



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
Wednesday, June 10, 2020 @ 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. Members of the public and other parties are welcome to email their comments to the Staff Liaison Chris Kreiden at [chris@shpl.org](mailto:chris@shpl.org)

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Library Board of Trustees meetings will be accepted via email to [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org).

**Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88052066986>

Or iPhone one-tap :

US: +16699006833,,88052066986# or +12532158782,,88052066986#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 880 5206 6986**

International numbers available: <https://us02web.zoom.us/j/kcrtQqu9b5>

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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 March 11, 2020 7 - 10  
[Regular Meeting Library Board of Trustees Minutes March 11 2020](#)

6. SCHEDULED MATTERS:

- 6.1. City and Library Fiscal Year 2020/21 Library Budget Update - April 11 - 18  
Mitts, Finance Director

The City of St. Helena's Complete Draft Operating Budget for Fiscal Year 2020/21 can be found at:

<https://sthelena.civicweb.net/document/41478/Draft%20FY%202020-21%20Budget.pdf?handle=412661B0C90E4AE982435E7B1E095690>

[Draft Budget - Library](#)

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

- 6.3. Review of Library Digital Material Statistics for March - May 2020 - 19 - 21  
Chris Kreiden, Library Director

[Library Digital Material Statistics 2020 March-May](#)

- 6.4. Review of Monthly Library Operating Expense Report for May 2020 - 23 - 24  
Chris Kreiden

[Library Monthly Expense Report 2020 May](#)

7. ADJOURNMENT

The next regular Library Board of Trustees meeting is scheduled for July 8, 2020 at 5:00 PM, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 5, 2020.



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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.

### **THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL LIBRARY BOARD OF TRUSTEES MEETINGS**

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Library Board of Trustees will host a Virtual Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

**The ZOOM web link, meeting ID, and phone number will be listed at the top of the Library Board of Trustees Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.**

#### **How to Watch or Listen to Library Board of Trustees Meetings:**

1. Watch and Listen on Zoom.us by clicking on the link in the Library Board of Trustees Agenda
2. Listen only by calling the Zoom number listed on the Library Board of Trustees Agenda

#### **Watch the Library Board of Trustees Meeting by Joining the Zoom Meeting:**

1. **By Computer, Tablet, or Smart Phone:**
  - a. Before joining the virtual Library Board of Trustees Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
  - b. If you are logged into your account, Enter the **Meeting ID** listed on the Library Board of Trustees Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
  - c. Select if you would like to connect audio and/or video and

- tap **Join Meeting**.
- d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
1. **Listen Only by Telephone:**
- Dial** the number listed on the Library Board of Trustees Agenda.
  - At the prompt, enter the **Meeting ID** provided on the top of the Library Board of Trustees Agenda and **Press #. A participate ID is not required.**
  - To disconnect from the meeting, hang up the phone.

### **Ways to Provide Public Comment:**

While attending the virtual Library Board of Trustees Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to**  
[publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org)

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Please include in the subject line "COMMENT TO LIBRARY BOARD and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

1. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

1. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial **\*9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press **\*9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



Minutes of the Regular Meeting of the  
St. Helena Public Library Board of Trustees  
5:00 PM  
Wednesday, March 11, 2020  
Community Meeting Room

**1. CALL TO ORDER -**

- 2. ROLL CALL** - Library Board Chairperson Lin Weber called the Special Meeting of the Board of Trustees to order at 5:00 p.m. Present were Board Vice Chair Terry Wood; Trustees Emily Armstead, Skip Lane, Susan Swan, and Rebecca Wendt; Library Director Chris Kreiden; City Council Liaison Anna Chouteau; St. Helena Public Library Friends & Foundation Executive Director Maria Stel; and current Active Transportation/ Sustainability Committee member Glenn Smith.

- 3. PUBLIC FORUM** - Anna reported on architects Noll & Tam's presentation at the March 10<sup>th</sup> City Council Meeting of three new master plan options for revisioning City Hall and the St. Helena Public Library. Noll & Tam had previously offered four options for the three civic buildings, and the three additional options focused on having the library and City Hall occupy the same parcel of land. Option 7, which received three votes at the City Council meeting, envisions a new, two-story City Hall and library built on the same parcel. The City's Financing Civic Infrastructure Task Force, which is looking into sources of funding for the revisioning project, will assess Option 7, and if it is financially feasible, the City will potentially move forward with it. The City Council has asked Trustees to give them informed suggestions about what a newly revisioned library should look like and what features, services, and technology it should include. As part of her research into state-of-the-art libraries, Terry recently visited the Half Moon Bay Public Library, which Noll & Tam designed. Terry distributed copies of the HMBPL's floor plan, and shared additional information she received from Annie Malley, the Library's director. Ms. Malley said the multipurpose room is the most important room for library patrons and is also widely used by community organizations. Ms. Malley wishes there were more quiet study rooms and that the front desk was centrally located at the entrance to enable staff to greet patrons as they enter. Terry was impressed by the small kitchen that opens directly onto the street for easy catering at library and community events. Terry also praised the Makerspace activities she observed and the Literacy Room where patrons were being tutored. Trustees will continue their research on libraries and will continue to discuss what we would like to see at SHPL. As Glenn Smith mentioned, there are 4-500 libraries in California, including Mill Valley, Tiburon, and Novato, wrestling with the same ideas, so we can borrow ideas from them.

- 4. REPORTS BY STAFF, COMMITTEE** - Mariah McGuire, Outreach Services Librarian, has just returned from the Public Library Association (PLA) Conference in Nashville, where she attended informative sessions and gathered many great ideas.

Chris reported that the repair of the flat part of the roof was completed last week.

The St. Helena Historical Society moved out of its upstairs library space last month, but Mariam Hansen, the group's researcher, will continue on in her research office in the library. The rest of the St. Helena Historical Society and its collections have moved into space at the vacated Catholic School.

Chris informed Trustees that the library currently has no plans to close for COVID-19, and that staff has stocked plenty of hand sanitizer and wipes to keep materials, surfaces, and hands clean. Leslie has been rotating toys in the children's room and taking them home each day to sanitize them.

Library staff will be available to help answer residents' Census questions starting the end of March; Chris received training last month and Cecilia will be attending training at the St. Helena Presbyterian Church this month. Mariah received Census information at the PLA Conference that will be helpful. The Upper Valley Family Centers is running the trainings.

## **5. CONSENT ITEMS:**

**5.1- Library Board of Trustees Meeting Minutes of February 12, 2020 were approved.** Discussion followed about the timeframe for Trustees to meet with the library consultant that Noll & Tam worked with to get her input on the needs of our future library. Anna suggested, and Trustees agreed, to wait to receive the Task Force's financial findings, and at that point connect with Noll & Tam's consultant.

## **6. SCHEDULED MATTERS:**

**6.1 - Discussion and Drafting of Vision Statement and Possible Next Steps in Library Planning - Lin Weber** - Trustees reviewed the draft vision and mission statements that each Trustee brought to the table. Discussion followed about the library's core values and how the vision and mission statements should reflect and articulate the community values Trustees identify and should, together, form a blueprint for an action plan to achieve them. Emily, Susan, and David formed a subcommittee to create drafts of the two documents that Trustees will edit and finalize at the April Board Meeting.

**6.2 - Discussion of Current and Future uses of Library Spaces - Lin Weber** - Trustees reviewed the "Library Board Conversation Starter" that Lin wrote to facilitate Trustees' discussion of how the SHPL should be configured and what services and space will be optimal for a thriving public library in the future. Trustees discussed the safety aspects, both physical and mental, of the library building, including the water table, which Lin believes could challenge the efficacy of elevators should the future building be two stories. Trustees agreed that Noll & Tam architects would be aware of and on top of physical safety issues, and Anna noted that buildings in close proximity to the library have functioning elevators. Trustees discussed the importance of day-to-day safety in the library, and the more long-term issue of survivability, which would involve withstanding drastic events like fires and earthquakes and ensuring that SHPL is a safe place for the community to gather during an emergency. Chris reminded Trustees that many residents came to the library during the fires as a safe place to go and gather outside their homes when it was smoky outside.

Trustees also reviewed and discussed the library staff's responses to the question of what makes a library vital in a community. These responses included: connecting people to books and information; to educate and entertain; equal access for all; safe space; a place welcoming to all; friendly; a great collection; e-resources; interesting, entertaining, and informative programs; access to technology.

Discussion followed about the pluses and minuses of having the library on the second floor of a two-story library/City Hall building. Trustees were opposed to the idea of having the children's and adults' areas on different floors. Several ideas were floated, including having multiple meeting rooms, study rooms, and literacy rooms on the top floor, but locating the hold shelves, magazines, and newspapers on the first floor, as senior patrons tend to come to the library to read magazines and newspapers and would likely prefer the ease of staying on the ground floor. The second floor will have the views, however, so Trustees hope the future library will be configured so that all patrons have easy access to upper floor windows. Skip mentioned that Sacramento Public Library's hold shelf is on the ground floor, and Chris told Trustees that some libraries have their library cards serve as keys to the hold area of the library so patrons can pick up holds even when the library is closed.

Trustees discussed the importance of including green technology, even at a higher cost. Anna said the Sustainability Committee is proposing to City Council that St. Helena adopt one or more additional green concepts into new buildings or innovations. Trustees agreed the reconfigured library should be as technologically advanced as possible, easily upgradable, and have flexible furniture and shelving. Trustees also discussed the importance of a design that brings the outdoors inside. Other ideas discussed were: having refreshments and snacks available, a kitchen/catering space like Half Moon Bay Public Library's; a coffee kiosk; a room for video/podcast creation; and a study/reading room with armchairs for patrons who like to be in a quiet space.

Skip suggested Trustees invite Noll & Tam's library consultant to the April meeting, but Lin would rather Trustees come up with informed ideas to present to her after we have done more research and have our mission and vision statements in place.

For next month's meeting, Trustees agreed with Rebecca's suggestion that we finalize the vision/mission statements, pull the core values from those, and, once the Task Force has determined the feasibility of a refreshed versus a completely new library building, we can finalize our ideas about space configuration, services, technology, events, etc. At that point, we will be ready to present a well-researched and thought-out proposal to the City Council.

Rebecca suggested Chris poll staff again, this time about their ideas about what SHPL might need in the future.

Terri will contact the Half Moon Bay Library director to learn what the source of funding is for the food/snacks they offer in the afternoon.

**6.3 - Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director** - Maria informed Trustees that David connected the Friends & Foundation with Sheldon Siegel, a mystery writer whose new thriller, *The Dreamer*, was released on March 4th. Mr. Siegel is the first author signed up to participate in *Bookmark Napa Valley* next January.

Maria told Trustees she applied for a Baker & Taylor award for *Bookmark Napa Valley 2019*, the F&F's most successful fundraiser to date. The F&F will receive \$1,000 if it wins the award.

The Friends & Foundation is currently considering putting on a *Bookmark Light* fundraiser geared toward young people. The authors selected to appear would be chosen to appeal to a younger age group than *Bookmark Napa Valley* does. Maria will seek Rebecca's input about potential authors in the target age group.

Maria reported that the library recently received several donations of rather old books. Cecilia Raffo asked Maria to try to sell them online, and Christopher Olivier helped Maria put them on eBay, but only one has sold so far. Susan suggested Swan's Fine Books in Walnut Creek might be interested in looking through them.

**6.4 - Review of Library Statistics for February 2020 - Chris Kreiden - Trustees** reviewed the attendance figures for February, and Chris pointed out that the count for the week when the roof repair was taking place at the front entrance and patrons were entering through the back door was not accurate as comings and goings were impossible to count accurately. The upside of the entry through the rear door was that patrons, especially young patrons, enjoyed seeing where the librarians work.

**6.5 - Review of Library Newsletter for March 2020 and Upcoming Library Events - Chris Kreiden - Trustees** reviewed the events happening in March and April. Chris mentioned she is hoping to receive a grant to fund the *Dia del Nino* event on April 30th. Trustees discussed the topics Jay Greene covers in his well-attended presentations. Chris said that Mr. Greene pitches his presentation ideas each year, and that he has quite a following. She also mentioned that Mr. Greene takes a break during the summer.

**6.6 - Review of Monthly Library Operating Expense Report for February 2020 - Chris Kreiden - Chris** reported that the library budget is on track for this year. St. Helena Finance Director April Mitts will come to the May Library Board meeting to talk about next year's library budget.

**7. ADJOURNMENT.** The meeting was adjourned at 6:15 pm.

The March 11, 2020 regular meeting of the Library Board of Trustees minutes were adopted at the June 10, 2020 Library Board of Trustees meeting.

Submitted by:  
Susan Swan,  
Recording Secretary

APPROVED:

ATTEST:

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Lin Weber, Chairperson

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Chris Kreiden, Library Director  
(Staff Liaison)

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

## Library

## Expenses by Fund

| <b>Fund</b>        | <b>Description</b>        | <b>FY 18 Actual</b>    | <b>FY 19 Actual</b>    | <b>FY 20 Estimated</b> | <b>FY 21 Draft</b>     |
|--------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|
| 101                | General Fund              | \$ 843,001.86          | \$ 998,494.32          | \$ 1,031,603.00        | \$ 1,113,874.00        |
| 218                | Public Library Foundation | \$ 2,000.00            | \$ -                   | \$ -                   | \$ 1,288.00            |
| 219                | CLSA State Library Grant  | \$ 6,664.00            | \$ 6,773.00            | \$ -                   | \$ 1,350.00            |
| 380                | Friends and Foundation    | \$ 132,323.00          | \$ 133,778.72          | \$ 135,000.00          | \$ 135,000.00          |
| 381                | Ryan Library Trust        | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| 382                | Martin Estate Trust       | \$ -                   | \$ 452.00              | \$ -                   | \$ 700.00              |
| 384                | Tweed Trust               | \$ 46,216.12           | \$ 20,109.87           | \$ 50,000.00           | \$ 50,000.00           |
| <b>Grand Total</b> |                           | <b>\$ 1,030,204.98</b> | <b>\$ 1,159,607.91</b> | <b>\$ 1,216,603.00</b> | <b>\$ 1,302,212.00</b> |

| <b>Object Code</b> | <b>Description</b>             | <b>FY 18 Actual</b>    | <b>FY 19 Actual</b>    | <b>FY 20 Estimated</b> | <b>FY 21 Draft</b>     |
|--------------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>46</b>          | <b>Library</b>                 |                        |                        |                        |                        |
| 20                 | Salaries & Benefits            | \$ 705,996.55          | \$ 806,338.85          | \$ 883,942.00          | \$ 969,824.00          |
| 21                 | Services                       | \$ 148,481.95          | \$ 162,753.17          | \$ 174,920.00          | \$ 180,550.00          |
| 22                 | Supplies                       | \$ 150,201.95          | \$ 144,389.03          | \$ 137,144.00          | \$ 130,850.00          |
| 23                 | Maintenance                    | \$ 6,696.00            | \$ 13,625.20           | \$ 9,100.00            | \$ 8,200.00            |
| 24                 | Taxes, Insurances & Contributi | \$ 10,970.51           | \$ 11,519.46           | \$ 11,497.00           | \$ 11,500.00           |
| 26                 | Capital                        | \$ 7,858.02            | \$ 20,982.20           | \$ -                   | \$ 1,288.00            |
| 29                 | Transfers                      | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| <b>Grand Total</b> |                                | <b>\$ 1,030,204.98</b> | <b>\$ 1,159,607.91</b> | <b>\$ 1,216,603.00</b> | <b>\$ 1,302,212.00</b> |

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

## General Ledger

## Budget Library 4600

| Account Number  | Description                               | FY 18 Actual         | FY 19 Actual         | FY 20 Estimated        | FY 21 Draft            |
|-----------------|-------------------------------------------|----------------------|----------------------|------------------------|------------------------|
| <b>101</b>      | <b>General Fund</b>                       |                      |                      |                        |                        |
| <b>46</b>       | <b>Library</b>                            |                      |                      |                        |                        |
| 101-46-00-20-08 | Post-Employment Disbursement              | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-20-10 | Salary-Regular                            | \$ 380,802.94        | \$ 448,673.56        | \$ 476,090.00          | \$ 508,130.00          |
| 101-46-00-20-20 | Temp/Part Time                            | \$ 23,844.04         | \$ 27,958.26         | \$ 36,933.00           | \$ 37,248.00           |
| 101-46-00-20-30 | Overtime                                  | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-20-37 | Holiday Pay                               | \$ -                 | \$ 746.79            | \$ 1,774.00            | \$ 1,895.00            |
| 101-46-00-20-40 | FICA/Medicare                             | \$ 31,419.34         | \$ 36,069.45         | \$ 39,000.00           | \$ 41,261.00           |
| 101-46-00-20-45 | Employer PERS                             | \$ 29,821.54         | \$ 33,067.02         | \$ 37,983.00           | \$ 45,166.00           |
| 101-46-00-20-47 | PERS Unfunded Liability                   | \$ 49,661.00         | \$ 55,783.00         | \$ 67,016.00           | \$ 88,365.00           |
| 101-46-00-20-50 | Employee PERS                             | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-20-55 | Health Insurance                          | \$ 108,855.86        | \$ 122,367.05        | \$ 122,720.00          | \$ 133,880.00          |
| 101-46-00-20-61 | Workers Comp                              | \$ 5,548.16          | \$ 5,173.44          | \$ 24,889.00           | \$ 34,265.00           |
| 101-46-00-20-65 | SDI                                       | \$ 3,613.06          | \$ 4,435.92          | \$ 4,477.00            | \$ 4,793.00            |
| 101-46-00-20-71 | Unemployment                              | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-20-75 | Deferred Comp                             | \$ 4,778.52          | \$ 5,164.36          | \$ 7,371.00            | \$ 10,421.00           |
| 101-46-00-20-85 | Auto Allowance                            | \$ 2,457.14          | \$ 2,400.00          | \$ 2,400.00            | \$ 2,400.00            |
| 101-46-00-20-89 | Charity Event Reimbursement               | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-20-96 | Education Reimbursement                   | \$ -                 | \$ -                 | \$ 500.00              | \$ 500.00              |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>\$ 640,801.60</b> | <b>\$ 741,838.85</b> | <b>\$ 821,153.00</b>   | <b>\$ 908,324.00</b>   |
| 101-46-00-21-10 | Communications                            | \$ 4,670.27          | \$ 9,736.71          | \$ 11,300.00           | \$ 14,500.00           |
| 101-46-00-21-15 | Postage                                   | \$ 452.75            | \$ 488.60            | \$ 500.00              | \$ 500.00              |
| 101-46-00-21-22 | Utilities                                 | \$ 45,598.60         | \$ 43,890.52         | \$ 45,000.00           | \$ 50,000.00           |
| 101-46-00-21-27 | Equipment Lease Exp                       | \$ 8,505.10          | \$ 9,010.16          | \$ 10,000.00           | \$ 10,000.00           |
| 101-46-00-21-30 | Professional Contracts                    | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-21-43 | Penalties And Fines                       | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-21-45 | Other Contract Services                   | \$ 82,481.64         | \$ 98,167.27         | \$ 101,620.00          | \$ 104,550.00          |
| 101-46-00-21-55 | Training & Conference                     | \$ 4,773.59          | \$ 4,691.91          | \$ 6,500.00            | \$ 1,000.00            |
| <b>21</b>       | <b>Services</b>                           | <b>\$ 146,481.95</b> | <b>\$ 165,985.17</b> | <b>\$ 174,920.00</b>   | <b>\$ 180,550.00</b>   |
| 101-46-00-22-07 | Copies                                    | \$ 2,154.37          | \$ 2,268.94          | \$ 3,000.00            | \$ 3,000.00            |
| 101-46-00-22-12 | Computer Equipment                        | \$ 27,870.85         | \$ 44,555.77         | \$ 8,933.00            | \$ 500.00              |
| 101-46-00-22-13 | Office Supplies                           | \$ 1,513.55          | \$ 1,878.80          | \$ 2,000.00            | \$ 1,500.00            |
| 101-46-00-22-15 | Special Department Supplies               | \$ 965.56            | \$ (669.22)          | \$ 1,000.00            | \$ 1,000.00            |
| 101-46-00-22-16 | Library Materials                         | \$ 4,385.45          | \$ 3,282.15          | \$ -                   | \$ -                   |
| <b>22</b>       | <b>Supplies</b>                           | <b>\$ 36,889.78</b>  | <b>\$ 51,316.44</b>  | <b>\$ 14,933.00</b>    | <b>\$ 6,000.00</b>     |
| 101-46-00-23-11 | Maint Office Equip                        | \$ -                 | \$ -                 | \$ -                   | \$ -                   |
| 101-46-00-23-35 | Software Maintenance                      | \$ -                 | \$ 6,852.20          | \$ 9,100.00            | \$ 7,500.00            |
| <b>23</b>       | <b>Maintenance</b>                        | <b>\$ -</b>          | <b>\$ 6,852.20</b>   | <b>\$ 9,100.00</b>     | <b>\$ 7,500.00</b>     |
| 101-46-00-24-25 | Taxes & Other Charges                     | \$ 10,970.51         | \$ 11,519.46         | \$ 11,497.00           | \$ 11,500.00           |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | <b>\$ 10,970.51</b>  | <b>\$ 11,519.46</b>  | <b>\$ 11,497.00</b>    | <b>\$ 11,500.00</b>    |
| 101-46-00-26-40 | Furniture & Fixtures                      | \$ 7,858.02          | \$ 20,982.20         | \$ -                   | \$ -                   |
| <b>26</b>       | <b>Capital</b>                            | <b>\$ 7,858.02</b>   | <b>\$ 20,982.20</b>  | <b>\$ -</b>            | <b>\$ -</b>            |
| <b>00</b>       | <b>Administration</b>                     | <b>\$ 843,001.86</b> | <b>\$ 998,494.32</b> | <b>\$ 1,031,603.00</b> | <b>\$ 1,113,874.00</b> |

# DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

|                 |                                           |    |                 |    |                 |    |   |             |
|-----------------|-------------------------------------------|----|-----------------|----|-----------------|----|---|-------------|
| <b>218</b>      | <b>Public Library Foundation</b>          |    |                 |    |                 |    |   |             |
| <b>46</b>       | <b>Library</b>                            |    |                 |    |                 |    |   |             |
| 218-46-00-21-05 | Advertising                               | \$ | -               | \$ | -               | \$ | - | \$          |
| 218-46-00-21-45 | Other Contract Services                   | \$ | 2,000.00        | \$ | -               | \$ | - | \$          |
| 218-46-00-21-55 | Training & Conference                     | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>21</b>       | <b>Services</b>                           | \$ | <b>2,000.00</b> | \$ | -               | \$ | - | \$          |
| 218-46-00-22-15 | Special Department Supplies               | \$ | -               | \$ | -               | \$ | - | \$          |
| 218-46-00-22-16 | Library Materials                         | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>22</b>       | <b>Supplies</b>                           | \$ | -               | \$ | -               | \$ | - | \$          |
| 218-46-00-26-40 | Furniture & Fixtures                      | \$ | -               | \$ | -               | \$ | - | \$ 1,288.00 |
| <b>26</b>       | <b>Capital</b>                            | \$ | -               | \$ | -               | \$ | - | \$ 1,288.00 |
| <b>00</b>       | <b>Administration</b>                     | \$ | <b>2,000.00</b> | \$ | -               | \$ | - | \$ 1,288.00 |
| <b>219</b>      | <b>CLSA State Library Grant</b>           |    |                 |    |                 |    |   |             |
| <b>46</b>       | <b>Library</b>                            |    |                 |    |                 |    |   |             |
| 219-46-00-21-05 | Advertising                               | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-10 | Communications                            | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-15 | Postage                                   | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-27 | Equipment Lease Exp                       | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-30 | Professional Contracts                    | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-45 | Other Contract Services                   | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-52 | Facility Rental                           | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-53 | Memberships & Publications                | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-21-55 | Training & Conference                     | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>21</b>       | <b>Services</b>                           | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-22-07 | Copies                                    | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-22-12 | Computer Equipment                        | \$ | -               | \$ | -               | \$ | - | \$ 1,350.00 |
| 219-46-00-22-13 | Office Supplies                           | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-22-15 | Special Department Supplies               | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-22-16 | Library Materials                         | \$ | (32.00)         | \$ | -               | \$ | - | \$          |
| <b>22</b>       | <b>Supplies</b>                           | \$ | <b>(32.00)</b>  | \$ | -               | \$ | - | \$ 1,350.00 |
| 219-46-00-23-11 | Maint Office Equip                        | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-23-30 | Maint Buildings/Grounds                   | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-23-35 | Software Maintenance                      | \$ | 6,696.00        | \$ | 6,773.00        | \$ | - | \$          |
| <b>23</b>       | <b>Maintenance</b>                        | \$ | <b>6,696.00</b> | \$ | <b>6,773.00</b> | \$ | - | \$          |
| 219-46-00-24-25 | Taxes & Other Charges                     | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-26-30 | Capital Equipment                         | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-26-40 | Furniture & Fixtures                      | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>26</b>       | <b>Capital</b>                            | \$ | -               | \$ | -               | \$ | - | \$          |
| 219-46-00-29-99 | Transfer to other Funds                   | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>29</b>       | <b>Transfers</b>                          | \$ | -               | \$ | -               | \$ | - | \$          |
| <b>00</b>       | <b>Administration</b>                     | \$ | <b>6,664.00</b> | \$ | <b>6,773.00</b> | \$ | - | \$ 1,350.00 |
| <b>380</b>      | <b>Friends and Foundation</b>             |    |                 |    |                 |    |   |             |
| <b>46</b>       | <b>Library</b>                            |    |                 |    |                 |    |   |             |

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

|                 |                                           |           |                   |           |                   |           |                   |           |                   |
|-----------------|-------------------------------------------|-----------|-------------------|-----------|-------------------|-----------|-------------------|-----------|-------------------|
| 380-46-00-20-10 | Salary-Regular                            | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-20-20 | Temp/Part Time                            | \$        | 57,581.00         | \$        | 56,711.68         | \$        | 55,654.00         | \$        | 54,406.00         |
| 380-46-00-20-30 | Overtime                                  | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-20-37 | Holiday Pay                               | \$        | 3,124.95          | \$        | 2,448.06          | \$        | 2,673.00          | \$        | 2,724.00          |
| 380-46-00-20-40 | FICA/Medicare                             | \$        | 4,489.00          | \$        | 5,340.26          | \$        | 4,462.00          | \$        | 4,370.00          |
| 380-46-00-20-45 | Employer PERS                             | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-20-55 | Health Insurance                          | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-20-75 | Deferred Comp                             | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>\$</b> | <b>65,194.95</b>  | <b>\$</b> | <b>64,500.00</b>  | <b>\$</b> | <b>62,789.00</b>  | <b>\$</b> | <b>61,500.00</b>  |
| 380-46-00-21-30 | Professional Contracts                    | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-21-45 | Other Contract Services                   | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-21-53 | Memberships & Publications                | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-21-55 | Training & Conference                     | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>21</b>       | <b>Services</b>                           | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| 380-46-00-22-15 | Special Department Supplies               | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-22-16 | Library Materials                         | \$        | 56,095.13         | \$        | 57,364.84         | \$        | 57,711.00         | \$        | 58,000.00         |
| 380-46-00-22-40 | Programming                               | \$        | 10,975.67         | \$        | 11,793.17         | \$        | 14,000.00         | \$        | 15,000.00         |
| 380-46-00-22-41 | Youth Programs                            | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-22-42 | Spanish Language Programs                 | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-22-43 | Adult Programs                            | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-22-44 | Elsie, the Library Cat                    | \$        | 57.25             | \$        | 120.71            | \$        | 500.00            | \$        | 500.00            |
| <b>22</b>       | <b>Supplies</b>                           | <b>\$</b> | <b>67,128.05</b>  | <b>\$</b> | <b>69,278.72</b>  | <b>\$</b> | <b>72,211.00</b>  | <b>\$</b> | <b>73,500.00</b>  |
| 380-46-00-24-08 | Agreements                                | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 380-46-00-24-25 | Taxes & Other Charges                     | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| 380-46-00-26-40 | Furniture & Fixtures                      | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>26</b>       | <b>Capital</b>                            | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| <b>00</b>       | <b>Administration</b>                     | <b>\$</b> | <b>132,323.00</b> | <b>\$</b> | <b>133,778.72</b> | <b>\$</b> | <b>135,000.00</b> | <b>\$</b> | <b>135,000.00</b> |
| <b>381</b>      | <b>Ryan Library Trust</b>                 |           |                   |           |                   |           |                   |           |                   |
| <b>46</b>       | <b>Library</b>                            |           |                   |           |                   |           |                   |           |                   |
| 381-46-00-22-12 | Computer Equipment                        | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 381-46-00-22-16 | Library Materials                         | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>22</b>       | <b>Supplies</b>                           | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| 381-46-00-23-35 | Software Maintenance                      | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>23</b>       | <b>Maintenance</b>                        | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| <b>00</b>       | <b>Administration</b>                     | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| <b>382</b>      | <b>Martin Estate Trust</b>                |           |                   |           |                   |           |                   |           |                   |
| <b>46</b>       | <b>Library</b>                            |           |                   |           |                   |           |                   |           |                   |
| 382-46-00-21-45 | Other Contract Services                   | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 382-46-00-21-53 | Memberships & Publications                | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| 382-46-00-21-55 | Training & Conference                     | \$        | -                 | \$        | -                 | \$        | -                 | \$        | -                 |
| <b>21</b>       | <b>Services</b>                           | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |
| 382-46-00-22-16 | Library Materials                         | \$        | -                 | \$        | 452.00            | \$        | -                 | \$        | -                 |
| <b>22</b>       | <b>Supplies</b>                           | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>452.00</b>     | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>          |

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

|                 |                                           |    |                  |    |                   |    |                  |    |                  |
|-----------------|-------------------------------------------|----|------------------|----|-------------------|----|------------------|----|------------------|
| 382-46-00-23-35 | Software Maintenance                      | \$ | -                | \$ | -                 | \$ | -                | \$ | 700.00           |
| <b>23</b>       | <b>Maintenance</b>                        | \$ | -                | \$ | -                 | \$ | -                | \$ | <b>700.00</b>    |
| <b>00</b>       | <b>Administration</b>                     | \$ | -                | \$ | <b>452.00</b>     | \$ | -                | \$ | <b>700.00</b>    |
| <b>384</b>      | <b>Tweed Trust</b>                        |    |                  |    |                   |    |                  |    |                  |
| <b>46</b>       | <b>Library</b>                            |    |                  |    |                   |    |                  |    |                  |
| 384-46-00-20-10 | Salary-Regular                            | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-20 | Temp/Part Time                            | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-30 | Overtime                                  | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-37 | Holiday Pay                               | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-40 | FICA/Medicare                             | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-45 | Employer PERS                             | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-50 | Employee PERS                             | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-55 | Health Insurance                          | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-61 | Workers Comp                              | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-65 | SDI                                       | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-75 | Deferred Comp                             | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-20-85 | Auto Allowance                            | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-21-15 | Postage                                   | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-21-30 | Professional Contracts                    | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-21-45 | Other Contract Services                   | \$ | -                | \$ | (3,232.00)        | \$ | -                | \$ | -                |
| 384-46-00-21-53 | Memberships & Publications                | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-21-55 | Training & Conference                     | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>21</b>       | <b>Services</b>                           | \$ | -                | \$ | <b>(3,232.00)</b> | \$ | -                | \$ | -                |
| 384-46-00-22-12 | Computer Equipment                        | \$ | 20,000.00        | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-22-15 | Special Department Supplies               | \$ | 1,462.29         | \$ | 3,527.24          | \$ | 5,000.00         | \$ | 5,000.00         |
| 384-46-00-22-16 | Library Materials                         | \$ | 24,753.83        | \$ | 19,814.63         | \$ | 45,000.00        | \$ | 45,000.00        |
| <b>22</b>       | <b>Supplies</b>                           | \$ | <b>46,216.12</b> | \$ | <b>23,341.87</b>  | \$ | <b>50,000.00</b> | \$ | <b>50,000.00</b> |
| 384-46-00-23-35 | Software Maintenance                      | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>23</b>       | <b>Maintenance</b>                        | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-24-08 | Agreements                                | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-24-25 | Taxes & Other Charges                     | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-26-40 | Furniture & Fixtures                      | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>26</b>       | <b>Capital</b>                            | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| 384-46-00-29-99 | Transfer to other Funds                   | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>29</b>       | <b>Transfers</b>                          | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>00</b>       | <b>Administration</b>                     | \$ | <b>46,216.12</b> | \$ | <b>20,109.87</b>  | \$ | <b>50,000.00</b> | \$ | <b>50,000.00</b> |
| <b>592</b>      | <b>Equipment Replacement Fund</b>         |    |                  |    |                   |    |                  |    |                  |
| <b>46</b>       | <b>Library</b>                            |    |                  |    |                   |    |                  |    |                  |
| 592-46-00-22-12 | Computer Equipment                        | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>22</b>       | <b>Supplies</b>                           | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |
| <b>00</b>       | <b>Administration</b>                     | \$ | -                | \$ | -                 | \$ | -                | \$ | -                |

# DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

|                 |                             |    |              |    |              |    |              |    |              |
|-----------------|-----------------------------|----|--------------|----|--------------|----|--------------|----|--------------|
| 733             | Capital Project Planning    |    |              |    |              |    |              |    |              |
| 46              | Library                     |    |              |    |              |    |              |    |              |
| 733-46-00-21-05 | Advertising                 | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-21-30 | Professional Contracts      | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-21-55 | Training & Conference       | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 21              | Services                    | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
|                 |                             |    |              |    |              |    |              |    |              |
| 733-46-00-22-12 | Computer Equipment          | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-22-13 | Office Supplies             | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-22-15 | Special Department Supplies | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 22              | Supplies                    | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
|                 |                             |    |              |    |              |    |              |    |              |
| 733-46-00-23-00 | Capital Projects Budget     | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 23              | Maintenance                 | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
|                 |                             |    |              |    |              |    |              |    |              |
| 733-46-00-26-30 | Capital Equipment           | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-26-40 | Furniture & Fixtures        | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 733-46-00-26-60 | Capital Imp Buildings       | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
| 26              | Capital                     | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
|                 |                             |    |              |    |              |    |              |    |              |
| 00              | Administration              | \$ | -            | \$ | -            | \$ | -            | \$ | -            |
|                 |                             |    |              |    |              |    |              |    |              |
| Grand Total     |                             | \$ | 1,030,204.98 | \$ | 1,159,607.91 | \$ | 1,216,603.00 | \$ | 1,302,212.00 |

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

| LIBRARY - 4600<br>EXPENSE DETAIL         |             |                   |             |                   |
|------------------------------------------|-------------|-------------------|-------------|-------------------|
| Description                              | Object Code | Funding Source    |             | Total Budgeted    |
| <i>Communications</i>                    | 2110        | 101               | 380         |                   |
| Telephones                               |             | 1,500             | -           | 1,500             |
| Broadband Fees                           |             | 10,500            | -           | 10,500            |
| Internet Equipment Service Agreement     |             | 2,500             | -           | 2,500             |
| <b>TOTAL - Communications</b>            | <b>2110</b> | <b>\$ 14,500</b>  | <b>\$ -</b> | <b>\$ 14,500</b>  |
| <i>Copies</i>                            | 2207        | 101               | 380         |                   |
| Copies made with leased copiers          |             | 3,000             | -           | 3,000             |
| <b>TOTAL - Copies</b>                    | <b>2207</b> | <b>\$ 3,000</b>   | <b>\$ -</b> | <b>\$ 3,000</b>   |
| <i>Equipment Lease</i>                   | 2127        | 101               | 380         |                   |
| Copiers                                  |             | 10,000            | -           | 10,000            |
| <b>TOTAL - Equipment Lease</b>           | <b>2127</b> | <b>\$ 10,000</b>  | <b>\$ -</b> | <b>\$ 10,000</b>  |
| <i>Other Contract Services</i>           | 2145        | 101               | 380         |                   |
| SPLASH (Automation/Databases)            |             | 76,000            | -           | 76,000            |
| NorthNet Consortium                      |             | 14,000            | -           | 14,000            |
| OCLC On-Line cataloging                  |             | 2,700             | -           | 2,700             |
| Library Security System                  |             | 2,500             | -           | 2,500             |
| STACKS Website                           |             | 5,350             | -           | 5,350             |
| Self-Charge Licensing                    |             | 2,700             | -           | 2,700             |
| LibraryAware (NextReads/Emails)          |             | 1,300             | -           | 1,300             |
| <b>TOTAL - Other Contract Services</b>   | <b>2145</b> | <b>\$ 104,550</b> | <b>\$ -</b> | <b>\$ 104,550</b> |
| <i>Training &amp; Conference</i>         | 2155        | 101               | 380         |                   |
| Memberships                              |             | 1,000             | -           | 1,000             |
| <b>TOTAL - Training &amp; Conference</b> | <b>2155</b> | <b>\$ 1,000</b>   | <b>\$ -</b> | <b>\$ 1,000</b>   |
| <i>Computer Equipment</i>                | 2212        | 101               | 380         |                   |
| Marin IT/Spam Filter                     |             | 500               | -           | 500               |
| <b>TOTAL - Computer Equipment</b>        | <b>2212</b> | <b>\$ 500</b>     | <b>\$ -</b> | <b>\$ 500</b>     |

## DRAFT BUDGET FOR JUNE 9, 2020 REGULAR CITY COUNCIL MEETING

| LIBRARY - 4600<br>EXPENSE DETAIL                                    |             |                  |                  |                   |
|---------------------------------------------------------------------|-------------|------------------|------------------|-------------------|
| Description                                                         | Object Code | Funding Source   |                  | Total Budgeted    |
| <i>Special Department Supplies</i>                                  | 2215        | 101              | 384              |                   |
| Supplies for Processing Material<br>(Labels, cases, barcodes, etc.) |             | -                | 5,000            | 5,000             |
| Library Cards                                                       |             | 1,000            | -                | 1,000             |
| <b>TOTAL - Special Department Supplies</b>                          | <b>2215</b> | <b>\$ 1,000</b>  | <b>\$ 5,000</b>  | <b>\$ 6,000</b>   |
| <i>Library Materials</i>                                            | 2216        | 380              | 384              |                   |
| Print, Audiovisual, Digital Content                                 |             | 40,000           | 45,000           | 85,000            |
| Streaming Services (Kanopy, HOOPLA)                                 |             | 18,000           | -                | 18,000            |
| <b>TOTAL - Library Materials</b>                                    | <b>2216</b> | <b>\$ 58,000</b> | <b>\$ 45,000</b> | <b>\$ 103,000</b> |
| <i>Software Maintenance</i>                                         | 2335        | 101              | 382              |                   |
| Brainfuse/Online Homework Help                                      |             | 5,500            | -                | 5,500             |
| Mango Languages                                                     |             | 1,500            | -                | 1,500             |
| AtoZ Database                                                       |             | 500              | -                | 500               |
| St. Helena Star Digital                                             |             | -                | 700              | 700               |
| <b>TOTAL - Software Maintenance</b>                                 | <b>2335</b> | <b>\$ 7,500</b>  | <b>\$ 700</b>    | <b>\$ 8,200</b>   |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |            |            |  | March 2020   | FY 19/20     |
|-------------------------------------------------|------------|------------|--|--------------|--------------|
| DIGITAL CIRCULATION                             |            |            |  |              |              |
| E-BOOKS                                         |            |            |  |              |              |
|                                                 | THIS YEAR  | LAST YEAR  |  |              |              |
| Hoopla                                          | 133        | 80         |  |              |              |
| Overdrive                                       | 459        | 310        |  |              |              |
| <b>TOTAL</b>                                    | <b>592</b> | <b>390</b> |  |              |              |
| AUDIOBOOKS                                      |            |            |  |              |              |
| Hoopla                                          | 181        | 132        |  |              |              |
| Overdrive                                       | 493        | 391        |  |              |              |
| <b>TOTAL</b>                                    | <b>674</b> | <b>523</b> |  |              |              |
| MOVIES & TELEVISION                             |            |            |  |              |              |
| Hoopla                                          | 105        | 39         |  |              |              |
| Kanopy                                          | 423        | 172        |  |              |              |
| <b>TOTAL</b>                                    | <b>528</b> | <b>211</b> |  |              |              |
| MUSIC                                           |            |            |  |              |              |
| Hoopla                                          | 16         | 12         |  |              |              |
| <b>TOTAL</b>                                    | <b>16</b>  | <b>12</b>  |  |              |              |
| PERIODICALS                                     |            |            |  |              |              |
| RB Digital                                      | 122        | 123        |  |              |              |
| <b>TOTAL</b>                                    | <b>122</b> | <b>123</b> |  |              |              |
| TOTAL DIGITAL CIRCULATION                       |            |            |  | <b>1,932</b> | <b>1,259</b> |

| PROVIDER   | TOTAL       |
|------------|-------------|
| Hoopla     | 435         |
| Kanopy     | 423         |
| Overdrive  | 952         |
| RB Digital | 122         |
|            | <b>1932</b> |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |              |              |              | April 2020      | FY 19/20     |
|-------------------------------------------------|--------------|--------------|--------------|-----------------|--------------|
| DIGITAL CIRCULATION                             |              | THIS YEAR    | LAST YEAR    |                 |              |
| <b>E-BOOKS</b>                                  |              |              |              |                 |              |
|                                                 | Hoopla       | 183          | 39           |                 |              |
|                                                 | Overdrive    | 692          | 366          |                 |              |
|                                                 | <b>TOTAL</b> | <b>875</b>   | <b>405</b>   |                 |              |
| <b>AUDIOBOOKS</b>                               |              |              |              |                 |              |
|                                                 | Hoopla       | 185          | 131          |                 |              |
|                                                 | Overdrive    | 522          | 385          |                 |              |
|                                                 | <b>TOTAL</b> | <b>707</b>   | <b>516</b>   |                 |              |
| <b>MOVIES &amp; TELEVISION</b>                  |              |              |              |                 |              |
|                                                 | Hoopla       | 195          | 70           |                 |              |
|                                                 | Kanopy       | 507          | 153          |                 |              |
|                                                 | <b>TOTAL</b> | <b>702</b>   | <b>223</b>   |                 |              |
| <b>MUSIC</b>                                    |              |              |              |                 |              |
|                                                 | Hoopla       | 38           | 18           |                 |              |
|                                                 | <b>TOTAL</b> | <b>38</b>    | <b>18</b>    |                 |              |
| <b>PERIODICALS</b>                              |              |              |              |                 |              |
|                                                 | RB Digital   | 134          | 109          |                 |              |
|                                                 | <b>TOTAL</b> | <b>134</b>   | <b>109</b>   |                 |              |
| <b>TOTAL DIGITAL CIRCULATION</b>                |              | <b>2,456</b> | <b>1,271</b> |                 |              |
|                                                 |              |              |              | <b>PROVIDER</b> | <b>TOTAL</b> |
|                                                 |              |              |              | Hoopla          | 601          |
|                                                 |              |              |              | Kanopy          | 507          |
|                                                 |              |              |              | Overdrive       | 1214         |
|                                                 |              |              |              | RB Digital      | 134          |
|                                                 |              |              |              |                 | <b>2456</b>  |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |              |              |              | May 2020        | FY 19/20     |
|-------------------------------------------------|--------------|--------------|--------------|-----------------|--------------|
| DIGITAL CIRCULATION                             |              | THIS YEAR    | LAST YEAR    |                 |              |
| <b>E-BOOKS</b>                                  |              |              |              |                 |              |
|                                                 | Hoopla       | 156          | 87           |                 |              |
|                                                 | Overdrive    | 739          | 375          |                 |              |
|                                                 | <b>TOTAL</b> | <b>895</b>   | <b>462</b>   |                 |              |
| <b>AUDIOBOOKS</b>                               |              |              |              |                 |              |
|                                                 | Hoopla       | 224          | 121          |                 |              |
|                                                 | Overdrive    | 594          | 449          |                 |              |
|                                                 | <b>TOTAL</b> | <b>818</b>   | <b>570</b>   |                 |              |
| <b>MOVIES &amp; TELEVISION</b>                  |              |              |              |                 |              |
|                                                 | Hoopla       | 193          | 61           |                 |              |
|                                                 | Kanopy       | 613          | 173          |                 |              |
|                                                 | <b>TOTAL</b> | <b>806</b>   | <b>234</b>   |                 |              |
| <b>MUSIC</b>                                    |              |              |              |                 |              |
|                                                 | Hoopla       | 21           | 11           |                 |              |
|                                                 | <b>TOTAL</b> | <b>21</b>    | <b>11</b>    |                 |              |
| <b>PERIODICALS</b>                              |              |              |              |                 |              |
|                                                 | RB Digital   | 133          | 124          |                 |              |
|                                                 | <b>TOTAL</b> | <b>133</b>   | <b>124</b>   |                 |              |
| <b>TOTAL DIGITAL CIRCULATION</b>                |              | <b>2,673</b> | <b>1,401</b> |                 |              |
|                                                 |              |              |              | <b>PROVIDER</b> | <b>TOTAL</b> |
|                                                 |              |              |              | Hoopla          | 594          |
|                                                 |              |              |              | Kanopy          | 613          |
|                                                 |              |              |              | Overdrive       | 1333         |
|                                                 |              |              |              | RB Digital      | 133          |
|                                                 |              |              |              |                 | <b>2673</b>  |



# General Ledger Monthly Operating Expense Rpt



User: chris  
Printed: 06/02/20 16:04:16  
Period 01 - 12  
Fiscal Year 2020

| Acct Number     | Description                               | Budget              | Encumbered      | YTD Spent         | Available Budget  | % of Budget Available |
|-----------------|-------------------------------------------|---------------------|-----------------|-------------------|-------------------|-----------------------|
| <b>101</b>      | <b>General Fund</b>                       |                     |                 |                   |                   |                       |
| <b>46</b>       | <b>Library</b>                            |                     |                 |                   |                   |                       |
| 101-46-00-20-10 | Salary-Regular                            | 476,090.00          | 0.00            | 440,638.95        | 35,451.05         | 7.45                  |
| 101-46-00-20-20 | TempPart Time                             | 36,933.00           | 0.00            | 16,430.81         | 20,502.19         | 55.51                 |
| 101-46-00-20-30 | Overtime                                  | 0.00                | 0.00            | 642.51            | -642.51           | 0.00                  |
| 101-46-00-20-37 | Holiday Pay                               | 1,774.00            | 0.00            | 725.71            | 1,048.29          | 59.09                 |
| 101-46-00-20-40 | FICAMedicare                              | 39,000.00           | 0.00            | 34,850.16         | 4,149.84          | 10.64                 |
| 101-46-00-20-45 | Employer PERS                             | 37,983.00           | 0.00            | 35,610.16         | 2,372.84          | 6.25                  |
| 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            | 107,587.62        | 15,132.38         | 12.33                 |
| 101-46-00-20-61 | Workers Comp                              | 24,889.00           | 0.00            | 4,399.20          | 20,489.80         | 82.32                 |
| 101-46-00-20-65 | SDI                                       | 4,477.00            | 0.00            | 4,223.72          | 253.28            | 5.66                  |
| 101-46-00-20-75 | Deferred Comp                             | 7,371.00            | 0.00            | 4,521.82          | 2,849.18          | 38.65                 |
| 101-46-00-20-85 | Auto Allowance                            | 2,400.00            | 0.00            | 2,100.00          | 300.00            | 12.50                 |
| 101-46-00-20-96 | Education Reimbursement                   | 500.00              | 0.00            | 418.46            | 81.54             | 16.31                 |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>821,153.00</b>   | <b>0.00</b>     | <b>716,823.19</b> | <b>104,329.81</b> | <b>12.71</b>          |
| 101-46-00-21-10 | Communications                            | 11,300.00           | 5,296.08        | 8,651.05          | -2,647.13         | -23.43                |
| 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            | 38,788.20         | 6,211.80          | 13.80                 |
| 101-46-00-21-27 | Equipment Lease Exp                       | 10,000.00           | 0.00            | 8,187.79          | 1,812.21          | 18.12                 |
| 101-46-00-21-45 | Other Contract Services                   | 101,620.00          | 0.00            | 68,758.35         | 32,861.65         | 32.34                 |
| 101-46-00-21-55 | Training & Conference                     | 6,500.00            | 0.00            | 5,831.40          | 668.60            | 10.29                 |
| <b>21</b>       | <b>Services</b>                           | <b>174,920.00</b>   | <b>5,296.08</b> | <b>130,216.79</b> | <b>39,407.13</b>  | <b>22.53</b>          |
| 101-46-00-22-07 | Copies                                    | 3,000.00            | 0.00            | 1,670.09          | 1,329.91          | 44.33                 |
| 101-46-00-22-12 | Computer Equipment                        | 8,933.00            | 0.00            | 7,746.81          | 1,186.19          | 13.28                 |
| 101-46-00-22-13 | Office Supplies                           | 2,000.00            | 0.00            | 1,233.34          | 766.66            | 38.33                 |
| 101-46-00-22-15 | Special Department Supplies               | 1,000.00            | 0.00            | 385.59            | 614.41            | 61.44                 |
| <b>22</b>       | <b>Supplies</b>                           | <b>14,933.00</b>    | <b>0.00</b>     | <b>11,035.83</b>  | <b>3,897.17</b>   | <b>26.10</b>          |
| 101-46-00-23-35 | Software Maintenance                      | 9,100.00            | 0.00            | 2,524.00          | 6,576.00          | 72.26                 |
| <b>23</b>       | <b>Maintenance</b>                        | <b>9,100.00</b>     | <b>0.00</b>     | <b>2,524.00</b>   | <b>6,576.00</b>   | <b>72.26</b>          |
| 101-46-00-24-25 | Taxes & Other Charges                     | 11,497.00           | 0.00            | 11,496.38         | 0.62              | 0.01                  |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | <b>11,497.00</b>    | <b>0.00</b>     | <b>11,496.38</b>  | <b>0.62</b>       | <b>0.01</b>           |
| <b>00</b>       | <b>Administration</b>                     | <b>1,031,603.00</b> | <b>5,296.08</b> | <b>872,096.19</b> | <b>154,210.73</b> | <b>14.95</b>          |

| Acct Number     | Description                    | Budget            | Encumbered       | YTD Spent         | Available Budget | % of Budget Available |
|-----------------|--------------------------------|-------------------|------------------|-------------------|------------------|-----------------------|
| <b>380</b>      | <b>Friends and Foundation</b>  |                   |                  |                   |                  |                       |
| <b>46</b>       | <b>Library</b>                 |                   |                  |                   |                  |                       |
| 380-46-00-20-20 | TempPart Time                  | 55,654.00         | 0.00             | 57,776.28         | -2,122.28        | -3.81                 |
| 380-46-00-20-37 | Holiday Pay                    | 2,673.00          | 0.00             | 1,874.64          | 798.36           | 29.87                 |
| 380-46-00-20-40 | FICAMedicare                   | <u>4,462.00</u>   | <u>0.00</u>      | <u>4,563.36</u>   | <u>-101.36</u>   | <u>-2.27</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b> | <b>62,789.00</b>  | <b>0.00</b>      | <b>64,214.28</b>  | <b>-1,425.28</b> | <b>-2.27</b>          |
| 380-46-00-22-16 | Library Materials              | 57,711.00         | 10,966.56        | 41,018.45         | 5,725.99         | 9.92                  |
| 380-46-00-22-40 | Programming                    | 14,000.00         | 0.00             | 10,278.68         | 3,721.32         | 26.58                 |
| 380-46-00-22-44 | Elsie, the Library Cat         | <u>500.00</u>     | <u>0.00</u>      | <u>54.10</u>      | <u>445.90</u>    | <u>89.18</u>          |
| <b>22</b>       | <b>Supplies</b>                | <b>72,211.00</b>  | <b>10,966.56</b> | <b>51,351.23</b>  | <b>9,893.21</b>  | <b>13.70</b>          |
| <b>00</b>       | <b>Administration</b>          | <b>135,000.00</b> | <b>10,966.56</b> | <b>115,565.51</b> | <b>8,467.93</b>  | <b>6.27</b>           |
| <b>384</b>      | <b>Tweed Trust</b>             |                   |                  |                   |                  |                       |
| <b>46</b>       | <b>Library</b>                 |                   |                  |                   |                  |                       |
| 384-46-00-22-15 | Special Department Supplies    | 5,000.00          | 0.00             | 1,255.71          | 3,744.29         | 74.89                 |
| 384-46-00-22-16 | Library Materials              | <u>45,000.00</u>  | <u>0.00</u>      | <u>28,086.43</u>  | <u>16,913.57</u> | <u>37.59</u>          |
| <b>22</b>       | <b>Supplies</b>                | <b>50,000.00</b>  | <b>0.00</b>      | <b>29,342.14</b>  | <b>20,657.86</b> | <b>41.32</b>          |
| <b>00</b>       | <b>Administration</b>          | <b>50,000.00</b>  | <b>0.00</b>      | <b>29,342.14</b>  | <b>20,657.86</b> | <b>41.32</b>          |
| Grand Total     |                                | 1,216,603.00      | 16,262.64        | 1,017,003.84      | 183,336.52       | 0.1507                |