City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, August 12, 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 Library Board of Trustees 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/85899975248
Or iPhone one-tap :
US: +16699006833,,85899975248# or +12532158782,,85899975248#
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 +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592
Webinar ID: 858 9997 5248
International numbers available: https://us02web.zoom.us/u/kENp9WNMv

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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 July 8, 2020 — 5 - 7
SHPL Board Minutes Regular Meeting July 2020

6. SCHEDULED MATTERS:

6.1. Election of Library Board of Trustees Officers — 9 - 20
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 July 2020 - Chris Kreiden, Library Director — 21 - 23
Library Statistics 2020 July

6.4. Review of Fiscal Year 2019/20 Library Operating Expense Report - Chris Kreiden — 25 - 26
Library Expense Report FY 2019-20

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

7. ADJOURNMENT
The next regular meeting is scheduled for September 9, 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 August 6, 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:

- **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
- **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.

- **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.

- **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.

- **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, July 8, 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 David Slaby, Susan Swan, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and Zoom coordinator Amalia Kulczycki.

3. **PUBLIC FORUM –** No members of the public were present.

4. **REPORTS BY STAFF, COMMITTEE –** Lin explained that Skip Lane and Rebecca Wendt are not included on the Roll Call because, while they have both submitted their paperwork for reappointment to the Library Board of Trustees, City Council must approve their reappointment before they may attend a meeting as Trustees.

   Chris informed Trustees that Leslie opted to take advantage of the City's early retirement incentive, and that her official last day as a City/library employee was June 30th. Leslie has said she is not really ready to retire and that she plans to continue volunteering at the library. Chris assured Trustees that the library will throw Leslie a fitting retirement bash when the City opens up again so that the community, and especially children, can properly honor and celebrate her.

   Leslie and Clara are continuing to record virtual story times. The library's online summer reading programs are in full swing as well; 201 people have signed up for the adult, teen, and children's *Summer Reading Challenge 2020*. Chris was happy to report that, within the first week, three children had already completed the scavenger hunt and collected their prizes.

   Automatic renewal of library materials is now up and running. On Tuesday night, 83 St. Helena items were automatically renewed. Circulation is down because of the library's closure, so not a large number of items needed to be automatically renewed.

   Maria and Chris met with Holly Preston, a local writer, who approached them with an idea to start a special collection that would address issues of social justice and diversity. Staff is currently mulling over ideas for materials and interactive resources to include. Lin wondered if Native American literature and materials about Napa Valley's early inhabitants would be included. Chris believes Holly's vision is to include materials on any and all cultures. Susan offered to help, and Maria said she believes Holly plans to involve the public schools in the project.

   Chris reported that staff has been discussing Phase 2 of the library's reopening, which will likely involve staff making appointments for a limited number of patrons at a time to come in. The City Manager believes, and staff agrees, that the library building is not quite ready for a reopening, especially in light of the recent spike in COVID cases in the County. As of now, there is no reopening date scheduled.

   Susan requested clarification about whether the subcommittee formed pre-closure to recraft the library's Mission/Vision statements should continue its work over Zoom or hold

off for now. All agreed the project can be put on hold until the library reopens and/or the City refocuses on the revisioning project.

5. CONSENT ITEMS:

5.1 Library Board of Trustees Meeting Minutes of June 10, 2020 were approved.

6. SCHEDULED MATTERS:

6.1 - Discussion of Next Month's Library Board of Trustees Elections – Lin Weber – Lin outlined for Trustees the Chair's various tasks, which include: working with Chris on the monthly Library Board Meeting agendas; leading the monthly Library Board meetings; attending City Council meetings; advising City Council and the community at large on the Board's position on issues of public interest; interfacing with Board members and individual community members on any issues people bring up; and attending the Friends & Foundation's Board meetings, among other duties. As Trustees decided last year, Board members went around the table and indicated whether they were interested in being considered to serve as Chair or Vice Chair for the next year. Susan and David both declined to be nominated; Lin and Terry both said they would be happy to continue on in their capacities as Chair and Vice Chair, respectively. Trustees will vote at the August meeting to elect this year's Chair and Vice Chair. Discussion followed about the necessity of open voting, as the Brown Act prohibits secret ballots.

6.2 - Report from Friends & Foundation, St. Helena Public Library – María Stel, Friends & Foundation Executive Director – Maria confirmed that *Bookmark Napa Valley* 2021 has been cancelled. The F&F is at work on its annual appeal letter, in which they plan to ask donors if they can offer a little more financial support this year to make up for the loss of revenue from *Bookmark*, the group's major fundraiser. Maria is currently working on the F&F's annual report for Fiscal Year 2019-2020.

Maria reminded Trustees about Lisa Napoli's Wednesday, July 15th Zoom reading and discussion of her new book *Up All Night: Ted Turner, CNN, and the Birth of 24-Hour News at 7:00 pm*. Access to the Zoom link is on the Napa *Bookmine* website, under Virtual Events. The event is free, but those interested in attending should click on the July 15th calendar link and the email link to RSVP and receive the Zoom link.

Maria said there will be an article in the *Napa Valley Register* this week about the late Ralph Deuer's $700,000 bequest to the Friends and Foundation and other local non-profits in 2016. Maria said the F&F was thankful for the donation, which it has received in increments during the past few years, and which will be particularly important this year.

6.3 - Review of Library Statistics for June 2020 - Chris Kreiden, Library Director Trustees reviewed the circulation statistics for June, which were lower than normal, understandable as the library has been physically closed. As expected, digital circulation statistics were almost double those of prior years. Chris pointed out that in June, the first month the library's website offered Scholastic's interactive picture book resource *Bookflix*, patrons virtually read 155 books. Mariah did a good job of promoting the new resource on Facebook and made a video instructing patrons how to use it.

David took a few moments to congratulate Chris on how well the library has continued to serve those of us who use the library regularly. Trustees all agreed. Chris is aware that the SHPL has a large number of patrons who choose their library materials by browsing the shelves, and really miss being able to come into the library. In response to David's question about whether there is a way to feature all newly purchased books front and center on the website, Susan suggested David sign up for the library's newsletters and fill out the questionnaire requesting which genre of books he is most interested in. Once patrons complete the questionnaire, they will start receiving monthly or bi-monthly emails with recommended books; both new and older titles are included. Chris reminded Trustees that it is also possible to call or chat with staff on the library website, and that staff members are happy to recommend books or put a selection together for pick up.

6.4 - Review of Monthly Library Operating Expense Report for June 2020 – Chris Kreiden – Chris pointed out that the Report seems to show that the Communications category is over budget for 2019-2020, but explained that a recent expenditure was not matched to its assigned PO number and should have come out of the Encumbered category, so the Communications budget is right on track. Chris mentioned that for almost three months there were no book purchases, and that the Tweed Trust has funds remaining from 2019-2020.

Lin asked if the library's air conditioning has been kept running while the library has been closed, and Chris explained that it has been needed for materials, equipment, and for the few staff members, including Elsie, that have been in the library during closure, but that it likely ran more efficiently than usual because people have not been constantly adjusting it.

6.5 - Review of City Council-Approved Library Budget for Fiscal Year 2020/21 – Chris Kreiden. Trustees reviewed the approved Library budget for next year. Chris discussed a few changes that City Council made to the draft that Trustees reviewed in June, including a 5% cut in employees' salaries. The City is currently in a hiring freeze, so Leslie's position will not be filled right away.

Maria offered to help staff in the library, as she is now only working ½ time for the Friends & Foundation due to budget cuts. David said he would be happy to deliver books to patrons' homes.

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

The July 8th, 2020 regular meeting of the Library Board of Trustees minutes were adopted at the August 12, 2020 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

_____
Lin Weber, Chairperson

ATTEST:

_____
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, 1878 Re-Incorporated May 14, 1909 STATE OF CALIFORNIA

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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:8/3/2020

7/1/202(to 7/31/2020

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	190	385	4	142
	Adult Book on Tape	2	2	0	0
	Adult CDROM	1	1	0	0
	Adult Compact Disc	13	131	0	104
	Adult Digital Audio Book	2	4	1	0
	Adult Fiction	696	1,298	73	664
	Adult Non Fiction	614	1,145	42	430
	Adult Paperback Book	3	7	0	0
	Adult Periodical	30	38	0	26
	Blu-Ray - Feature Film	10	22	0	0
	Blu-Ray - Juvenile Feature	1	3	0	0
	DVD - Educational	117	217	6	72
	DVD - Feature Film	724	1,380	65	676
	DVD - Foreign Language	24	40	1	0
	DVD - Juvenile Educational	2	7	0	4
	DVD - Juvenile Feature Film	56	187	11	144
	Easy Reader	101	208	9	67
	Juvenile Book on CD	62	105	12	63
	Juvenile Compact Disc	11	20	1	32
	Juvenile Fiction	553	985	166	582
	Juvenile Non-Fiction	249	578	57	192
	Juvenile Paperback Book	70	109	22	100
	Juvenile Spanish	16	28	8	26
	Link+ Book	0	2	0	0
	Mixed Media Kit	1	3	0	3
	Non-Circulating	0	0	0	155
	Picture Books (EASY)	440	667	46	469
	Young Adult Book on CD	7	16	0	13
	Young Adult CD	0	3	0	4
	Young Adult Fiction	108	207	26	85
	Young Adult Non-Fiction	15	30	1	1
	Young Adult Paperback book	6	14	4	19
TOTAL:	St. Helena Public Library	4,124	7,842	555	4,073
GRAND TOTAL:		4,124	7,842	555	4,073

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS	July 2020	FY 20/21

DIGITAL CIRCULATION		THIS YEAR	LAST YEAR
E-BOOKS			
	Hoopla	143	72
	Overdrive	600	334
	TOTAL	**743**	**406**
AUDIOBOOKS			
	Hoopla	304	149
	Overdrive	585	452
	TOTAL	**889**	**601**
MOVIES & TELEVISION			
	Hoopla	136	95
	Kanopy	771	224
	TOTAL	**907**	**319**
MUSIC			
	Hoopla	20	25
	TOTAL	**20**	**25**
PERIODICALS			
	RB Digital	120	81
	TOTAL	**120**	**81**
CHILDRENS			
	BookFlix	144	
	TOTAL	**144**	-
TOTAL DIGITAL CIRCULATION		**2,823**	**1,432**

PROVIDER	TOTAL
Hoopla	603
Kanopy	771
Overdrive	1185
RB Digital	120
BookFlix	144
	2823

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:8/3/2020

7/1/2019 to 7/31/2019

St. Helena Public Library

		CHARGES	RETURNS	RENEWALS	ON-SHELF RETURNS
	Adult Book on CD	446	622	58	154
	Adult Book on Tape	10	9	1	5
	Adult Compact Disc	303	458	39	150
	Adult Digital Audio Book	2	6	0	0
	Adult Fiction	1,369	1,927	86	573
	Adult Non Fiction	1,009	1,743	94	511
	Adult Periodical	80	81	4	48
	Blu-Ray - Feature Film	15	29	0	0
	DVD - Educational	341	386	92	63
	DVD - Feature Film	2,412	3,268	142	637
	DVD - Foreign Language	30	62	0	0
	DVD - Juvenile Educational	16	25	1	8
	DVD - Juvenile Feature Film	512	661	44	252
	Easy Reader	382	437	16	73
	Juvenile Audio Cassette	0	0	1	0
	Juvenile Book on CD	156	212	33	39
	Juvenile Compact Disc	40	65	6	14
	Juvenile Fiction	1,094	1,558	172	337
	Juvenile Non-Fiction	581	683	67	230
	Juvenile Paperback Book	116	134	26	57
	Juvenile Spanish	202	243	30	91
	Link+ Book	37	37	0	8
	Link+ Media	13	14	0	2
	Link+ Media - 1 week	7	11	0	2
	Mixed Media Kit	1	2	0	0
	Non-Circulating	1	0	0	5
	Picture Books (EASY)	1,064	1,356	71	347
	Video - Feature Film	1	2	0	0
	Video - Juvenile Foreign Lang	0	2	0	0
	Young Adult Book on CD	7	9	0	7
	Young Adult CD	3	4	0	2
	Young Adult Fiction	168	253	22	98
	Young Adult Non-Fiction	9	22	0	1
	Young Adult Paperback book	34	39	1	26
TOTAL:	**St. Helena Public Library**	10,461	14,360	1,006	3,740
GRAND TOTAL:		10,461	14,360	1,006	3,740

FISCALYEAR 2019/2020

General Ledger
Monthly Operating Expense Rpt

User: chris
Printed: 08/05/20 15:47:12
Period 01 - 14
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	9,200.75	-3,196.83	-28.29
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	48,111.43	-3,111.43	-6.91
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	9,670.25	329.75	3.30
101-46-00-21-45	Other Contract Services	101,620.00	8,932.95	80,382.42	12,304.63	12.11
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**	**153,196.25**	**7,494.72**	**4.28**
101-46-00-22-07	Copies	3,000.00	0.00	1,791.84	1,208.16	40.27
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	1,378.77	621.23	31.06
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	1,385.59	-385.59	-38.56
101-46-00-22-16	Library Materials	0.00	0.00	581.04	-581.04	0.00
22	**Supplies**	**14,933.00**	**0.00**	**12,884.05**	**2,048.95**	**13.72**
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**

FISCALYEAR 2019/2020

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	**Administration**	**1,031,603.00**	**14,636.79**	**956,436.07**	**60,530.14**	**5.87**
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	1,864.92	51,157.29	4,688.79	8.12
380-46-00-22-40	Programming	14,000.00	0.00	11,293.05	2,706.95	19.34
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	54.10	445.90	89.18
22	**Supplies**	**72,211.00**	**1,864.92**	**62,504.44**	**7,841.64**	**10.86**
00	**Administration**	**135,000.00**	**1,864.92**	**129,859.79**	**3,275.29**	**2.43**
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	30,274.51	14,725.49	32.72
22	**Supplies**	**50,000.00**	**0.00**	**31,756.45**	**18,243.55**	**36.49**
00	**Administration**	**50,000.00**	**0.00**	**31,756.45**	**18,243.55**	**36.49**
Grand Total		1,216,603.00	16,501.71	1,118,052.31	82,048.98	0.0674

FISCAL YEAR 20/21 - JULY

General Ledger
Monthly Operating Expense Rpt

User: chris
Printed: 08/05/20 15:41:42
Period 01 - 02
Fiscal Year 2021

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	**General Fund**					
46	**Library**					
101-46-00-20-10	Salary-Regular	397,871.00	0.00	62,547.52	335,323.48	84.28
101-46-00-20-20	TempPart Time	33,895.00	0.00	3,606.47	30,288.53	89.36
101-46-00-20-30	Overtime	0.00	0.00	46.27	-46.27	0.00
101-46-00-20-37	Holiday Pay	1,724.00	0.00	57.31	1,666.69	96.68
101-46-00-20-40	FICAMedicare	32,762.00	0.00	5,198.91	27,563.09	84.13
101-46-00-20-45	Employer PERS	34,389.00	0.00	4,377.49	30,011.51	87.27
101-46-00-20-47	PERS Unfunded Liability	71,967.00	0.00	0.00	71,967.00	100.00
101-46-00-20-55	Health Insurance	122,083.00	0.00	11,087.26	110,995.74	90.92
101-46-00-20-61	Workers Comp	33,911.00	0.00	7,833.21	26,077.79	76.90
101-46-00-20-65	SDI	3,766.00	0.00	642.98	3,123.02	82.93
101-46-00-20-75	Deferred Comp	3,883.00	0.00	255.65	3,627.35	93.42
101-46-00-20-85	Auto Allowance	2,400.00	0.00	200.00	2,200.00	91.67
20	**Salaries & Benefits**	**738,651.00**	**0.00**	**95,853.07**	**642,797.93**	**87.02**
101-46-00-21-10	Communications	14,500.00	0.00	327.68	14,172.32	97.74
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	50,000.00	0.00	0.00	50,000.00	100.00
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	60.04	9,939.96	99.40
101-46-00-21-45	Other Contract Services	104,550.00	0.00	64.16	104,485.84	99.94
101-46-00-21-55	Training & Conference	1,000.00	0.00	0.00	1,000.00	100.00
21	**Services**	**180,550.00**	**0.00**	**451.88**	**180,098.12**	**99.75**
101-46-00-22-07	Copies	3,000.00	0.00	0.00	3,000.00	100.00
101-46-00-22-12	Computer Equipment	500.00	0.00	0.00	500.00	100.00
101-46-00-22-13	Office Supplies	1,500.00	0.00	0.00	1,500.00	100.00
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
22	**Supplies**	**6,000.00**	**0.00**	**0.00**	**6,000.00**	**100.00**
101-46-00-23-35	Software Maintenance	7,500.00	0.00	6,596.00	904.00	12.05
23	**Maintenance**	**7,500.00**	**0.00**	**6,596.00**	**904.00**	**12.05**
101-46-00-24-25	Taxes & Other Charges	11,500.00	0.00	0.00	11,500.00	100.00
24	**Taxes, Insurances & Contributi**	**11,500.00**	**0.00**	**0.00**	**11,500.00**	**100.00**
00	**Administration**	**944,201.00**	**0.00**	**102,900.95**	**841,300.05**	**89.10**
218	**Public Library**					

FISCAL YEAR 20/21 - JULY

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
	Foundation					
46	**Library**					
218-46-00-26-40	Furniture & Fixtures	1,288.00	0.00	0.00	1,288.00	100.00
26	**Capital**	**1,288.00**	**0.00**	**0.00**	**1,288.00**	**100.00**
00	**Administration**	**1,288.00**	**0.00**	**0.00**	**1,288.00**	**100.00**
219	**CLSA State Library Grant**					
46	**Library**					
219-46-00-22-12	Computer Equipment	1,350.00	0.00	0.00	1,350.00	100.00
22	**Supplies**	**1,350.00**	**0.00**	**0.00**	**1,350.00**	**100.00**
00	**Administration**	**1,350.00**	**0.00**	**0.00**	**1,350.00**	**100.00**
380	**Friends and Foundation**					
46	**Library**					
380-46-00-20-20	TempPart Time	48,743.00	0.00	6,731.70	42,011.30	86.19
380-46-00-20-37	Holiday Pay	2,440.00	0.00	214.78	2,225.22	91.20
380-46-00-20-40	FICAMedicare	3,915.00	0.00	531.39	3,383.61	86.43
20	**Salaries & Benefits**	**55,098.00**	**0.00**	**7,477.87**	**47,620.13**	**86.43**
380-46-00-22-16	Library Materials	58,000.00	0.00	0.00	58,000.00	100.00
380-46-00-22-40	Programming	15,000.00	0.00	0.00	15,000.00	100.00
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	0.00	500.00	100.00
22	**Supplies**	**73,500.00**	**0.00**	**0.00**	**73,500.00**	**100.00**
00	**Administration**	**128,598.00**	**0.00**	**7,477.87**	**121,120.13**	**94.19**
382	**Martin Estate Trust**					
46	**Library**					
382-46-00-23-35	Software Maintenance	700.00	0.00	0.00	700.00	100.00
23	**Maintenance**	**700.00**	**0.00**	**0.00**	**700.00**	**100.00**
00	**Administration**	**700.00**	**0.00**	**0.00**	**700.00**	**100.00**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	0.00	5,000.00	100.00
384-46-00-22-16	Library Materials	45,000.00	0.00	0.00	45,000.00	100.00
22	**Supplies**	**50,000.00**	**0.00**	**0.00**	**50,000.00**	**100.00**
00	**Administration**	**50,000.00**	**0.00**	**0.00**	**50,000.00**	**100.00**
Grand Total		1,126,137.00	0.00	110,378.82	1,015,758.18	0.9020