6.4. Review of Library Newsletter for March 2019 - Chris Kreiden 13 - 16
[Library Newsletter 2019 March](#)
- 6.5. Review of Monthly Library Operating Expense Report for February 2019 - Chris Kreiden 17 - 19
[Library Monthly Expense Report 2019 February](#)
- 7. ADJOURNMENT
The next regular meeting is scheduled for April 10, 2019 at 5 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 March 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 Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, February 13, 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 City Council Liaison Anna Chouteau.

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

4. REPORTS BY STAFF, COMMITTEE - Chris reported that she is working on next year's library budget, and that the City has indicated it would like to take over more of the costs associated with part-time library staff, a cost that the Friends & Foundation currently covers most of.

More water leaks have surfaced in Chris's office after the latest rain. Replacement of the library's roof is a City priority.

The State has offered free standard subscriptions to the digital edition of *The New York Times* for at least 18 months. Every patron of SHPL may create an account and read the full digital issue of the NYT every day. Mariah has already put this news on the library website, and is working on informing patrons through the library newsletter as well.

Susan shared with trustees her copy of Susan Orlean's recent book *The Library Book*, and a brief discussion followed about public libraries' important role in ameliorating the digital divide by offering computers and Internet to people who don't have them at home. This sparked a discussion about exhibits at other libraries that explore patrons' background and their reasons for coming into their library. Chris mentioned an exhibit she had seen at the Belvedere Tiburon Public Library that featured people's responses to a question about what the library has meant to them. Emily saw an exhibit at the Winters Community Library that resembled *The Humans of New York* photo-blog and book, and featured photos of Winters' library patrons and their responses to the question of what brought them to the library. Trustees discussed the idea of creating a similar exhibit at SHPL.

5. CONSENT ITEMS:

5.1 - The Library Board of Trustees Meeting Minutes of the January 9, 2019 Meeting were approved.

6. SCHEDULED MATTERS:-

6.1- Report from Friends & Foundation - María Stel - María reported the great news that this year's *Bookmark Napa Valley* grossed over \$108,000, including spontaneous donations during the event after Chris Olivier, 14, gave a heartfelt, inspiring speech describing his volunteer work in the children's room from age 9 to the present. Attendees were encouraged to place donations in the envelopes at their table settings, and Chris Olivier and other volunteers collected them. This year's fundraiser was the most successful to date; the January 27th event raised twice as much for the library as last year's event did. The Friends & Foundation received more sponsorship money than ever before, and the ticket price for the event, which sold out, was \$25 higher than in previous years. The raffle for the wine lot -- made up of wines donated by generous individuals --raised \$3,800 net. María informed trustees of some of the glitches in the mechanics of the evening, but all agreed that the authors were excellent writers and speakers, and that the event was a lot of fun.

6.2- Update on Library Planning and Visioning - Chris Kreiden - Chris told trustees the City has received interest and questions on its RFP for architectural feasibility planning/visioning for the library, city hall, and recreation facilities. Skip reported that he met with City Manager Mark Prestwich, and apparently it is not yet a given that the current library building will remain a library. Anna confirmed that the issue keeps coming back up at City Council meetings, but that the City Council knows how much the community wants to keep the library in the library building as community members keep reiterating their desire that it will. Anna reported that the City Council, especially Mary Koberstein, would like to assess the needs of the library, and what the library will look like in 10 years in order to move forward with city hall, which is the City Council's focus given the state of the current City Hall building. Skip believes the first work will be done at the library, however, because it is not a completely new structure, just fixes to the existing structure. Anna reported that one of the phases of the discussion is to figure out funding through bonds, grants, etc.

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 - Trustees reviewed the draft staff report and discussed different aspects of changing from a system where patrons accrue overdue fines to eliminating overdue fines. Trustees also discussed elimination of the \$10 ILL fee, which has not been collected for years. A motion to recommend approval of the resolution passed. If City Council approves the recommendation, Chris plans to announce the elimination of overdue fines, ILL fees, and meeting room use fees for non-profits during National Library Week in April.

6.4- Review of Library Statistics January 2019 - Chris Kreiden - Trustees reviewed circulation statistics and door counts for January. Chris pointed out that when taking into consideration both the digital and print resources checked out, circulation was 13,417 this year compared with 13,512 last year, a decrease of only about 100 items. Total library visits for January of last year were 8,449 and 8,229 for this year, a difference that might be attributable to the Catholic School students no longer visiting the library weekly with the closure of the Catholic School. Trustees reviewed attendance at particular events and door count on particular days.

6.5 - Review of Library Newsletter for January 2019 - Chris Kreiden - Chris said people were waiting outside the library before opening for the first tax assistance event on Thursday, February 7. Chris pointed out that the Folding with Karl workshops on Saturdays in February, hosted by a middle school student who is a library regular and loves Origami, were successful last year. Upcoming events in March include two drawing workshops and Clutter-Busting with author Brooks Palmer.

Lin suggested adding the Library Board Meetings to the monthly calendar in the newsletter to inform the community about when and where these meetings are held. Chris informed trustees that Mariah sends information out on PeachJar, a notification platform, so it reaches parents and students in St. Helena Public Schools. Susan informed Chris that the School District does not use Peach Jar any longer. Susan will work with Mariah to get the library set up on the new platform.

6.6 - Discussion of Monthly Library Operating Expense Report for January 2019 - Chris Kreiden - Trustees reviewed the monthly ledger. With remaining funds the library will update staff computers and will purchase needed furniture for the Children's Room. Chris also said the library staff hopes to be up and running on the bigger broadband soon. Staff is waiting for the City to sign the EBSCO agreement for the new *Stacks* website template so they can begin work on the new, improved website.

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

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

Susan Swan,
Recording Secretary

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:3/4/2019

2/1/2019 to 2/28/2019

St. Helena Public Library	<u>ON-SHELF</u>			
	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD	442	634	93	152
Adult Book on Tape	7	8	2	4
Adult Compact Disc	167	316	66	123
Adult Digital Audio Book	1	3	0	0
Adult Fiction	1,347	1,928	100	471
Adult Non Fiction	1,019	1,765	155	421
Adult Paperback Book	2	2	0	0
Adult Periodical	78	63	11	42
Blu-Ray - Feature Film	5	16	0	0
Blu-Ray - Juvenile Feature	1	2	0	0
DVD - Educational	305	418	36	78
DVD - Feature Film	2,692	3,443	188	669
DVD - Foreign Language	29	50	0	0
DVD - Juvenile Educational	12	15	5	12
DVD - Juvenile Feature Film	598	758	77	292
DVD - Juvenile Spanish Lang.	0	1	0	0
Easy Reader	567	594	61	104
Juvenile Audio Cassette	1	1	0	0
Juvenile Book on CD	80	99	17	25
Juvenile CD Non-English	1	2	0	0
Juvenile Compact Disc	24	43	9	15
Juvenile Digital Audio Book	2	2	0	0
Juvenile Fiction	802	908	133	240
Juvenile Non-Fiction	553	777	91	236
Juvenile Paperback Book	87	98	18	18
Juvenile Spanish	120	117	28	62
Link+ Book	34	41	0	6
Link+ Media	8	14	0	2
Link+ Media - 1 week	8	9	0	3
Miscellaneous	4	3	0	0
Non-Circulating	0	0	0	1
Picture Books (EASY)	1,024	1,235	105	309
Video - Feature Film	1	2	0	0
Young Adult Book on CD	1	7	0	5
Young Adult CD	0	2	0	1
Young Adult Fiction	68	168	17	68
Young Adult Non-Fiction	10	26	1	3
Young Adult Paperback book	17	40	6	20
TOTAL:	10,117	13,610	1,219	3,382
GRAND TOTAL:	10,117	13,610	1,219	3,382

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				February 2019	FY 18/19
DIGITAL CIRCULATION					
E-BOOKS					
	THIS YEAR	LAST YEAR		PROVIDER	TOTAL
Hoopla	55	N/A		Hoopla	218
Overdrive	319	152		Kanopy	156
TOTAL	374	152		Overdrive	626
				RB Digital	105
					1105
AUDIOBOOKS					
Hoopla	100	N/A			
Overdrive	307	214			
TOTAL	407	214			
MOVIES & TELEVISION					
Hoopla	61	N/A			
Kanopy	156	N/A			
TOTAL	217	-			
MUSIC					
Hoopla	2	N/A			
TOTAL	2	-			
PERIODICALS					
RB Digital	105	49			
TOTAL	105	49			
TOTAL DIGITAL CIRCULATION				1,105	415

SPANISH MATERIALS CIRCULATION				
Year	Charges	Renewals	On Shelf	TOTAL
2019	207	48	102	357
2018	300	18	72	390

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:3/6/2019

2/1/2018 to 2/28/2018

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	580	780	54	220
Adult Book on Tape	15	12	2	8
Adult CD Non-English Language	1	1	0	0
Adult Compact Disc	337	439	16	153
Adult Digital Audio Book	1	2	0	0
Adult Fiction	1,268	1,829	102	483
Adult Non Fiction	1,158	1,789	129	446
Adult Paperback Book	0	1	0	0
Adult Periodical	105	122	5	64
Blu-Ray - Feature Film	1	3	0	0
DVD - Educational	312	439	52	82
DVD - Feature Film	2,662	3,397	139	632
DVD - Foreign Language	34	64	0	0
DVD - Juvenile Educational	12	27	1	9
DVD - Juvenile Feature Film	498	697	68	257
DVD - Juvenile Foreign Lang	1	1	0	0
Easy Reader	317	329	37	82
Juvenile Audio Cassette	0	1	0	0
Juvenile Book on CD	126	127	7	40
Juvenile Compact Disc	33	21	7	12
Juvenile Fiction	904	1,138	120	316
Juvenile Non-Fiction	709	872	74	253
Juvenile Paperback Book	63	59	6	22
Juvenile Periodical	1	0	0	0
Juvenile Spanish	192	215	14	49
Link+ Book	22	22	0	4
Link+ Media	8	11	0	3
Link+ Media - 1 week	4	3	0	0
Miscellaneous	0	0	0	1
Non-Circulating	1	1	0	4
Picture Books (EASY)	853	1,140	153	344
Video - Juvenile Feature Film	0	0	1	0
Young Adult Book on CD	3	10	0	8
Young Adult CD	1	3	0	4
Young Adult Fiction	130	249	30	79
Young Adult Non-Fiction	26	33	2	2
Young Adult Paperback book	8	26	2	16
TOTAL:	10,386	13,863	1,021	3,593
GRAND TOTAL:	10,386	13,863	1,021	3,593

2019 February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2019 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 31	34/231 4 35/230 Constitution Day (Mexico) LA 695	36/229 Chinese New Year 5 803 LA	37/228 6 783 LA	38/227 7 820 LA	39/226 8 489 LA	40/225 9 498 LA
February 2019 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	41/224 10 42/223 755 LA	43/222 12 836 LA	44/221 13 617 LA	45/220 Valentine's Day 14 903 LA	46/219 15 430 LA	47/218 16 430 LA
March 2019 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 31	48/217 17 49/216 Presidents Day LA	50/215 Full Moon 19 925 LA	51/214 20 745 LA	52/213 21 987 LA	53/212 22 582 LA	54/211 23 350 LA
April 2019 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	55/210 24 56/209 587 LA	57/208 26 808 LA	58/207 27 615 LA	59/206 28 960 LA	ATA-GLANCE*	

-928

-408

-397

-359

-3090

TOTAL 15,612.-

7806.00

February 2019

LIBRARY VISITS:	THIS YEAR:	7806	LAST YEAR:	8145	VOLUNTEER HOURS:	73
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CHILDRENS

Onsite Programs:			
Storytime (PS):	Tuesday	Wednesday	
	2/5/2019	5	15
	2/12/2019	12	10
	2/19/2019	12	9
	2/26/2019	16	8
	Total:	45	42
Bilingual Kids: Spanish Storytime (PS)			
		2/7/2019	6
		2/14/2019	10
		2/21/2019	8
		2/28/2019	15
	Total:	0	46
Misc Events:			
	2/2/2019 Folding w/ Karl	4	
	2/9/2019 Folding w/ Karl	6	
	2/16/2019 Folding w/ Karl	6	
	2/23/2019 Folding w/ Karl	8	
	2/26/2019 Let's Lego	15	
	Total:	39	
Special Events:			
	Total:	0	
Offsite Programs:			
	2/7/2019 RIF: Stonebridge		30
	2/28/2019 RIF: Howell Mountain Elementary		45
	Total:		75
Movies:			
	A Yeti Adventure	2/6/2019	6
	The Grinch	2/13/2019	4
	Bernie the Dolphin	2/20/2019	3
	Aliens Ate My Homework	2/27/2019	0
	Total:		13
Onsite Class Visits:			
		# of Visits	Attendance
	Preschool (PS)	0	0
	School Age (SA)	4	65
	Total:	4	65
Offsite Class Visits:			
		# of Visits	Attendance
	Preschool (PS)	10	144
	School Age (SA)	9	160
	Total:	19	304
TOTAL CHILDRENS			
		# of Attendees	629
		# of Programs	46
Total Childrens ONSITE Programs:			
		# of Attendees	250
		# of Programs	25
Total Childrens OFFSITE Programs:			
		# of Attendees	379
		# of Programs	21

ADULT

Onsite Programs:			
2/12/2019	Jay Greene: The Punic Wars	33	
2/26/2019	Jay Greene: Reformation Part 2		
	Total:	33	
Thursday Programs			
2/7/2019	Reception: Christine Olivo	34	
2/14/2019	Movie: Valentines Day As You Wish Movie and Tr	22	
2/21/2019	Music: Hungrytown Folk Band	28	
2/28/2019	Madagascar and Back Again	17	
	Total:	101	
Offsite Programs:			
	Total:	0	
Spanish Adults:			
2/2/2019	Neuroticos Anonimos	3	
2/9/2019		3	
2/16/2019		3	
2/23/2019		0	
English Conversation Club			
	Total:	9	
TOTAL ADULTS			
	# of Attendees	143	
	# of Programs	8	
Total Adults ONSITE Programs:			
	# of Attendees	143	
	# of Programs	8	
Total Adults OFFSITE Programs:			
	# of Attendees	0	
	# of Programs	0	

YOUNG ADULT

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

MARCH 2019 NEWSLETTER

ST. HELENA PUBLIC LIBRARY

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

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

ARTIST RECEPTION: ANDREW LINCOLN



In July 1992, after decades of unregulated harvesting by foreign fishing trawlers, the Canadian government placed a moratorium on the Northern cod fishery. This ended roughly 500 years of fishing tradition and placed 30,000 people out of work in Newfoundland. Photographer Andrew Lincoln and anthropologist George Gmelch have been documenting rural communities in Newfoundland and the effects resulting from the collapse of the cod fishery.

Refreshments provided by Friends & Foundation

Thursday, March 21, 7:00 p.m.

GRAVENSTEIN MANDOLIN ENSEMBLE



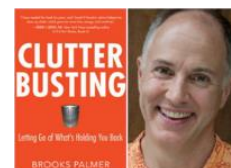
The Gravenstein Mandolin Ensemble is the only all mandolin ensemble in the North Bay, consisting of mandolins, mandolas, mandocellos, and guitar. Under the musical direction of Gus Garelick, the group plays an eclectic repertoire of music from Handel to Joplin with musical excursions to Brazil, Italy, Ireland, and Brooklyn along the way!

Refreshments provided by Friends & Foundation

Thursday, March 14, 6:30 p.m.

CLUTTER-BUSTING WITH BROOKS PALMER

It's time for a little Spring cleaning! In this free workshop Palmer will provide tips on "Letting Go of What's Holding You Back" and "Take a deep look at the clutter in our lives." This workshop takes attendees through the letting go process based on what's currently in their way of success. Palmer is a motivational speaker, professional organizer and author of two books on clutter busting.



Refreshments provided by Friends & Foundation

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

TULEYOME TRAIL DEMONSTRATION



Tuleyome is a not-for-profit, science-based, conservation organization working in the Northern Inner Coast Range of California and the Berryessa Snow Mountain National Monument. Join Eric, head of trail building to learn how trails are made, how we can strive toward conservation, and how you can volunteer and get your hands dirty! A variety of trail tools will be on display.

Refreshments provided by Friends & Foundation

**DON'T MISS OUR LECTURE SERIES
AND NEWEST RESOURCE ON PAGE 2!**



History and Current Events Lectures

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

Jay Greene:

Charlemagne & The Beginnings of Modern Europe

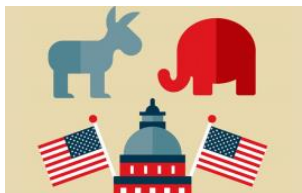


Charles the Great in France; Karl Der Grosse in Germany. By the year 800, he was the first king to ignite Europe since the fall of the Roman Empire in the West 300 years before. His legacy endured for centuries thereafter.

Tuesday, March 26, 5:00 p.m.

Jay Greene:

More Partisan Now, or Then? An examination of American political parties



We are living through a time of heightened partisanship, seemingly without precedent.

Or has partisanship been a greater threat in the past? Jay Greene reviews some episodes in the past which challenge the present anxiety.

New Online Resource: The New York Times

Available on the Library's Website

Features Include:

- All regular newspaper content (1851 - present)
- All multimedia, including video, photography, VR features and all new multimedia to come.
- Personalized access, including e-mail newsletters such as California Today, mobile apps (excluding Crossword and Cooking apps) for phones and tablets, with customizable newsfeed, and article recommendations based on topics you most commonly read about.
- The Learning Network - Fresh classroom resources, from lesson plans and writing prompts to news quizzes, student contests and more.
- ScienceTake - Combines cutting-edge research from the world of science with stunning footage of the natural world in action.
- Guides - How to do all sorts of things, from planning your finances to telling a good story.



**THE LIBRARY WILL BE CLOSED ON MONDAY APRIL 1
IN HONOR OF CESAR CHAVEZ DAY**





Youth Programs



KIDS DRAWING WORKSHOPS

MARCH 5th

3:30pm—3D Trick Drawing (ages 8+)

5:15pm—Comic Drawing (ages 6+)





All materials provided
MUST REGISTER IN ADVANCE!
Sign up at the kids desk
or call 707-963-5244

Kids' Matinees:

Wednesdays, 3:00 p

Movies will be shown in the Meeting Room.





March 6: "Ralph Breaks the Internet"
2018; Rated PG; 1h 56m



March 13: "Norm of the North"
2016; Rated PG; 1h 30m



March 20: "Scooby-Doo! & the Curse of the 13th Ghost"
2019; unrated; 1h 12m



March 27: "Spiderman: Into the Spider-Verse"
2018; Rated PG; 1h 56m

NEW SPANISH STORYTIME! / ¡NUEVO!

Stories, Songs and Movement
Cuentos, Cantos, y Saltas



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!

THURSDAYS, 6:00pm

STORYTIMES / CUENTOS PARA PEQUES

Tuesdays and
Wednesdays @ 10:30 a.m.

LET'S LEGO / Armemos LEGOS

March 26 @ 3:30 p.m.





March 2019

SUN	MON	TUE	WED	THU	FRI	SAT
<i>"Little girls with dreams become women with vision." - unknown</i>					1	2 4pm Neuróticos Anónimos
3	4	5 10:30am Storytime 3:30pm 3D drawing workshop 5:15pm Manga workshop	6  10:30am Storytime 3pm Kids Movie: Ralph Breaks the Internet	7  6pm Cuentos, Cantos, y Saltas 7pm Artist Reception: Andrew Lincoln	8	9 4pm Neuróticos Anónimos
10	11	12  10:30am Storytime 5pm Jay Greene: Charlemagne	13  10:30am Storytime 3pm Kids Movie : Norm of the North 5pm Library Board	14  6pm Cuentos, Cantos, y Saltas 6:30pm Clutter Busting with Brooks Palmer	15	16 4pm Neuróticos Anónimos
17	18	19  10:30am Storytime	20  10:30am Storytime 3pm Kids Movie : Scooby-Doo! & the Curse of the 13th	21  6pm Cuentos, Cantos, y Saltas 7pm Gravenstein Mandolin Ensemble	22	23 4pm Neuróticos Anónimos
24	25	26  10:30am Storytime 3:30pm Let's LEGO 5pm Jay Greene: Examination of American political parties	27  10:30am Storytime 3pm Kids Movie; Spiderman Intro the Spiderverse	28  6pm Cuentos, Cantos, y Saltas 7pm Tuleyome Trail Workshop	29	30 4pm Neuróticos Anónimos
31	1 CLOSED					
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: jenniferw
Printed: 03/05/19 08:34:23
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	274,678.77	190,233.23	40.92
101-46-00-20-20	TempPart Time	33,177.00	0.00	10,609.11	22,567.89	68.02
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	22,096.08	16,425.92	42.64
101-46-00-20-45	Employer PERS	34,716.00	0.00	20,293.64	14,422.36	41.54
101-46-00-20-47	PERS Unfunded Liability	55,783.00	0.00	55,783.00	0.00	0.00
101-46-00-20-55	Health Insurance	124,178.00	0.00	76,779.43	47,398.57	38.17
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	2,678.26	1,825.74	40.54
101-46-00-20-75	Deferred Comp	7,020.00	0.00	3,226.43	3,793.57	54.04
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,500.00	900.00	37.50
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	773,770.00	0.00	472,075.42	301,694.58	38.99
101-46-00-21-10	Communications	12,300.00	0.00	3,025.61	9,274.39	75.40
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	5,230.51	3,769.49	41.88
101-46-00-21-45	Other Contract Services	122,400.00	56,377.72	46,770.64	19,251.64	15.73
101-46-00-21-55	Training & Conference	<u>6,100.00</u>	<u>0.00</u>	<u>4,344.39</u>	<u>1,755.61</u>	<u>28.78</u>
21	Services	195,300.00	56,377.72	81,692.97	57,229.31	29.30
101-46-00-22-07	Copies	3,000.00	0.00	1,083.48	1,916.52	63.88
101-46-00-22-12	Computer Equipment	52,960.70	0.00	29,162.05	23,798.65	44.94
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	1,000.00	0.00	-739.33	1,739.33	173.93
101-46-00-22-16	Library Materials	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>100.00</u>
22	Supplies	63,960.70	0.00	30,326.30	33,634.40	52.59
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	30,000.00	0.00	12,973.49	17,026.51	56.76

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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	1,076,882.90	56,377.72	610,127.46	410,377.72	38.11
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					
46	Library					
380-46-00-20-20	TempPart Time	55,242.00	0.00	38,679.96	16,562.04	29.98
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	3,097.02	1,493.98	32.54
20	Salaries & Benefits	64,610.00	0.00	43,582.08	21,027.92	32.55
380-46-00-22-16	Library Materials	56,000.00	11,153.86	30,918.39	13,927.75	24.87
380-46-00-22-40	Programming	14,000.00	0.00	7,021.27	6,978.73	49.85
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	66.61	433.39	86.68
22	Supplies	70,500.00	11,153.86	38,006.27	21,339.87	30.27
00	Administration	135,110.00	11,153.86	81,588.35	42,367.79	31.36
382	Martin Estate Trust					
46	Library					
382-46-00-22-16	Library Materials	1,600.00	0.00	0.00	1,600.00	100.00
22	Supplies	1,600.00	0.00	0.00	1,600.00	100.00
00	Administration	1,600.00	0.00	0.00	1,600.00	100.00
384	Tweed Trust					
46	Library					
384-46-00-21-45	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	11,204.99	33,795.01	75.10
22	Supplies	50,000.00	0.00	12,356.18	37,643.82	75.29
00	Administration	50,000.00	0.00	9,124.18	40,875.82	81.75

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,271,092.90	67,531.58	707,262.99	496,298.33	0.3905