City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, July 8, 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.

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 Active Transportation and Sustainability Committee meetings will be accepted via email to 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/84560237610

Or iPhone one-tap :
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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 +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 845 6023 7610

International numbers available: https://us02web.zoom.us/u/kdl46I1ZOt

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1. CALL TO ORDER

2. ROLL CALL
   Chairperson: Lin Weber
   Vice Chair:Terry Wood
   Trustees: Emily Armstead, David Slaby, and Susan Swan
   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 June 10, 2020 — 7 - 10

SHPL Board Minutes Regular Meeting June 2020

6. SCHEDULED MATTERS:

6.1. Discussion of Next Month's Library Board of Trustees Elections - Lin Weber — 11 - 22

Note: In August 2019, Trustees discussed voting procedures and decided that at the July meeting duties of the Chair and Vice Chair would be discussed. Board members at this meeting will either confirm or decline to be nominated to serve.At the following meeting, the nominating, seconding, and electing of new officers will occur.

City of St. Helena Boards and Commissions protocols 2014-15

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

6.3. Review of Library Statistics for June 2020 - Chris Kreiden — 23 - 25

Library Statistics 2020 June

6.4. Review of Monthly Library Operating Expense Report for June 2020 - Chris Kreiden — 27 - 28

Library Monthly Expense Report 2020 June

6.5. Review of City Council Approved Library Budget for Fiscal Year 2020/21 - Chris Kreiden — 29 - 37

Library Fiscal Year 2020-21 Budget

7. ADJOURNMENT

The next regular meeting is scheduled for August 12, 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 July 2, 2020.

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 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

2. **Listen Only by Telephone:**
   a. **Dial**the number listed on the Library Board of Trustees Agenda.
   b. 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.**
   c. 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
   The easiest way to provide public comment is to email your public comment. Public comments may be emailed to 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.

2. **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.

3. **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, June 10, 2020
Via Zoom

1. **CALL TO ORDER –** Library Board Chairperson Lin Weber called the Regular Meeting of the Board of Trustees to order at 5:00 p.m.

2. **ROLL CALL** - Present were Trustees Emily Armstead, David Slaby, Susan Swan, Rebecca Wendt, and Terry Wood; Library Director Chris Kreiden; Assistant to the City Manager Preya Nixon; City Finance Director April Mitts; City Council Liaison Anna Chouteau; Friends & Foundation Executive Director María Stel; and St. Helena Community Member Norma Ferriz.

3. **PUBLIC FORUM –** Community member Norma Ferriz joined the meeting to thank the board, on behalf of the English and Spanish members of the St. Helena community, for volunteering their time to make sure the library is available during the sheltering at home and to ask the Board to do everything it can to facilitate the reopening of the library when it is safe to do so. She also thanked library staff for searching all alternatives to make the library safe, and for making an effort to open as soon as possible.

4. **REPORTS BY STAFF, COMMITTEE –** Chris reminded Trustees that the library closed on March 19th. The library website now has a live Chat feature. There have been 180 chats between patrons and staff since March 20. Curbside pickup was implemented two weeks ago; about 30 people a day are coming by to pick up items they have requested by phone or online. Staff is planning to begin a home delivery service and has already made some in-town deliveries. Staff will start promoting home delivery next week and will also spread the word that they will be offering readers' advisory services, putting people together with books they will love. The Children's Department staff has been creating grab 'n go bags of books on different themes for curbside pickup. Staff launched a hybrid, mostly online, Summer Reading Challenge 2020 on June 8th, and, so far, 40 patrons have signed up for the program, which library staff is offering through a platform called *Beanstack*. *Beanstack* is free for three years through the California State Library.

   As reported in the *St. Helena Star* and the *Napa Valley Register*, Leslie, Mariah, and Clara came up with a plan to make up for the closure of the library and the library not being a site for the State-funded Breakfast at the Library program. The St. Helena Public Library received a grant from the California State Library to participate for a second year in a row in its Breakfast at the Library Program. Last year, the School District provided the meals and the SHPL provided a site and programming. This year, families are still able to pick up grab 'n go breakfast at the high school but cannot enjoy the resources at the closed library. The three community-minded librarians went to the high school and gave out 190 bags of new books, many donated by the Federated Women of Upper Napa Valley, as well as arts and crafts supplies, to families who came to pick up the breakfasts, and personally delivered them to some of the families who couldn't make it to the school. One family made the trio a beautiful thank you out of some of the craft materials in the bags.

   Chris reported that SHPL also applied for and received a $3,000 Crisis Electronic Resources Collection Funding Grant, which the State Library offered to provide support for California public libraries to build or supplement their electronic collections to enable their users to access materials while libraries are closed and/or communities are

practicing "social distancing." The funds must be spent by June 30th, and staff purchased new eBooks and digital audiobooks to boost the offerings available to patrons. Mariah and Chris also demoed a children's picture book e-resource called BookFlix, designed to help children learn to read. They both liked the resource, so it will soon be available on the library's website and the subscription will be paid for using some of the funds from the Crisis Collection Grant.

Staff has created a new Facebook page specific to information about SHPL, in addition to the Elsie Facebook page. It turns out that many of Elsie's followers do not live in the St. Helena area, so staff thought the community would benefit from a Facebook page dedicated solely to informing residents about the library, not about Elsie or cats in general.

David asked if there has been any discussion about opening the library up to more than just curbside pickup. Chris explained that, though staff recently met to discuss reopening, the decision rests with the State and the County of Napa. Some staff members have expressed concerns about having a large number of people in the library at one time, but, at the same time, everyone is conscious of the fact that some people don't have computers at home, so staff has discussed the option of patrons making an appointment to come in, perhaps one or two people at a time, to use the public computers. Clara is bilingual, so staff discussed publicizing the hours Clara is at work to promote the library's Spanish services and to let patrons know when she is there.

Chris explained that, in addition to library duties, library staff members have been providing essential services for the City's Emergency Operations Center (EOC). Mariah has been working as a public information officer, helping to send out the City's reports on COVID statistics and other messaging. Cecilia has been a part of the EOC's Planning Section, Casey is part of the Safety Section, and Lynne is working on Food Security. Lin mentioned that these temporary reassignments are a good fit because the library is all about community and service.

5. CONSENT ITEMS:

5.1 Library Board of Trustees Meeting Minutes of March 11, 2020 were approved with a clarification Anna requested to explain that when City Council reviewed Noll & Tam's additional options for a new library/City Hall, Option 7 received three votes for further exploration; the City Council did not vote to accept Option 7.

6. SCHEDULED MATTERS:

6.1 City and Library Fiscal Year 2020/21 Library Budget Update – April Mitts, City, Finance Director - Ms. Mitts guided Trustees through the financial challenges the City is facing due to businesses and hotels closing on May 20th and the resulting shut off of the City's main revenue sources: sales tax and, especially, the transient occupancy tax (TOT), which makes up 22% of the City's annual budget. The City's Department Directors had just completed their budget requests for the next fiscal year when the economy turned upside down, so the City has been working on various cost containment measures. Ms. Mitts anticipates a $2.5 million reduction in revenue for the end of Fiscal Year 2019-2020 in addition to a drop in the City's reserves. With the State's new health order lifting some restrictions, hotels are beginning to open, but there is usually a three-month delay between when businesses collect sales tax and when the City receives it. This lag time for the City to receive the sales tax and the TOT will likely be longer under the current circumstances. The City worked closely with the County and City of Napa on

projections for sales tax and TOT for the next few months, and the tourist website and blog *Visit Napa Valley* independently reached almost identical projections. The City held budget workshops in May that focused on the General Fund, and drafted priorities for the 2020-2021 Fiscal Year. The City Councils for Yountville, Calistoga, and St. Helena have each designated $25,000 for targeted marketing to lure tourists back to Napa Valley. St. Helena's City Council has also earmarked funds for Phase 2 recovery efforts, and funds for small business sustainability loans. Some City services, non-essential travel, and employee trainings have been cut, and there is a hiring freeze in place.

Trustees reviewed categories in the library's 2020-2021 draft budget, and Chris answered several questions.

6.2 - Report from Friends & Foundation, St. Helena Public Library – María Stel, Friends & Foundation Executive Director – Maria shared the unfortunate news that the Friends & Foundation's annual *Bookmark Napa Valley* fundraiser will likely be cancelled for 2021 due to COVID-19. The Board has yet to vote on the issue, but Maria is sensitive to the fact that previously generous sponsors and local businesses have been hit hard economically, so the group will be hesitant to solicit donations and sponsors, which are the backbone of the event. Also, a virtual as opposed to in-person event would likely not be a big draw or moneymaker. As a result, Maria will be cutting back her hours on July 1st as one cost-cutting measure. On July 15th at 7:00 pm, popular author and past *Bookmark* emcee Lisa Napoli will be holding a Zoom talk and reading of her new book *Up All Night: Ted Turner, CNN, and the Birth of 24-Hour News* through Napa Bookmine, with a suggested $5 donation. The F&F remains committed to giving the library its usual $135,000. Maria is contemplating notifying donors in her annual appeal letter that holding the important fundraiser will not be possible this year so perhaps donors would consider helping to make up the loss with a larger donation. Rebecca suggested the Friends & Foundation try an online fundraiser similar to the *Give Big!* event the Parent Group and Public Schools Foundation have in March. Maria pointed out that the school district has a bigger audience than the Friends & Foundation does, also that the *Give Big*! fundraiser suffered from COVID-19 economic fallout this year as well.

6.3 – Review of Library Digital Material Statistics for March – May 2020 - Chris Kreiden, Library Director – Chris guided Trustees through the circulation figures for digital materials during March, April, and May, which were significantly higher than last year during the same months. Chris mentioned again the State funding that provided money so SHPL could add more digital items to its inventory to keep up with the increased demand. Lin informed Trustees that the digital magazine collection (available through RB Digital) is wonderful, with rich content, and that she has enjoyed going back and reading old issues of different magazines.

6.4 – Review of Monthly Library Operating Expense Report for May 2020 – Chris Kreiden – Chris reported that staff has recently started ordering new books again using F&F funds and Tweed Trust funds. The library's main vendor, Baker & Taylor had been holding back deliveries, and the SHPL catalog has been closed since March, so staff had not made any purchases. Solano Library has been allowing patrons to pick up items curbside throughout the sheltering in place order, but there have been no ILL deliveries between libraries. The library staff is still figuring out what the library's popular programs will look like in the future, as all libraries are. The book drop is now open, so patrons may return items they have had checked out since March.

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

The June 10, 2020 regular meeting of the Library Board of Trustees minutes were adopted at the July 8, 2020 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:	ATTEST:
_____	_____
Lin Weber, Chairperson	Chris Kreiden, Library Director (Staff Liaison)

CITY OF ST. HELENA

RESOLUTION NO. 2014-45

APPROVING THE CITY OF ST. HELENA PROTOCOL FOR COMMITTEES, COMMISSIONS AND BOARDS AND RELATED DOCUMENTS

WHEREAS, the City Council has a created a number of committees, boards and commissions, including the Planning Commission, the Parks and Recreation Commission, the Library Board of Trustees, the Tree Committee, the Sustainability Committee, the Multicultural Committee, the Active Transportation Committee, and the Water Board; and

WHEREAS, the City's committees, commissions and boards provide a valuable service to the community and the City Council relies on these entities to provide information, advice, recommendations and decisions related to their area of expertise and authority; and

WHEREAS, the City Council desires to standardize committee structure and operating procedures and provide necessary guidance in order to ensure these committees, commissions and boards are efficient and effective and serve in the best interests of the community; and

WHEREAS, at its regular meetings of November 27, 2012, January 23, 2013, July 23, 2013, and June 10, 2014, the City Council discussed a draft City of St. Helena Protocol for Committees, Commissions and Boards, and received public testimony on the draft Protocol.

NOW, THEREFORE, BE IT RESOLVED that the St. Helena City Council adopts the St. Helena Protocol for Committees, Commissions and Boards and related Meeting Ground Rules, Committee Standards of Conduct, Agenda format and Minutes format, as set forth in Exhibit A.

PASSED, APPROVED and **ADOPTED** at a regular meeting of the City Council of the City of St. Helena held on the 8th of July, 2014 by the following vote:

AYES:	Councilmember: White, Sculatti and Mayor Nevero
NOES:	None
ABSENT:	Councilmember: Crull and Pitts
ABSTAIN:	None

APPROVED:

Ann Nevero
Mayor

ATTEST:

Cindy Black
Interim City Clerk

CITY OF ST. HELENA Incorporated March 21, 1876 Re-Incorporated May 14, 1909 STATE OF CALIFORNIA

City of St. Helena Protocol

for

Committees, Commissions and Boards (CCB)

St. Helena Committees, Commissions and Boards (CCB) function under the direction of the City Council on behalf of the City and its residents. The Council establishes committees by ordinance or resolution defining the role, purpose and membership. While each one functions specific to its purpose, all must follow the same overriding principles which are herein defined.

This protocol is intended to provide general guidance, and is not intended to supersede or conflict with any provision of State law, the St. Helena Municipal Code or other ordinance adopted by the City Council, which in the event of any conflict shall control.

ROLE AND PURPOSE

The City Council determines a committee's role and purpose at the time it is created, which should be defined clearly enough to easily communicate the purpose of the committee to the general public.

Committees may be 1) on-going standing committees, or 2) established for a specific purpose with an expected end date. Roles and purpose may be general or specific, but all will have a clearly defined goal, task or product.

Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefit.

MEMBERSHIP AND COMMITTEE STRUCTURE

The City Council defines the membership size by resolution or ordinance when establishing a committee. A committee consists of a minimum of five and a maximum of seven members, except the Planning Commission which consists only of five regular members. The Council may appoint up to two alternate members to serve on a committee in order to ensure a quorum can be reached if members cannot attend. City Council members and staff shall not sit as members on any committees. However,

the City Council may, in its discretion, appoint two Council members in the composition of a City Council subcommittee for a specific purpose.

As required by State law, the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.

Residency. Committee members must reside within the St. Helena City limits. The Council may approve an exception to this rule on a case-by-case basis. All five Planning Commissioners must live within the St. Helena City limits.

Member Terms. Committee members will serve two years from the date of appointment, except Planning Commissioners who will serve four years. Non-standing committee membership will be based upon the timing of the specific project. In establishing a new committee, or when reducing existing terms from three years to two when those terms come up for reappointment, the Council may initially impose staggered terms consisting of one and two year terms.

Removal of a member may occur for reasons such as, but not limited to, excessive absences, Brown Act violations, and conduct violations. Recommendations to the City Council for removal may be made by a committee member, member of the public, staff member, or City Councilmember. Notwithstanding the foregoing, the City Council may in its discretion at any time vote to remove a member of any committee for any reason or none, with or without cause.

Committee Officers. Annually, a committee will select a chairperson and vice chairperson. No member may serve more than two consecutive years as chair, unless unanimously agreed upon by the Committee in a sealed vote and approved by the City Council.

The chairperson runs the meeting in accordance with the agenda. The vice chairperson has the same powers and duties of the chair if the chair is absent or unable to act. If both the chair and vice-chair are absent or unable to act, the committee selects by motion and majority vote one member as acting chair for the duration of the meeting or absence.

Subcommittees. The committee may in its discretion appoint members to subcommittees for the purpose of researching specific issues, conducting community outreach, and/or formulating recommendations to the committee, and may also engage experts or other persons (who will not be considered as members). Subcommittee membership will be less than a majority of the total membership of the committee. Prior to creating a subcommittee, the committee will consult with staff to determine whether the subcommittee is subject to the Brown Act, in which case formation of the subcommittee will be subject to Council approval.

Bylaws. Committees may adopt bylaws governing their work that are consistent with this protocol and other City laws. Proposed bylaws must be reviewed by staff and approved by the City Council.

MEETING ADMINISTRATION

- Committees should meet at a regular interval (day and time) and location to facilitate public attendance and to provide an accessible forum for the public to attend.
- Committees and committee members shall conduct themselves in accordance with the requirements of State law and the Municipal Code.
- Meetings must be noticed to the public at least 72 hours prior to regular meetings, and 24 hours prior to special meetings, as required by the Brown Act.
- All meeting notices must be posted outside St. Helena City Hall and on the City website.
- Agendas must adhere to the form provided by the City to ensure consistency and clarity.
- Meeting minutes will be recorded using the City template and submitted for approval at the next committee meeting. Once approved, the minutes are submitted to the City Clerk for official record.

Quorum and Voting. A quorum is required to hold a meeting. A quorum is defined as the majority of the number of members, not counting alternates, which officially comprise a committee. Absences and vacancies do not change the quorum number. For example, if a committee is established with five members, the quorum is three members. If there are two vacancies on the committee, the quorum is still three members.

If a committee meets but does not have a quorum, either through lack of a quorum at the start of the meeting or due to members leaving the meeting, the committee may not conduct its regular business. In these instances, the committee may only act to adjourn to the next meeting date, recess, or take measures to obtain a quorum.

A majority vote is required to approve any action by the committee, unless otherwise required by law.

Alternate Members. Alternate members may vote only upon one of the following conditions:

1. Absence of one or more of the regular members of the committee; or
2. Disqualification of a regular member of the committee due to an expressed conflict of interest.

If more than one alternate member is present and only one vote is available, the alternate members will toss a coin to determine who may vote.

City Staff Liaison. The City Manager will designate a staff liaison to each committee. The liaison will be available to attend committee meetings at the request of the committee chair and with advance notice. The staff liaison's role is to assist the committee in understanding City functions and requirements, such as state regulations, Municipal Code requirements, and conflict of interest and Brown Act requirements. The staff liaison ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area. The staff liaison will collect and file committee records and minutes.

CITY COUNCIL REPORTS

The chairperson or committee designee will appear at a City Council meeting at least once per quarter to report on the committee's activities and projects and to provide updates to the Council and community. The City Council will provide input and direction at that time. Committee chairpersons or designated committee members are encouraged to appear before the Council whenever they feel it is necessary to obtain Council direction or share information.

PROFESSIONALISM AND MEETING BEHAVIOR

As official representatives of the City of St. Helena, committee members are expected to conduct their duties in keeping with the St. Helena Committee Standards of Conduct and to maintain the highest level of professionalism during their tenure. Committees conduct City-sanctioned work for the benefit of all St. Helena residents.

All St. Helena committee meetings will be conducted in an open, fair and professional manner. Committees must ensure a welcoming atmosphere for all participants. St. Helena Meeting Ground Rules must be posted at each meeting, and adhered to, in order to ensure meetings are efficient, productive and respectful.

Committees are formed to improve understanding, ideas, processes or outcomes, and by definition that means individuals will have, and should have, different, and perhaps controversial, opinions. Open, honest dialogue is the goal, and is not to be viewed as a problem. Discussion of topics, not discussion of individuals, should be the focus of committee members both inside and outside the meetings. Committee members represent the City of St. Helena, and therefore may not negatively discuss members or public participants outside meetings. Members can request staff assistance, either during or after the meeting, with unruly or disruptive participants. No committee member should tolerate abuse toward other participants, members or themselves.

THE BROWN ACT AND CONFLICT OF INTEREST RULES

The Brown Act

Members of St. Helena committees are required to function under the Brown Act. Committees should have a clear understanding of Brown Act rules. The City will provide committees with Brown Act training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding Brown Act questions.

In general, the Brown Act requires all meetings of a legislative body of a local government, including all committees established by the St. Helena City Council, to be open and public. In some instances these requirements will apply to subcommittees.

- All meetings must be properly noticed and discussion items properly agendized.
- A "meeting" means any gathering of a majority of the members of a committee to hear, discuss or deliberate on any matter within the committee's jurisdiction.
- Communication outside a meeting by members is restricted by the Brown Act if that communication results in:
    - A "serial" meeting involving a majority of the committee members. A serial meeting may occur if a member communicates to one member, who then communicates to another member, until a majority of members have become involved in the communication.
    - a "spoke and wheel" meeting where a member separately communicates to a majority of members.
- In order to avoid unintended "meetings" involving a quorum,, committee members should generally submit their comments to staff, and should not engage in "reply all" emails or emails or other communications involving a majority of the committee.

Violations of the Brown Act are serious, and can jeopardize the validity of committee decisions. Violations that are willful can carry criminal penalties.

Conflicts of Interest/Due Process

In addition to the Brown Act, State laws, such as the Political Reform Act ("PRA"), impose certain conflict of interest rules on City committee members. For example, the PRA requires members to make certain financial disclosures and prohibits members' participation in decisions affecting members' financial interests.

As with the Brown Act, the City will provide committees with conflict of interest training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding conflict questions.

Conflicts may exist where a member lives in close proximity to a project site or other place affected by the committee's decision, or where a committee member's personal financial interests or the financial interests of a member's business, family or source of income may be affected by the decision to be made by the committee. In such instances, the member may be prohibited from participating in the decision.

Conflict of interest rules are complex. Moreover, as with the Brown Act, violations of the PRA are serious, and can jeopardize the validity of committee decisions. Violations can result in substantial fines and criminal penalties.

Committee members may receive assistance on questions from the State Fair Political Practices Commission ("FPPC"), which is the agency that is responsible for the implementation and enforcement of the PRA. In addition, Committee chairs may ask staff for assistance. Because conflict questions are often complex and fact-intensive, committee members are urged to attempt to identify potential conflict issues well in advance of meetings at which the decision is to be made.

Finally, in addition to conflict of interest rules involving financial interests under the PRA, some committee decisions on matters that require committees to act as "judges," as for example when the Planning Commission acts on subdivision map applications or use permits, variances and/or design review, fair hearing and due process requirements apply. Those requirements may preclude members from participating in decisions where the member is "personally embroiled" in the decision at stake, and also may require members to disclose information received outside of a public hearing so that stakeholders may also hear and respond to such information.

As with conflict and Brown Act requirements, committee chairs may seek assistance from staff with respect to fair hearing/due process issues, and members are urged to attempt to identify and disclose such issues well in advance of the public hearing.

City of St. Helena

Meeting Ground Rules

1. Start on time
2. Everyone come prepared
3. If you called the meeting, run it well
4. If you are at the meeting, participate
5. Stay on topic
6. One person speaks at a time
7. Be open and honest
8. Actively listen – no side conversations, texting or cellphone use
9. No negative body language or personal attacks
10. End on time

[COMMITTEE NAME]

AGENDA - REGULAR MEETING
[MEETING ADDRESS]
[MEETING DATE AND TIME]

1) **ROLL CALL**: [LIST MEMBERS, COUNCIL LIAISON, AND STAFF LIAISON]

2) **APPROVAL OF MINUTES**: [Date of 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 five 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) **SCHEDULED MATTERS:**

   [List each item of business to be transacted or discussed at the meeting, with a brief description generally not exceeding 20 words and an approximate time allocated for the item.]

5) **REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF**: Reports by staff and/or [Committee] members on items of general interest. Brief questions for clarification may be posed and answered, and [Committee] members 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 [Committee].

   [List with approximate time allocated for each item]

6) **DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA**

7) **ADJOURNMENT**

The next regularly scheduled [Committee] meeting will be held on [Date]. This agenda was posted at City Hall, 1480 Main Street, and at [location where meeting will be held] on [Date].

_____

Cindy Black, Interim City Clerk

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 Clerk has equipment to assist those with a hearing impairment.

MINUTES OF THE REGULAR MEETING OF THE
[COMMITTEE NAME]
[Meeting Location]
[Meeting date and time the meeting was called to order]

2) **ROLL CALL:**

PRESENT: [List members, Council liaison, and staff liaison. Guests and staff scheduled to give reports or presentations may also be listed. Do not list members of the public in attendance.]

ABSENT: [List members, Council liaison, and staff liaison]

3) **APPROVAL OF MINUTES**: M/S: [Moved/Seconded: Name/Name]. Ayes: ["All" or individual names]. Noes: ["None" or Names]. Abstain: ["None" or Names].

4) **[LIST ALL AGENDA ITEMS** and, if a vote was taken, indicate M/S, Ayes, Noes, and Abstain. Although not required, the minutes may briefly discuss major points of the discussion, report or presentation. If there was no discussion of the agenda item, state so. For example:

A. **Election of Officers:** Susan Smith was elected Chairperson and John Davis was elected Vice Chairperson. M/S: Stuart/Price. Ayes: All. Noes: None. Abstain: None.

B. **Green Building Regulations:** The group reviewed the subcommittee's research on green building regulations and agreed to make a presentation to the City Council and seek direction from the Council on potential new regulations the Council may wish to adopt. The staff liaison will request an agenda item be placed on the City Council's agenda in January. M/S: Gonzales/Moore. Ayes: All. Noes: None. Abstain: None.

C. **Plastic Bag Ban.** This item was not discussed.]

5) **ADJOURNMENT:** The meeting was adjourned at [Time].

The next regularly scheduled [Committee] meeting will be held on [Date, location and time].

SUBMITTED BY:

Committee Standards of Conduct

Appointment to a City of St. Helena committee provides a unique opportunity for service to the community and leadership in the community. These positions carry an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

The Standards of Conduct are adopted to provide guidance to committee members to assist in fully understanding the role and responsibility of the position.

Responsibilities of Committee Service

In carrying out the responsibilities, committee members shall:

A. Perform their responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all person and issues;
B. Seek the overall public good in all decisions;
C. Foster effective, courteous and cooperative working relations with fellow members of the committee, the City Council, City staff, and the public;
D. Serve as a communicator between the community and the City Council and City staff, and facilitate expression of citizen views;
E. Abide by all applicable Conflict of Interest laws, policies and regulations; Disclose possible conflicts of interest and not participate in any official decision which could materially affect the member's financial or personal interest, nor attempt to influence the vote on any such manner;
F. Avoid any action which could be construed by an objective person to create the appearance of using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business, giving preferential treatment to any person or group, or impeding governmental responsiveness or efficiency;
G. Identify personal opinions and recommendations, avoiding any implication that they are those of the committee unless such position has been duly voted; and
H. Refuse gifts, service or any promise of future benefit that could be construed to compromise independence of judgment or action as a public official.

Committee Behavioral Norms

A. Committee members are encouraged to share their opinions throughout the deliberative process including the rationale that led to their position.
B. The committee will allow sufficient time during meetings so members do not feel rushed and have time to digest what is said and form their own opinion.
C. Committee members will listen respectfully to each other and the public, and will respond to comments respectfully, avoiding verbal attacks.
D. The committee will stay positive and productive even when members disagree, demonstrating leadership characteristics appropriate for appointed leaders of the community.
E. All members will be given an equal opportunity to speak up and discuss the issues.

F. Committee members will refrain from negative body language in response to comments by committee members or the public.
G. The Chairperson will start the discussion with a different committee member for each agenda item.
H. When committee action is contemplated, the Chairperson will ensure that all committee members have had a chance to ask questions and make comments prior to entertaining any motion.
I. Any committee member who notices disruptive behavior may call "Points of Order" and the Chairperson will address the behavior.

Committee/Staff Relationships and Conduct

A. Committee members shall recognize that the primary functions of staff liaisons are to execute actions taken by the committee and keep the committee informed.
B. Each committee member must recognize that only the full committee has power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the official conduct of City business. Individual committee members shall make no attempt to pressure or influence staff decisions, recommendations, workloads and schedules, and departmental priorities without the prior knowledge and approval of the committee as a whole.
C. Individual committee members shall not intrude into functions which are the responsibility of staff including, but not limited to, staff decision-making, staff recommendations, work schedules, and other day to day management/administrative operations.
D. Staff is obligated to take guidance and direction only from the committee as a whole or from the appropriate management superiors as may be the case. Staff is directed to reject any attempts by individual committee members to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing departmental work schedules and priorities. Staff shall report such attempts to influence them in confidence to their management superiors, who may inform the committee as a whole of such attempts.
E. Committee members shall make every effort to avoid surprising the staff during public meetings. If there is an issue or a question a committee member has on an agenda item or a matter the committee member intends to bring up at the meeting, that member should contact staff prior to the meeting to alert them to the issue and state the question or concern.
F. Requests by committee members for information or assistance shall be responded to provided that, in the judgment of their management superior, such requests are not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the committee. In terms of making the judgment, the following guidelines shall be considered: 1) the request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments; 2) the request should only impose a "one time" rather than on-going work requirement; and 3) the response to the request should not require more than one staff person working on the issue in excess of one to two hours.
G. When staff response to a committee member's request involves written material which may be of interest to other committee members, the staff liaison will provide copies to all committee members. In deciding items of interest, the staff liaison will consider whether the information is significant, new or otherwise not available to the committee.

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:7/2/2020

6/1/202(to 6/30/2020

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	169	404	57	108
	Adult Book on Tape	2	4	1	3
	Adult CD Non-English Language	0	2	0	0
	Adult Compact Disc	13	150	7	79
	Adult Digital Audio Book	2	4	0	0
	Adult Fiction	619	1,352	81	591
	Adult Non Fiction	508	1,332	187	360
	Adult Paperback Book	1	4	0	0
	Adult Periodical	42	36	1	121
	Blu-Ray - Feature Film	7	14	0	0
	DVD - Educational	70	184	15	56
	DVD - Feature Film	703	1,681	154	626
	DVD - Foreign Language	12	27	1	0
	DVD - Juvenile Educational	5	6	4	5
	DVD - Juvenile Feature Film	86	278	89	197
	Easy Reader	75	270	152	85
	Juvenile Audio Cassette	0	1	0	0
	Juvenile Book on CD	33	110	36	60
	Juvenile CD Non-English	0	1	0	0
	Juvenile Compact Disc	10	34	10	18
	Juvenile Fiction	434	995	275	433
	Juvenile Non-Fiction	206	745	231	208
	Juvenile Paperback Book	68	121	53	103
	Juvenile Spanish	17	70	51	52
	Link+ Book	2	10	0	0
	Link+ Media	1	4	0	0
	Non-Circulating	0	0	0	1
	Picture Books (EASY)	293	829	229	435
	Video - Juvenile Feature Film	0	1	0	0
	Young Adult Book on CD	10	6	0	7
	Young Adult CD	1	2	0	3
	Young Adult Fiction	109	222	41	87
	Young Adult Non-Fiction	12	25	2	2
	Young Adult Paperback book	9	33	12	23
TOTAL:	St. Helena Public Library	3,519	8,957	1,689	3,663
GRAND TOTAL:		3,519	8,957	1,689	3,663

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS	June 2020	FY 19/20

DIGITAL CIRCULATION		THIS YEAR	LAST YEAR
E-BOOKS			
	Hoopla	145	63
	Overdrive	629	352
	TOTAL	**774**	**415**
AUDIOBOOKS			
	Hoopla	246	152
	Overdrive	609	439
	TOTAL	**855**	**591**
MOVIES & TELEVISION			
	Hoopla	100	77
	Kanopy	568	176
	TOTAL	**668**	**253**
MUSIC			
	Hoopla	19	25
	TOTAL	**19**	**25**
PERIODICALS			
	RB Digital	110	98
	TOTAL	**110**	**98**
CHILDRENS			
	BookFlix	155	
	TOTAL	**155**	-
TOTAL DIGITAL CIRCULATION		**2,581**	**1,382**

PROVIDER	TOTAL
Hoopla	510
Kanopy	568
Overdrive	1238
RB Digital	110
BookFlix	155
	2581

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:7/2/2020

6/1/2019 to 6/30/2019

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	435	661	51	142
	Adult Book on Tape	7	19	1	13
	Adult Compact Disc	266	423	10	142
	Adult Digital Audio Book	1	6	0	0
	Adult Fiction	1,156	1,698	88	433
	Adult Non Fiction	908	1,621	104	405
	Adult Periodical	102	143	1	42
	Blu-Ray - Feature Film	6	20	0	0
	Blu-Ray - Juvenile Feature	0	1	0	0
	DVD - Educational	277	394	34	57
	DVD - Feature Film	2,303	3,048	79	577
	DVD - Foreign Language	22	55	0	0
	DVD - Juvenile Educational	17	20	1	10
	DVD - Juvenile Feature Film	526	629	41	247
	DVD - Juvenile Spanish Lang.	0	0	0	1
	Easy Reader	400	411	38	112
	Juvenile Book on CD	143	122	33	58
	Juvenile Compact Disc	51	35	4	20
	Juvenile Fiction	1,330	1,442	128	349
	Juvenile Non-Fiction	593	919	71	201
	Juvenile Paperback Book	143	141	17	45
	Juvenile Spanish	177	154	34	55
	Link+ Book	29	33	0	6
	Link+ Media	15	14	0	3
	Link+ Media - 1 week	19	17	0	3
	Non-Circulating	0	1	0	1
	Picture Books (EASY)	952	1,208	76	361
	Video - Juvenile Foreign Lang	0	1	0	0
	Young Adult Book on CD	6	12	0	6
	Young Adult CD	0	3	0	3
	Young Adult Fiction	141	205	14	78
	Young Adult Non-Fiction	15	24	0	1
	Young Adult Paperback book	13	24	0	22
TOTAL:	**St. Helena Public Library**	10,053	13,504	825	3,393
GRAND TOTAL:		10,053	13,504	825	3,393

General Ledger
Monthly Operating Expense Rpt

User: chris
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Period 01 - 13
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	479,469.45	-3,379.45	-0.71
101-46-00-20-20	TempPart Time	36,933.00	0.00	17,969.42	18,963.58	51.35
101-46-00-20-30	Overtime	0.00	0.00	735.05	-735.05	0.00
101-46-00-20-37	Holiday Pay	1,774.00	0.00	760.87	1,013.13	57.11
101-46-00-20-40	FICAMedicare	39,000.00	0.00	37,973.66	1,026.34	2.63
101-46-00-20-45	Employer PERS	37,983.00	0.00	38,765.99	-782.99	-2.06
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	117,834.06	4,885.94	3.98
101-46-00-20-61	Workers Comp	24,889.00	0.00	5,865.60	19,023.40	76.43
101-46-00-20-65	SDI	4,477.00	0.00	4,616.29	-139.29	-3.11
101-46-00-20-75	Deferred Comp	7,371.00	0.00	4,952.47	2,418.53	32.81
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,300.00	100.00	4.17
101-46-00-20-96	Education Reimbursement	500.00	0.00	418.46	81.54	16.31
20	**Salaries & Benefits**	**821,153.00**	**0.00**	**776,335.39**	**44,817.61**	**5.46**
101-46-00-21-10	Communications	11,300.00	5,296.08	8,681.56	-2,677.64	-23.70
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	43,290.03	1,709.97	3.80
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	9,172.78	827.22	8.27
101-46-00-21-45	Other Contract Services	101,620.00	8,932.95	69,087.71	23,599.34	23.22
101-46-00-21-55	Training & Conference	6,500.00	0.00	5,831.40	668.60	10.29
21	**Services**	**174,920.00**	**14,229.03**	**136,063.48**	**24,627.49**	**14.08**
101-46-00-22-07	Copies	3,000.00	0.00	1,676.20	1,323.80	44.13
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
101-46-00-22-16	Library Materials	0.00	0.00	581.04	-581.04	0.00
22	**Supplies**	**14,933.00**	**0.00**	**11,622.98**	**3,310.02**	**22.17**
101-46-00-23-35	Software Maintenance	9,100.00	407.76	2,524.00	6,168.24	67.78
23	**Maintenance**	**9,100.00**	**407.76**	**2,524.00**	**6,168.24**	**67.78**
101-46-00-24-25	Taxes & Other Charges	11,497.00	0.00	11,496.38	0.62	0.01
24	**Taxes, Insurances & Contributi**	**11,497.00**	**0.00**	**11,496.38**	**0.62**	**0.01**

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	**Administration**	**1,031,603.00**	**14,636.79**	**938,042.23**	**78,923.98**	**7.65**
380	**Friends and Foundation**					
46	**Library**					
380-46-00-20-20	TempPart Time	55,654.00	0.00	60,516.41	-4,862.41	-8.74
380-46-00-20-37	Holiday Pay	2,673.00	0.00	2,052.36	620.64	23.22
380-46-00-20-40	FICAMedicare	4,462.00	0.00	4,786.58	-324.58	-7.27
20	**Salaries & Benefits**	**62,789.00**	**0.00**	**67,355.35**	**-4,566.35**	**-7.27**
380-46-00-22-16	Library Materials	57,711.00	7,475.37	45,546.84	4,688.79	8.12
380-46-00-22-40	Programming	14,000.00	0.00	10,595.17	3,404.83	24.32
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	54.10	445.90	89.18
22	**Supplies**	**72,211.00**	**7,475.37**	**56,196.11**	**8,539.52**	**11.83**
00	**Administration**	**135,000.00**	**7,475.37**	**123,551.46**	**3,973.17**	**2.94**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,481.94	3,518.06	70.36
384-46-00-22-16	Library Materials	45,000.00	0.00	28,647.38	16,352.62	36.34
22	**Supplies**	**50,000.00**	**0.00**	**30,129.32**	**19,870.68**	**39.74**
00	**Administration**	**50,000.00**	**0.00**	**30,129.32**	**19,870.68**	**39.74**
Grand Total		1,216,603.00	22,112.16	1,091,723.01	102,767.83	0.0845

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

Library (4600)

Budget 2020-21

Purpose

Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn, and challenge themselves at every single stage of life and personal development.
We strive to provide resources, space, and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

Library Department by the numbers:

For Fiscal Year 2019/20:

104,000*
Number of Physical Checkouts

20,000*
Number of Digital Checkouts

70,000*
Number of Visitors

450*
Number of Programs

500*
Number of Volunteer Hours

*Numbers effected by COVID-19 Pandemic Closure

Staffing

The Library Department currently has 5* full-time staff and several part-time members. Consisting of:

- Library Director (1)
- Librarian (1)
- Senior Librarian (1) *
- Senior Library Associate (2)
- Library Associate II (1)
- Part-time Library Assistant (8)
- Volunteers (20 +/-)

**Total Full-time staff was reduced from 6 to 5 due to (1) vacant Librarian position that was frozen and is not funded in the FY 20/21 budget.*

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

Library (4600)

Budget 2020-21

Department Goals

- Be a resource for community members in their daily lives as they grow, learn, and challenge themselves at every stage of life and personal development.
- Strive to provide resources, space, and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment
- Maintain and continue to deliver the best in library service by managing our resources wisely, preparing for the future, and being responsive to the challenging needs of the community we serve.

Accomplishments

- Provided the first Napa County location for Lunch @ the Library, in partnership with the St. Helena School District. 500 meals were served at the Library.
- Unveiled a new website.
- Offered by appointment library service before March pandemic closure.
- Implemented the online feature Chat with a Librarian.

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

Library

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Proposed
101	General Fund	$ 843,001.86	$ 998,494.32	$ 1,031,603.00	$ 940,131.00
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	$ 128,153.00
382	Martin Estate Trust	$ -	$ 452.00	$ -	$ 700.00
384	Tweed Trust	$ 46,216.12	$ 20,109.87	$ 50,000.00	$ 50,000.00
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,121,622.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Proposed
46	***Library***				
20	Salaries & Benefits	$ 705,996.55	$ 806,338.85	$ 883,942.00	$ 789,234.00
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
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,121,622.00**

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

General Ledger

Budget Library 4600

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Proposed
101	**General Fund**				
46	**Library**				
101-46-00-20-10	Salary-Regular	$ 380,802.94	$ 448,673.56	$ 476,090.00	$ 394,698.00
101-46-00-20-20	Temp/Part Time	$ 23,844.04	$ 27,958.26	$ 36,933.00	$ 33,661.00
101-46-00-20-30	Overtime	$ -	$ -	$ -	$ -
101-46-00-20-37	Holiday Pay	$ -	$ 746.79	$ 1,774.00	$ 1,712.00
101-46-00-20-40	FICA/Medicare	$ 31,419.34	$ 36,069.45	$ 39,000.00	$ 32,573.00
101-46-00-20-45	Employer PERS	$ 29,821.54	$ 33,067.02	$ 37,983.00	$ 34,114.00
101-46-00-20-47	PERS Unfunded Liability	$ 49,661.00	$ 55,783.00	$ 67,016.00	$ 71,800.00
101-46-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-46-00-20-55	Health Insurance	$ 108,855.86	$ 122,367.05	$ 122,720.00	$ 122,083.00
101-46-00-20-61	Workers Comp	$ 5,548.16	$ 5,173.44	$ 24,889.00	$ 33,911.00
101-46-00-20-65	SDI	$ 3,613.06	$ 4,435.92	$ 4,477.00	$ 3,746.00
101-46-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-46-00-20-75	Deferred Comp	$ 4,778.52	$ 5,164.36	$ 7,371.00	$ 3,883.00
101-46-00-20-85	Auto Allowance	$ 2,457.14	$ 2,400.00	$ 2,400.00	$ 2,400.00
101-46-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-46-00-20-96	Education Reimbursement	$ -	$ -	$ 500.00	$ -
20	**Salaries & Benefits**	**$ 640,801.60**	**$ 741,838.85**	**$ 821,153.00**	**$ 734,581.00**
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
21	**Services**	**$ 146,481.95**	**$ 165,985.17**	**$ 174,920.00**	**$ 180,550.00**
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	$ -	$ -
22	**Supplies**	**$ 36,889.78**	**$ 51,316.44**	**$ 14,933.00**	**$ 6,000.00**
101-46-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-46-00-23-35	Software Maintenance	$ -	$ 6,852.20	$ 9,100.00	$ 7,500.00
23	**Maintenance**	**$ -**	**$ 6,852.20**	**$ 9,100.00**	**$ 7,500.00**
101-46-00-24-25	Taxes & Other Charges	$ 10,970.51	$ 11,519.46	$ 11,497.00	$ 11,500.00
24	**Taxes, Insurances & Contributi**	**$ 10,970.51**	**$ 11,519.46**	**$ 11,497.00**	**$ 11,500.00**
101-46-00-26-40	Furniture & Fixtures	$ 7,858.02	$ 20,982.20	$ -	$ -
26	**Capital**	**$ 7,858.02**	**$ 20,982.20**	**$ -**	**$ -**
00	**Administration**	**$ 843,001.86**	**$ 998,494.32**	**$ 1,031,603.00**	**$ 940,131.00**
218	**Public Library Foundation**				

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

46	**Library**						
218-46-00-21-05	Advertising	$ -	$ -	$ -	$	-	
218-46-00-21-45	Other Contract Services	$ 2,000.00	$ -	$ -	$	-	
218-46-00-21-55	Training & Conference	$ -	$ -	$ -	$	-	
21	**Services**	**$ 2,000.00**	**$ -**	**$ -**	**$**	**-**	
218-46-00-22-15	Special Department Supplies	$ -	$ -	$ -	$	-	
218-46-00-22-16	Library Materials	$ -	$ -	$ -	$	-	
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$**	**-**	
218-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$	1,288.00	
26	**Capital**	**$ -**	**$ -**	**$ -**	**$**	**1,288.00**	
00	**Administration**	**$ 2,000.00**	**$ -**	**$ -**	**$**	**1,288.00**	
219	**CLSA State Library Grant**						
46	**Library**						
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	$ -	$ -	$ -	$	-	
21	**Services**	**$ -**	**$ -**	**$ -**	**$**	**-**	
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)	$ -	$ -	$	-	
22	**Supplies**	**$ (32.00)**	**$ -**	**$ -**	**$**	**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	$ -	$	-	
23	**Maintenance**	**$ 6,696.00**	**$ 6,773.00**	**$ -**	**$**	**-**	
219-46-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$	-	
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$**	**-**	
219-46-00-26-30	Capital Equipment	$ -	$ -	$ -	$	-	
219-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$	-	
26	**Capital**	**$ -**	**$ -**	**$ -**	**$**	**-**	
219-46-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$	-	
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$**	**-**	
00	**Administration**	**$ 6,664.00**	**$ 6,773.00**	**$ -**	**$**	**1,350.00**	
380	**Friends and Foundation**						
46	**Library**						
380-46-00-20-10	Salary-Regular	$ -	$ -	$ -	$	-	
380-46-00-20-20	Temp/Part Time	$ 57,581.00	$ 56,711.68	$ 55,654.00	$	48,348.00	

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

380-46-00-20-30	Overtime	$ -	$ -	$ -	$ -
380-46-00-20-37	Holiday Pay	$ 3,124.95	$ 2,448.06	$ 2,673.00	$ 2,421.00
380-46-00-20-40	FICA/Medicare	$ 4,489.00	$ 5,340.26	$ 4,462.00	$ 3,884.00
380-46-00-20-45	Employer PERS	$ -	$ -	$ -	$ -
380-46-00-20-55	Health Insurance	$ -	$ -	$ -	$ -
380-46-00-20-75	Deferred Comp	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 65,194.95**	**$ 64,500.00**	**$ 62,789.00**	**$ 54,653.00**
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	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
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
22	**Supplies**	**$ 67,128.05**	**$ 69,278.72**	**$ 72,211.00**	**$ 73,500.00**
380-46-00-24-08	Agreements	$ -	$ -	$ -	$ -
380-46-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$ -**
380-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 132,323.00**	**$ 133,778.72**	**$ 135,000.00**	**$ 128,153.00**
382	**Martin Estate Trust**				
46	**Library**				
382-46-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
382-46-00-21-53	Memberships & Publications	$ -	$ -	$ -	$ -
382-46-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
382-46-00-22-16	Library Materials	$ -	$ 452.00	$ -	$ -
22	**Supplies**	**$ -**	**$ 452.00**	**$ -**	**$ -**
382-46-00-23-35	Software Maintenance	$ -	$ -	$ -	$ 700.00
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ 700.00**
00	**Administration**	**$ -**	**$ 452.00**	**$ -**	**$ 700.00**
384	**Tweed Trust**				
46	**Library**				
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	$ -	$ -	$ -	$ -

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

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	$ -	$ -	$ -	$ -		
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ -**		
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	$ -	$ -	$ -	$ -		
21	**Services**	**$ -**	**$ (3,232.00)**	**$ -**	**$ -**		
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		
22	**Supplies**	**$ 46,216.12**	**$ 23,341.87**	**$ 50,000.00**	**$ 50,000.00**		
384-46-00-23-35	Software Maintenance	$ -	$ -	$ -	$ -		
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**		
384-46-00-24-08	Agreements	$ -	$ -	$ -	$ -		
384-46-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -		
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$ -**		
384-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -		
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**		
384-46-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -		
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**		
00	**Administration**	**$ 46,216.12**	**$ 20,109.87**	**$ 50,000.00**	**$ 50,000.00**		
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,121,622.00**		

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Communications	*2110*	*101*	*380*	
Telephones		*1,500*	-	1,500
Broadband Fees		*10,500*	-	10,500
Internet Equipment Service Agreement		*2,500*	-	2,500
TOTAL - Communications	***2110***	***$ 14,500***	***$ -***	***$ 14,500***
Copies	*2207*	*101*	*380*	
Copies made with leased copiers		*3,000*	-	3,000
TOTAL - Copies	***2207***	***$ 3,000***	***$ -***	***$ 3,000***
Equipment Lease	*2127*	*101*	*380*	
Copiers		*10,000*	-	10,000
TOTAL - Equipment Lease	***2127***	***$ 10,000***	***$ -***	***$ 10,000***
Other Contract Services	*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
TOTAL - Other Contract Services	***2145***	***$ 104,550***	***$ -***	***$ 104,550***
Training & Conference	*2155*	*101*	*380*	
Memberships		*1,000*	-	1,000
TOTAL - Training & Conference	***2155***	***$ 1,000***	***$ -***	***$ 1,000***
Computer Equipment	*2212*	*101*	*380*	
Marin IT/Spam Filter		*500*	-	500
TOTAL - Computer Equipment	***2212***	***$ 500***	***$ -***	***$ 500***

APPROVED LIBRARY BUDGET FISCAL YEAR 20/21

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Special Department Supplies	*2215*	*101*	*384*	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	*5,000*	5,000
Library Cards		*1,000*	-	1,000
TOTAL - Special Department Supplies	***2215***	***$ 1,000***	***$ 5,000***	***$ 6,000***
Library Materials	*2216*	*380*	*384*	
Print, Audiovisual, Digital Content		*40,000*	*45,000*	85,000
Streaming Services (Kanopy, HOOPLA)		*18,000*	-	18,000
TOTAL - Library Materials	***2216***	***$ 58,000***	***$ 45,000***	***$ 103,000***
Software Maintenance	*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
TOTAL - Software Maintenance	***2335***	***$ 7,500***	***$ 700***	***$ 8,200***