



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, November 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: Lin Weber
Vice Chair: Terry Wood
Trustees: Emily Armstead, Skip Lane, David Slaby, Susan Swan, and Rebecca Wendt
City Council Member 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 September 11, 2019
[SHPL Board Minutes Regular Meeting September 2019](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director
6. Update and Discussion on Library Planning and Visioning - Skip Lane

3 - 6

2.

****NOTE:** On Tuesday, November 12, 2019, St. Helena City Council will receive and discuss a presentation by Noll & Tam on Civic Institutions Massing Concepts and Cost Estimates. City Council is expected to provide direction regarding optimal timing and focus of next steps. A staff report is available at <https://sthelena.civicweb.net/document/35795/Civic%20Building%20Massing%20Concepts%20and%20Cost%20Estima.pdf?handle=EA0E56E337F8432D9B60F6968A7A87FE>

- 6.3. Update on the St. Helena Historical Society - Skip Lane
- 6.4. Review of St. Helena Public Library's Submission for the Fiscal Year 2018/2019 California Public Library Survey - Chris Kreiden 7 - 13
[California Public Library Survey 2018-19 Submission](#)
- 6.5. Review of Library Statistics for September 2019 - Chris Kreiden 15 - 20
[Library Statistics 2019 September](#)
- 6.6. Review of Library Statistics for October 2019 - Chris Kreiden 21 - 26
[Library Statistics 2019 October](#)
- 6.7. Review of Library Newsletter for November 2019 and Upcoming Library Events - Chris Kreiden 27 - 31
[Library Newsletter 2019 November](#)
[December 2019 Calendar](#)
- 6.8. Review of Monthly Library Operating Expense Report for October 2019 - Chris Kreiden 33 - 34
[Library Monthly Expense Report 2019 October](#)

7. ADJOURNMENT

The next regular meeting is scheduled for December 11, 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 November 8, 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, September 11, 2019
Community Meeting Room

1. CALL TO ORDER -

- 2. ROLL CALL** - Library Board Chairperson Lin Weber called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were Trustees Emily Armstead, Skip Lane, David Slaby, Susan Swan, and Rebecca Wendt; Library Director Chris Kreiden; City Council Liaison Anna Chouteau; and Friends & Foundation Executive Director Maria Stel.

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

- 4. REPORTS BY STAFF, COMMITTEE** - Chris reported that the RFP bids for the library roof replacement closed today at 2:00. The low bid was \$440,000 and the high bid was \$598,000. City staff will look more closely at the submitted bids and will have a recommendation for City Council possibly by their October 8th meeting.

Chris informed Trustees that the California Public Library Survey has opened up. The State requires each library in California to submit its circulation, programming, usage, and various other statistics to the State by November 1st. Chris will be busy gathering and analyzing SHPL's annual statistics to meet the reporting deadline. Trustees will be able to review the SHPL report at the November Board meeting.

Chris reported that 69 children so far have read 100 books for the Summer Reading program, which runs until the end of September. The prizes for the Adult Summer Reading Program have been awarded. The winner of the raffle received tickets to *Bookmark Napa Valley* in January. Other awards were gift certificates to Gott's Roadside, Cameo Cinema, the Napa Valley Roasting Company, and Model Bakery.

5. CONSENT ITEMS:

- 5.1- Library Board of Trustees Meeting Minutes of August 14, 2019** were approved.

6. SCHEDULED MATTERS:

- 6.1 - Update on Library Planning and Visioning - Skip Lane** - Skip reported on the August 26th special City Council meeting devoted to the *Re-Imagine Civic St. Helena* civic renovations, and said that most of the attendees and speakers at the meeting were stakeholders. The upshot of the meeting was that City Council has designated four plans they would like architects Noll & Tam to flesh out with 3D drawings. Discussion followed about Plan 3A-1,

which includes a remodeled library in its existing location, the RLS museum in its own building near the library, City Hall in the south corner of the property, and Council Chambers in between. It also seemed to be the preferred option among the Steering Committee members. The Museum, which is currently adjacent to the library, has 15 years remaining on its lease, so the City is obligated to make its location part of the revisioning project. Skip said the Steering Committee will meet again on October 8th to review the results of Noll & Tam's additional work on the four plans. Lin, a St. Helena historian who has written a book on St. Helena, said that pre-1868 plans for St. Helena were to have a city plaza where Safeway currently is, away from the county road. When the railroad came to town, the tracks cut right through where the city plaza would be. Lin likened Plan 3A-1 to the 1868 vision of St. Helena's city plaza. Discussion followed about parking options near the current library site. Lin expressed her concern about the water table where the underground parking would be in Plan 3A-1.

- 6.2 - Report from Friends & Foundation, St. Helena Public Library - María Stel, Friends & Foundation Executive Director** - María announced that the F&F has secured Julian Guthrie, author of *Alpha Girls*, a book about women in the Silicon Valley, for *Bookmark Napa Valley*, which will take place on January 26th, 2020. There are two people featured in the book who have local connections. The second author signed is Mark Arax, a journalist from Fresno, who writes about California history. His newest book is called *The Dreamt Land: Chasing Water and Dust Across California*. Unfortunately, Louise Penny and Susan Orleans both declined to participate, so María is now looking for a fiction writer to complete the panel.

María reported that the F&F received \$2,045 from Farmstead's donation of a portion of their corkage fees in August. Also, the Turley Family donated \$5,000 toward children's services.

The F&F is sending out appeal letters in October, which is when ticket sales to *Bookmark Napa Valley* will commence.

- 6.3 - Discussion about Future Library Board of Trustees Election Procedures - Chris Kreiden** - Chris informed Trustees that she spoke to St. Helena City Clerk Cindy Tzaopoulos, who clarified that in Board elections there can be no anonymous voting. Trustees discussed how to change the voting procedure while satisfying the Brown Act. Emily's suggestion was that all Trustees, even those newly appointed, would be on the ballot, but that Trustees not wanting to take on leadership positions may opt out of being nominated. After a lengthy discussion, Trustees decided that at the first Board meeting with newly appointed Trustees (typically, the July meeting), Trustees will either confirm that they would like to be nominated or decline to be nominated to serve either as Chair or Vice Chair. At the same meeting, Trustees will go over the duties of each position. The election of new officers will take place at the following meeting, at which Trustees will write down their choices for

Chair and Vice Chair and will write their name on the ballot to satisfy the Brown Act.

6.4- Discussion about Library Staff Parking - Chris Kreiden - Chris presented the survey distributed to library staff to determine any perceived parking issues. In general, Chris noted that full-time employees tend to find that parking is not an issue, whereas part-time employees (some of whom start later in the day) are more likely to encounter parking difficulties. One staff member included a comment about parking being too far away for patrons also. Only one staff person has received a parking ticket on Library Lane since three-hour parking went into effect. There have been no complaints from patrons about ticketing in the past four years. The outcome of the survey was that parking near the library is a problem, but not a high-magnitude problem, and it is not a problem that is specific to library staff.

6.5- Review of Library Statistics for August 2019 - Chris Kreiden - Chris reported that the library served 93 meals in August as part of the state-funded *Breakfast at the Library Program* (meals ended August 9, 2019). Over the course of the summer, staff served 717 meals at the library as part of the program, which was put on in partnership with the St. Helena Unified School District.

A Trustee posed a question about the availability of historical data for Circulations by Media; he is interested in seeing figures over a longer period of time than a single year, for example 5 and 10 years prior, which would compare August 2019 circulations with those of August 2009 and August 2014. Chris will research the availability of historical data for circulations.

Chris made a special note about renewals: items are not yet renewed automatically by the library's circulation software. When an item is due, an automated email is sent to the patron, but the patron must contact the library or go online to renew items. If the item is in lost status and is ineligible for renewal, library staff will send a letter to the patron to request the item's return after a reasonable amount of time has passed. Currently, *Overdrive/Libby*, the digital lending platforms, will prevent e-books from being checked out if a physical item checked out is overdue. A Trustee noted that the automated email references fines being incurred for overdue items; Trustees agreed that the fine in question could refer to the lost item replacement fee, and was not dishonest or misleading, given that overdue fines are no longer charged.

6.6 - Review of Library Newsletter for September 2019 - Chris Kreiden - Trustees reviewed the newsletter. A mariachi performance is scheduled for Thursday, September 12th. Trustees were made aware that the third Democratic Debate is also scheduled for September 12th, which could impact attendance. Chris gave Trustees a preview of October's programs, which include a Manhattan Short movie festival on Thursday, October 3, two Jay Greene lectures (one each at the beginning and end of the

month, the latter on The Adventurous Life of Sir Francis Drake), and Sol Flamenco on Thursday, October 24.

A Trustee requested that the following month's calendar be included more formally in the meeting agenda (ex. that the October calendar be included in the September meeting agenda packet). Chris explained that only a rudimentary draft will be available to include in future agendas, which was not a concern for the Trustees present.

6.7- Review of Final Library Operating Expense Report for Fiscal Year 2018/2019 - Chris Kreiden - Trustees reviewed and briefly discussed the report.

6.8- Review of Monthly Library Operating Expense Report for August 2019 - Chris Kreiden - Trustees reviewed and briefly discussed the report.

7. ADJOURNMENT. The meeting was adjourned at 5:55 pm.

The September 11, 2019 regular meeting of the Library Board of Trustees minutes were adopted at the November 13, 2019 Library Board of Trustees meeting.

Submitted by:
Emily Armstead
& Susan Swan,
Recording Secretaries

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

California Public Library Survey

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

THE FIELDS (IN RED) BELOW ARE SYSTEM CALCULATED



Section 1 Directory and Administrative Information

- | | |
|-----|--------------|
| 1.1 | Library ID |
| 1.2 | FSCS ID |
| 1.3 | Short Name |
| 1.4 | Library Name |

Director (If position is not filled, enter "VACANT" in 1.6 and leave 1.7 & 1.8 blank)

- | | |
|------|--|
| 1.5 | Courtesy Title |
| 1.6 | Director First Name |
| 1.7 | Director Middle Name |
| 1.8 | Director Last Name |
| 1.9 | Director Title |
| 1.10 | Street Address |
| 1.11 | City |
| 1.12 | Zip |
| 1.13 | Zip +4 |
| 1.14 | Mailing Address |
| 1.15 | Mailing City |
| 1.16 | Mailing Zip |
| 1.17 | Mailing Zip +4 |
| 1.18 | Public Phone Number - Administration |
| 1.19 | Reference Phone Number |
| 1.20 | TDD for Deaf |
| 1.21 | Library Director's Email address |
| 1.22 | Library's Public Email address |
| 1.23 | Library's Web Address |
| 1.24 | Name of person completing this survey |
| 1.25 | Phone # of person completing this survey |
| 1.26 | Email address of person completing this survey |

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

- | | |
|------|------------------------------------|
| 1.27 | Size Square Mile |
| 1.28 | Interlibrary Relationship code |
| 1.29 | Legal Basis Code |
| 1.30 | Administrative Structure Code |
| 1.31 | FSCS Public Library Definition |
| 1.32 | Geographic Code |
| 1.33 | Legal Service Area Boundary Change |
| 1.34 | Library Type |
| 1.35 | County |
| 1.36 | CLSA System Library |
| 1.37 | State |
| 1.38 | Fiscal Year |
| 1.39 | Institute Code |

Section 2 Population and Outlets

2.1	Population of The Legal Service Area	
2.2	Registered Users as of June 30	
2.3	Children Borrowers	
2.4	# of Central Libraries	
2.5	# of Branch Libraries	
2.6	# of Bookmobiles	
2.7	Total # of Outlets	
2.8	Total Square Footage	

Section 3 Library Income

Operating Income		
3.1	Local Government (all sources)	
3.2	State Funds (e.g. CLSA, PLF, ELLI, etc.)	
3.3	Federal Funds (e.g. LSTA or other)	
3.4	All Other Operating Income	
3.5	Total Operating Income	
3.6	CA Literacy Services	
Capital Income		
3.7	Local Government (taxes and allocations)	
3.8	State Funds	
3.9	Federal Funds	
3.10	Other Income	
3.11	Total Capital Outlay Income	

Section 4 Library Expenditures

Staff Expenditures		
4.1	Salary & Wages Expenditures	
4.2	Employee Benefits Expenditures	
4.3	Total Staff Expenditures	
Collection Expenditures		
4.4	Print Materials Expenditures (except Serials)	
4.5	Print Serial Subscription Expenditures	
4.6	Total Print Materials Expenditures	
4.7	Electronic Materials Expenditures	
4.8	Other Materials Expenditures	
4.9	Total Collection Expenditures	
Other Expenditures		
4.10	All Other Operating Expenditures	
4.11	Total Operating Expenditures	
Capital Expenditures		
4.12	Total Capital Expenditures	

Section 5 Library Staff

- 5.1 Total count of persons employed - full and part time
- 5.2 ALA Librarians (FTE) who have accredited ALA Masters
- 5.3 FTE Total Librarians (ALA or other)
- 5.4 FTE All other paid staff
- 5.5 **Staff FTE**
- 5.6 FTE Volunteers (Average FTE per week - not hours)

Section 6 Library Collections

- 6.1 Books Children Held as of June 30
- 6.2 Books Young Adult Held as of June 30
- 6.3 Total Print Materials Held
- 6.4 # of Electronic Books in Collection
- 6.5 # of Physical Audio Materials in Collection
- 6.6 # of Downloadable Audio Materials in Collection
- 6.7 # of Physical Video Materials in Collection
- 6.8 # of Downloadable Video Materials in Collection
- 6.9 # of Electronic Collections through Local and Other Funding in Collection
- 6.10 # of Electronic Collections through State Funding in Collection
- 6.11 **# of Electronic Collections in Collection**
- 6.12 # of Current Serial Subscriptions

Section 7 Library Services

- 7.1 **Hours Open, All Outlets**
- 7.2 Library Visits
- 7.3 Reference Questions
- Circulation**
- 7.4 Physical Item Circulation
- 7.5 Circulation of Childrens Materials
- 7.6 Circulation of Non English Materials
- 7.7 Circulation of Electronic Materials
- 7.8 Successful Retrieval of Electronic Information
- 7.9 **Electronic Content Use**
- 7.10 **Total Circulation**
- 7.11 **Total Collection Use**
- 7.12 ILL loans to others
- 7.13 ILL loans received

Programming

- 7.14 # of Children's Programs
- 7.15 Children's Program Attendance
- 7.16 # of Young Adult Programs
- 7.17 Young Adult Program Attendance
- 7.18 # of Adult Programs
- 7.19 Adult Program Attendance

- | | | |
|------|-------------------------------|-------|
| 7.20 | Offsite Programs - Number | <hr/> |
| 7.21 | Offsite Programs - Attendance | <hr/> |
| 7.22 | Total # of Programs | <hr/> |
| 7.23 | Total Program Attendance | <hr/> |

Electronic Services

- | | | |
|------|--|-------|
| 7.24 | CIPA Compliant | |
| 7.25 | Annual Uses of Public Internet Computers | <hr/> |
| 7.26 | Virtual Visits to the library website | <hr/> |
| 7.27 | Wireless Sessions Per Year | <hr/> |
| 7.28 | # of Internet Terminals | <hr/> |

Library Community Development and Support Information

Please consider adding your story in the notes section of the data entry form. Share your stories and successes!

- | | | |
|------|---|-------|
| 7.29 | Did your library provide support for vulnerable populations in the community? | <hr/> |
| 7.30 | Did your library support your users' personal economic development? | <hr/> |
| 7.31 | Did your library play a role in responding to, or building resilience after, a crisis in the community? | <hr/> |
| 7.32 | Did your library support users' personal learning and knowledge development? | <hr/> |
| 7.33 | Did your library help in develop social capital in your community? | <hr/> |

Referenda

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

- | | | |
|-----|-----------------------------------|-------|
| 8.1 | Referenda Election Date | <hr/> |
| 8.2 | Referenda Local Agency | <hr/> |
| 8.3 | Referenda Funding Purpose | <hr/> |
| 8.4 | Referenda Type of Tax | <hr/> |
| 8.5 | Referenda Percentage of Yes Votes | <hr/> |
| 8.6 | Referenda Vote Require | <hr/> |
| 8.7 | Referenda Vote Outcome | <hr/> |
| 8.8 | Referenda Notes | <hr/> |

Notes

Section 10 Library Outlets

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

10.1	FSCSKey	
10.2	State assigned identification number	
10.3	Library Code	
10.4	Short Name	
10.5	Legal Name	
10.6	Physical Street Address	
10.7	City	
10.8	Zip Code	
10.9	Zip+4 Code	
10.10	Mailing Street Address	
10.11	Mailing City	
10.12	Mailing Zip Code	
10.13	Mailing Zip +4	
10.14	County	
10.15	Phone	
10.16	Outlet Type Code	
10.17	Facility Owned By	
10.18	Facility Update Needs	
10.19	Population Served	
10.20	Total Outlet Staff FTE	
10.21	Hours Open, Weekly	
10.22	Hours Open, Annually	
10.23	Weeks Open, Annually	
10.24	Volumes Held	
10.25	Circulation	
10.26	Total Outlet Operating Expenditures	
10.27	Year Built	
10.28	Date Library Opened (mm/yyyy)	
10.29	Year Library Remodeled	
10.30	Is this Outlet LEED certified?	
10.31	Size in Square Feet of outlet	
10.32	Number of Reader Seats	
10.33	Days Per Week Library is Open to the Public	
10.34	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	
10.35	Housed in Seperate Quarters?	
10.36	Established Scheduled Hours for Public Service?	
10.37	Degree of Adequacy of this Facility	
10.38	Number of Internet Terminals - General Public	
10.39	What is your library's highest connection speed to the Internet?	
10.40	Is Wireless available at this location?	
10.41	Metropolitan Status Code	
10.42	FSCS Submission Year	

10.43 Outlet Type Sort Code

Notes

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/1/2019

9/1/2019 to 9/30/2019

St. Helena Public Library		ON-SHELF			
		CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD		545	779	55	164
Adult Book on Tape		10	12	2	4
Adult CD Non-English Language		0	0	2	0
Adult Compact Disc		179	318	11	140
Adult Digital Audio Book		1	7	2	0
Adult Fiction		1,189	1,848	91	459
Adult Non Fiction		1,033	1,701	186	449
Adult Paperback Book		5	7	0	0
Adult Periodical		58	66	8	48
Blu-Ray - Educational		0	1	0	0
Blu-Ray - Feature Film		2	12	0	0
DVD - Educational		337	417	78	83
DVD - Feature Film		2,060	2,859	120	621
DVD - Foreign Language		24	50	1	0
DVD - Juvenile Educational		10	26	2	8
DVD - Juvenile Feature Film		417	620	91	206
DVD - Juvenile Spanish Lang.		0	1	0	0
Easy Reader		370	349	76	60
Juvenile Book on CD		84	101	36	59
Juvenile Compact Disc		19	32	11	15
Juvenile Digital Audio Book		0	4	0	0
Juvenile Fiction		846	998	275	187
Juvenile Non-Fiction		693	983	117	313
Juvenile Paperback Book		97	94	34	33
Juvenile Spanish		103	126	19	53
Link+ Book		34	39	0	9
Link+ Media		22	21	0	9
Link+ Media - 1 week		9	11	0	1
Mixed Media Kit		0	1	0	0
Non-Circulating		0	0	0	2
Picture Books (EASY)		1,031	1,217	82	453
Video - Feature Film		0	0	0	1
Video - Juvenile Feature Film		1	2	0	0
Young Adult Book on CD		2	8	0	6
Young Adult CD		0	1	1	0
Young Adult Fiction		114	168	50	64
Young Adult Non-Fiction		11	26	0	1
Young Adult Paperback book		15	39	0	22
TOTAL:	St. Helena Public Library	9,321	12,944	1,350	3,470
GRAND TOTAL:		9,321	12,944	1,350	3,470

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				September 2019		FY 19/20		
DIGITAL CIRCULATION								
E-BOOKS								
		THIS YEAR	LAST YEAR	PROVIDER		TOTAL		
Hoopla		51	13	Hoopla		276		
Overdrive		349	237	Kanopy		223		
TOTAL		400	250	Overdrive		797		
				RB Digital		117		
						1413		
AUDIOBOOKS								
Hoopla		134	56					
Overdrive		448	313					
TOTAL		582	369					
MOVIES & TELEVISION								
Hoopla		80	27					
Kanopy		223	90					
TOTAL		303	117					
MUSIC								
Hoopla		11	2					
TOTAL		11	2					
PERIODICALS								
RB Digital		117	33					
TOTAL		117	33					
TOTAL DIGITAL CIRCULATION				1,413		771		
SPANISH MATERIALS CIRCULATION				Year	Charges	Renewals	On Shelf	TOTAL
				2019	191	25	108	324
				2018	243	36	188	467

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/1/2019

9/1/2018 to 9/30/2018

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	554	766	66	164
Adult Book on Tape	7	5	1	2
Adult CD Non-English Language	7	8	2	0
Adult Compact Disc	196	402	31	159
Adult Digital Audio Book	2	4	0	0
Adult Fiction	1,224	1,880	96	485
Adult Non Fiction	1,042	1,710	153	408
Adult Paperback Book	1	1	0	0
Adult Periodical	79	94	2	88
Blu-Ray - Feature Film	3	4	0	0
DVD - Educational	338	477	36	72
DVD - Feature Film	2,460	3,285	124	566
DVD - Foreign Language	32	61	1	0
DVD - Juvenile Educational	10	27	1	12
DVD - Juvenile Feature Film	433	638	61	267
DVD - Juvenile Foreign Lang	0	1	0	0
DVD - Juvenile Spanish Lang.	1	0	0	0
Easy Reader	237	310	78	105
Juvenile Audio Cassette	2	0	0	2
Juvenile Book on CD	76	137	32	74
Juvenile CD Non-English	4	5	0	0
Juvenile Compact Disc	24	36	8	43
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	797	1,092	205	303
Juvenile Non-Fiction	534	705	108	287
Juvenile Paperback Book	63	84	21	15
Juvenile Spanish	145	101	21	148
Link+ Book	32	40	0	11
Link+ Media	8	9	0	3
Link+ Media - 1 week	9	12	0	1
Non-Circulating	1	3	0	2
Picture Books (EASY)	920	1,168	181	413
Video - Juvenile Feature Film	0	1	0	0
Young Adult Book on CD	9	8	0	6
Young Adult CD	1	1	0	4
Young Adult Fiction	117	226	49	60
Young Adult Non-Fiction	11	33	4	1
Young Adult Paperback book	11	50	1	28
TOTAL:	9,390	13,385	1,282	3,729
GRAND TOTAL:	9,390	13,385	1,282	3,729

2019 September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 244/121 August 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	2 245/120 Labor Day	3 246/119 1213?	4 247/118 920	5 248/117 747	6 249/116 541	7 250/115 26
8 251/114 Grandparents Day	9 252/113 Ashura begin at sundown 538	10 253/112 837	11 254/111 Peridot Day 808	12 255/110 797	13 256/109 606	14 257/108 Full Moon 297x
15 259/107	16 259/106 Indep. Day (Mexico) 598	17 260/105 712	18 261/104 828	19 262/103 935	20 263/102 532	21 264/101 Peace Day 792x
22 265/100	23 266/99 Autumn Begins 607	24 267/98 702	25 268/97 951	26 269/96 1031	27 270/95 415	28 271/94 308 4M
29 272/93 Rosh Hashanah begin at sundown	30 273/92 671					

Week 1 3796
Week 2 3883
Week 3 3934
Week 4 4200
Week 5 671

16484
Count 8242

Adult Programming - September 2019

Tuesday Programs:

Onsite

Master Gardners: Succulents	9/10/2019	18
Cascada de Flores: Aguiles	9/17/2019	21
Lecture: Spirit of California	9/24/2019	38
Total:		77

Thursday Programs:

Onsite

Artist: Silverado Handweavers & Spinn	9/5/2019	17
Music: Latino Heritage Celebration	9/12/2019	67
Upstage Napa: Doctor's Residence	9/19/2019	65
The Great Library Bake Off	9/26/2019	101
Total:		250

Reoccurring Programs:

Tuesday - English/Spanish Conversation Club

9/3/2019	4
9/10/2019	4
9/17/2019	4
9/24/2019	6
Total:	18

Total: 0

Offsite Programs:

Total: 0

Total ONSITE Programs:	# of Attendees	345
	# of Programs	11

Total OFFSITE Programs:	# of Attendees
	# of Programs

TOTAL ADULTS:	# of Attendees	345
	# of Programs	11

Library Visits	2019	8242
	2018	7456

Volunteer Hours	45.75
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Childrens Programming - September 2019

Storytime:

Monday - Bilingual (PS)		Tuesday (PS)		Wednesday (PS)		Thursday - Spanish 6pm (SA)	
9/2/2019	Holiday	9/3/2019	1	9/4/2019	16	9/5/2019	6
9/9/2019	Canceled	9/10/2019	10	9/11/2019	13	9/12/2019	10
9/16/2019	2	9/17/2019	17	9/18/2019	10	9/19/2019	7
9/23/2019	5	9/24/2019	6	9/25/2019	12	9/26/2019	6
9/30/2019	2						
Total:		9		Total:	51	Total:	29

Movie:

Movies (SA)

Secret Life of Pets 2	9/4/2019	6
Lego DC Batman: Family Matters	9/11/2019	5
Decendants 3	9/18/2019	0
Aladdin (2019)	9/25/2019	0
Total:		11

Offsite Programs:

Location

RIF: Stonebridge	9/5/2019	20
Total:		20

Events:

All Ages

Let's Lego	9/17/2019	6
Let's Lego	9/24/2019	5
Total:		11

Class Visits:

Onsite			Offsite		
	# of visits	Attendance		# of visits	Attendance
Preschool (PS)	0	0	Preschool (PS)	10	102
School Age (SA)	3	46	School Age (SA)	9	180
Total:	3	46	Total:	19	282

Total ONSITE Programs:	# of Attendees	191
	# of Programs	25

Total OFFSITE Programs:	# of Attendees	302
	# of Programs	20

TOTAL CHILDREN'S:	# of Attendees	493
	# of Programs	45

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/6/2019

10/1/201 to 10/31/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	411	625	54	137
Adult Book on Tape	11	14	2	2
Adult CD Non-English Language	0	1	0	0
Adult Compact Disc	177	315	8	118
Adult Digital Audio Book	7	10	0	0
Adult Fiction	1,322	1,813	89	491
Adult Non Fiction	895	1,617	164	425
Adult Paperback Book	1	7	0	0
Adult Periodical	117	107	1	79
Blu-Ray - Educational	2	1	0	0
Blu-Ray - Feature Film	8	17	0	0
DVD - Educational	280	424	44	59
DVD - Feature Film	2,006	2,713	134	564
DVD - Foreign Language	13	38	1	0
DVD - Juvenile Educational	10	24	0	10
DVD - Juvenile Feature Film	434	591	65	262
DVD - Juvenile Spanish Lang.	2	2	0	0
Easy Reader	310	392	49	93
Juvenile Book on CD	107	141	33	52
Juvenile CD Non-English	1	4	0	0
Juvenile Compact Disc	44	39	5	14
Juvenile Digital Audio Book	2	2	0	0
Juvenile Fiction	795	1,085	159	337
Juvenile Non-Fiction	600	843	134	253
Juvenile Paperback Book	72	110	12	62
Juvenile Spanish	133	139	25	59
Link+ Book	49	52	0	5
Link+ Media	15	15	0	3
Link+ Media - 1 week	1	1	0	0
Mixed Media Kit	4	3	0	0
Non-Circulating	2	0	0	1
Picture Books (EASY)	986	1,355	123	482
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	2	4	0	3
Young Adult CD	1	1	0	0
Young Adult Fiction	92	215	15	94
Young Adult Non-Fiction	5	12	3	0
Young Adult Paperback book	18	31	2	20
TOTAL:	8,936	12,764	1,122	3,625
GRAND TOTAL:	8,936	12,764	1,122	3,625

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				October 2019	FY 19/20
DIGITAL CIRCULATION			THIS YEAR	LAST YEAR	
E-BOOKS					
	Hoopla	68	19		
	Overdrive	444	249		
	TOTAL	512	268		
AUDIOBOOKS					
	Hoopla	147	74		
	Overdrive	459	277		
	TOTAL	606	351		
MOVIES & TELEVISION					
	Hoopla	95	22		
	Kanopy	268	81		
	TOTAL	363	103		
MUSIC					
	Hoopla	18	3		
	TOTAL	18	3		
PERIODICALS					
	RB Digital	98	45		
	TOTAL	98	45		
TOTAL DIGITAL CIRCULATION			1,597	770	

SPANISH MATERIALS CIRCULATION				
Year	Charges	Renewals	On Shelf	TOTAL
2019	215	35	101	351
2018	253	17	107	377

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:11/6/2019

10/1/201 to 10/31/2018

St. Helena Public Library

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

2019 October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 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		1 274/81 975 km	2 275/90 779 km	3 276/89 831	4 277/88 475	5 278/87 284
October 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	6 279/86 892 LA	7 280/85 892 LA	8 281/84 Yom Kippur begins at sundown 1068 LA	9 282/83 No Power 180 LA	10 283/82 No Power 169 LA	11 284/81 562 LA
November 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	13 286/79 Full Moon 566 LA	14 287/78 Columbus Day Thanksgiving (Canada) 719 LA	15 288/77 719 LA	16 289/76 National Bosses Day 795 LA	17 290/75 865 LA	18 291/74 506 LA
December 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	20 293/72 597 LA	21 294/71 660 LA	22 295/70 660 LA	23 296/69 701 LA	24 297/68 United Nations Day 833 LA	25 298/67 535 LA
January 2020 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	27 300/65 798 LA	28 301/64 977 LA	29 302/63 977 LA	30 303/62 689 LA	31 304/61 Halloween 460 LA	

Week 1 3344

Week 2 3176

Week 3 3775

Week 4 3616

Week 5 2924

16835

Count 8418

Adult Programming - October 2019

Tuesday Programs:

Onsite

Lecture: Across the Wide Missouri	10/1/2019	23
Lecture: Adventurous Life of Francis Drake	10/29/2019	21
Total:		44

Thursday Programs:

Onsite

Manhattan Movie Short	10/3/2019	18
Artist: Aldo Solano	10/10/2019	25
Dance: Sol Flamenco	10/17/2019	34
Movie: Ghostbusters	10/31/2019	0
Total:		77

Reoccurring Programs:

Tuesday - English/Spanish Conversation Club

10/1/2019	6
10/8/2019	4
10/15/2019	6
10/22/2019	6
10/29/2019	6
Total:	28

Total: 0

Offsite Programs:

Total: 0

Total ONSITE Programs:	# of Attendees	149
	# of Programs	11

Total OFFSITE Programs:	# of Attendees
	# of Programs

TOTAL ADULTS:	# of Attendees	149
	# of Programs	11

Library Visits	2019	8418
	2018	8810

Volunteer Hours	64.5
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Childrens Programming - October 2019

Storytime:

Monday - Bilingual (PS)		Tuesday (PS)		Wednesday (PS)		Thursday - Spanish 6pm (SA)	
10/7/2019	6	10/1/2019	10	10/2/2019	12	10/3/2019	6
10/14/2019	2	10/8/2019	5	10/9/2019	15	10/10/2019	Cancelled
10/21/2019	3	10/15/2019	7	10/16/2019	8	10/17/2019	6
10/28/2019	2	10/22/2019	12	10/23/2019	18	10/24/2019	8
		10/29/2019	8	10/30/2019	10	10/31/2019	0
Total: 13		Total: 42		Total: 63		Total: 20	

Movie:

Movies (SA)

Holes	10/2/2019	3
Rio	10/9/2019	Cancelled
Toy Story 4	10/16/2019	4
Swiss Family Robinson	10/23/2019	0
Scooby Doo: Return to Zombie	10/30/2019	6
Total: 13		

Offsite Programs:

Location

RIF: Boys & Girls Club	10/31/2019	128
Total: 128		

Events:

All Ages

Let's Lego	10/1/2019	15
Let's Lego	10/8/2019	10
Let's Lego	10/15/2019	12
Let's Lego	10/22/2019	15
Let's Lego	10/29/2019	11
Total: 63		

Class Visits:

Onsite

	# of visits	Attendance
Preschool (PS)	0	0
School Age (SA)	3	60
Total:	3	60

Offsite

	# of visits	Attendance
Preschool (PS)	2	86
School Age (SA)	4	83
Total:	6	169

Total ONSITE Programs:	# of Attendees	274
	# of Programs	30

Total OFFSITE Programs:	# of Attendees	297
	# of Programs	7

TOTAL CHILDREN'S:	# of Attendees	571
	# of Programs	37

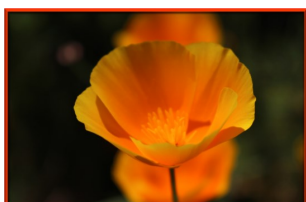
November 2019 Newsletter

St. Helena Public Library

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

Thursday, November 7, 7:00 pm

Artist Reception: CDO Photography



Christopher D. Olivier has been an active photographer since the age of three. His photographic interests range from automotive and landscapes to macro photography of plants and the great outdoors. He finds enjoyment in capturing moments that express his life in photos. Christopher invites you to "Camera Talk" with topics ranging from Film SLR, Point-and-shoot, DSLR cameras and Mirrorless cameras.

Refreshments will be served

Thursday, November 14, 6:30 pm

Suscol Intertribal Council Presents: Pomo Regalia



Come learn about local Native American tribes and see beautiful Pomo Regalia items. Suscol Intertribal Council is a community-based organization located in the Napa Valley that is dedicated to preserving human rights for indigenous people by linking with other NGO's around the world.

This event is fun for the whole family!

Tuesday, November 21, 6:30 pm

An Evening with Latino Winemakers



Join us for lively discussions with local Latino wine makers and owners while sampling their wines. New generations of Latinos are changing the wine industry.

Some have started as migrant workers and others have watched their parents pick grapes and dreamed of one day owning their own winery. Hear their stories, struggles and successes!

Refreshments will be served

thanks to Friends & Foundation

Jueves, 21 de noviembre, 6:30 pm

Una Noche con Productores de Vinos Latinos



Acompáñanos para discusiones animadas con productores y propietarios locales de vinos latinos mientras catan.

Las nuevas generaciones de latinos han cambiado la

comunidad del vino en el valle. Algunos comenzaron como trabajadores migrantes y otros vieron a sus padres casechando con las uvas y soñaban con algun día ser dueños de su propia vinicola. ¡Escucha sus historias, luchas y éxitos!

Se servirán bocadillos gracias a Friends y Foundation

*The library will be closed Monday, November 11, for Veterans Day,
and Thursday & Friday, November 28-29 for Thanksgiving.*

HISTORY WITH JAY GREENE

Tuesday, November 12, 5:00 pm

Mutiny on the Bounty



In this lecture, Jay Greene presents a somewhat altered version of the famous movie starring Charles

Laughton and Clark Gable. Yes, he will talk about the Tahitian maidens but also the “why” of the voyage. Including the fate of the mutineers on Pitcairn Island and the extraordinary seamanship of Capt. Bligh after he and members of the crew who would not join the mutineers were cast adrift.

Tuesday, November 26, 5:00 pm

Battle of the Ironclads



During two days in 1862 the Confederate Navy sought to break the blockade conducted by the U.S. Navy and

almost succeeded. In this lecture, Jay Greene will describe how a “cheesebox on a raft” won the day for the Union.

INTRODUCING BOOKMARK NAPA VALLEY 2020 AUTHORS:

Sunday, January 26, at Markham Vineyards

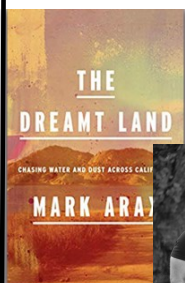
Tickets go on sale November 1st! Buy at www.supportshlibrary.org



DANIEL HANDLER (LEMONY SNICKET)



JULIAN GUTHRIE



MARK ARAX



Don't Miss These Exciting December Events!



12/3 — Master Gardeners: Decorating with Plants for the Holidays

12/10 — Mary Carol Book Talk: Secrets of the Vineyard

12/12 — Merrie Olde Christmas Carolers



Youth Programs





**Bilingual Storytime /
Cuentos Bilingües**
Monday / Lunes
@ 10:30 am

**LET'S LEGO /
ARMEMOS LEGOS**
Every Tuesday /
Cada Martes
@ 3:00 pm





**STORYTIMES /
CUENTOS PARA PEQUES**
Tuesdays / Martes &
Wednesdays / Miercoles
@ 10:30 am

**MOVIE MATINEES /
PELICULAS PARA NIÑOS**
Wednesdays /
Miercoles
@ 3:00 pm



**SPANISH STORYTIME /
CUENTOS PARA PEQUES EN ESPAÑOL**
Thursdays / Jueves
@ 6:00 pm



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

Movies will be shown in the
Meeting Room.





November 6:
"Lion King"
2019; Rated PG; 1 hr. 58 min.



November 13:
"How to Train Your Dragon"
2010; Rated PG; 1 hr. 38 min.



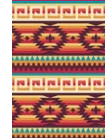
November 20:
"The Angry Birds Movie 2"
2019; Rated PG; 1 hr. 27 min.



November 27:
"Dora and the Lost City of Gold!"
2017; Rated PG; 1 hr. 13 min.

November 2019




SUN	MON	TUE	WED	THU	FRI	SAT
				BOOKMARK NAPA VALLEY Tickets Available November 1st	1 Buy your BOOKMARK NAPA VALLEY Tickets Today!	2
3	4	5 10:30am Storytime 3:30pm Let's Lego! 4:30pm English / Spanish Conversation Group	6 10:30am Storytime 3:00pm Kids Movie: Lion King	7 6:00pm Cuentos, Cantos y Saltos 7:00pm Artist Reception CDO Photography	8 	9
10	11 CLOSED 	12 10:30am Storytime 3:30pm Let's Lego! 4:30pm English / Spanish Conversation Group 5:00pm Jay Greene: Mutiny on the Bounty	13 10:30am Storytime 3:00pm Kids Movie: How To Train Your Dragon 5:00pm LIBRARY BOARD MEETING	14 6:00pm Cuentos, Cantos y Saltos 6:30pm Suscol Intertribal Council Presents: Pomo Regalia 	15	16
17	18	19 10:30am Storytime 3:30pm Let's Lego! 4:30pm English / Spanish Conversation Group	20 10:30am Storytime 3:00pm Kids Movie: Angry Birds 2	21 6:00pm Cuentos, Cantos y Saltos 6:30pm An Evening with Latino Winemakers 	22	23
24 	25	26 10:30am Storytime 3:30pm Let's Lego! 4:30pm English / Spanish Conversation Group 5:00pm Jay Greene: Battle of the Ironclads	27 10:30am Storytime 3:00pm Kids Movie: Dora And The Lost City Of Gold	28 29 CLOSED 		30
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: 2:00pm – 6:00pm Sunday: CLOSED			ST. HELENA PUBLIC LIBRARY 1492 Library Lane St. Helena CA 94574 707-963-5244 www.shpl.org	

December 2019						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 MASTER GARDNERS: Decorating with Plants for the Holidays 5:30pm	4	5 Artist Reception: Eve Breckenridge 7pm ABC	6	7
8	9	10 Mary Carol Book Talk 5pm	11	12 Merrie Olde Christmas Carolers 6:30pm or 7pm	13	14
15	16	17	18 School out	19 Gingerbread house decorating	20	21
22	23	24 CHRISTMAS EVE	25 CHRISTMAS	26 Dark	27	28
29	30	31 New Year's Eve				

General Ledger Monthly Operating Expense Rpt



User: Chris
Printed: 11/05/19 16:23:14
Period 01 - 06
Fiscal Year 2020

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	476,090.00	0.00	145,548.13	330,541.87	69.43
101-46-00-20-20	TempPart Time	36,933.00	0.00	5,241.12	31,691.88	85.81
101-46-00-20-37	Holiday Pay	1,774.00	0.00	131.10	1,642.90	92.61
101-46-00-20-40	FICAMedicare	39,000.00	0.00	11,634.65	27,365.35	70.17
101-46-00-20-45	Employer PERS	37,983.00	0.00	11,668.24	26,314.76	69.28
101-46-00-20-47	PERS Unfunded Liability	67,016.00	0.00	64,674.07	2,341.93	3.49
101-46-00-20-55	Health Insurance	122,720.00	0.00	35,862.54	86,857.46	70.78
101-46-00-20-61	Workers Comp	24,889.00	0.00	2,932.80	21,956.20	88.22
101-46-00-20-65	SDI	4,477.00	0.00	1,467.13	3,009.87	67.23
101-46-00-20-75	Deferred Comp	7,371.00	0.00	1,507.27	5,863.73	79.55
101-46-00-20-85	Auto Allowance	2,400.00	0.00	700.00	1,700.00	70.83
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>418.46</u>	<u>81.54</u>	<u>16.31</u>
20	Salaries & Benefits	821,153.00	0.00	281,785.51	539,367.49	65.68
101-46-00-21-10	Communications	11,300.00	10,500.00	403.47	396.53	3.51
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	13,924.86	31,075.14	69.06
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	2,682.82	7,317.18	73.17
101-46-00-21-45	Other Contract Services	102,550.00	0.00	36,532.80	66,017.20	64.38
101-46-00-21-55	Training & Conference	<u>6,500.00</u>	<u>0.00</u>	<u>668.95</u>	<u>5,831.05</u>	<u>89.71</u>
21	Services	175,850.00	10,500.00	54,212.90	111,137.10	63.20
101-46-00-22-07	Copies	3,000.00	0.00	657.46	2,342.54	78.08
101-46-00-22-12	Computer Equipment	6,500.00	0.00	4,456.81	2,043.19	31.43
101-46-00-22-13	Office Supplies	2,000.00	0.00	250.54	1,749.46	87.47
101-46-00-22-15	Special Department Supplies	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
22	Supplies	12,500.00	0.00	5,364.81	7,135.19	57.08
101-46-00-23-35	Software Maintenance	<u>9,100.00</u>	<u>0.00</u>	<u>1,494.00</u>	<u>7,606.00</u>	<u>83.58</u>
23	Maintenance	9,100.00	0.00	1,494.00	7,606.00	83.58
101-46-00-24-25	Taxes & Other Charges	<u>13,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	13,000.00	0.00	0.00	13,000.00	100.00
00	Administration	1,031,603.00	10,500.00	342,857.22	678,245.78	65.75
380	Friends and					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
380-46-00-20-20	TempPart Time	55,654.00	0.00	24,590.94	31,063.06	55.81
380-46-00-20-37	Holiday Pay	2,673.00	0.00	355.44	2,317.56	86.70
380-46-00-20-40	FICAMedicare	<u>4,462.00</u>	<u>0.00</u>	<u>1,908.41</u>	<u>2,553.59</u>	<u>57.23</u>
20	Salaries & Benefits	62,789.00	0.00	26,854.79	35,934.21	57.23
380-46-00-22-16	Library Materials	57,711.00	13,583.85	16,416.15	27,711.00	48.02
380-46-00-22-40	Programming	14,000.00	0.00	5,144.92	8,855.08	63.25
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	72,211.00	13,583.85	21,561.07	37,066.08	51.33
00	Administration	135,000.00	13,583.85	48,415.86	73,000.29	54.07
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	285.70	4,714.30	94.29
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>10,064.89</u>	<u>34,935.11</u>	<u>77.63</u>
22	Supplies	50,000.00	0.00	10,350.59	39,649.41	79.30
00	Administration	50,000.00	0.00	10,350.59	39,649.41	79.30
Grand Total		1,216,603.00	24,083.85	401,623.67	790,895.48	0.6501