



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, September 9, 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 Order 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@cityofstheleena.org. All public comments must be emailed by 3:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line Library Board of Trustees agenda.

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/86200433544>

Or iPhone one-tap :

US: +16699006833,,86200433544# or +12532158782,,86200433544#

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 +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 862 0043 3544

International numbers available: <https://us02web.zoom.us/j/86200433544>

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Lin Weber
Vice Chair: Terry Wood
Trustees: Emily Armstead, Skip Lane, David Slaby, Susan Swan, and Rebecca Wendt
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of

interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

4. REPORTS BY STAFF COMMITTEE:

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**

5. CONSENT ITEMS:

Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

- 5.1. Library Board of Trustees Meeting Minutes of August 12, 2020 7 - 9
[SHPL Board Minutes Regular Meeting August 2020](#)

6. SCHEDULED MATTERS:

- 6.1. Presentation by Cindy Tzafoopoulos, City of St. Helena City Clerk, on the Brown Act and the City's Boards and Commissions Protocols. 11 - 28

The City of St. Helena Handbook for Committees, Commissions and Boards can be found on the City's website at:
<https://www.cityofsthenana.org/bc/page/handbook-committees-commissions-and-boards>

[2020 Brown Act Training](#)

- 6.2. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director 29 - 35

[Friends & Foundation Annual Report 19-20](#)

- 6.3. Review of Library Statistics for August 2020 - Chris Kreiden, Library Director 37 - 39

[Library Statistics 2020 August](#)

- 6.4. Review of Monthly Library Operating Expense Report for August 2020 - Chris Kreiden 41 - 42

[Library Monthly Expense Report 2020 August](#)

7. ADJOURNMENT

The next regular meeting is scheduled for October 14, 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 September 4, 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 City of St. Helena will host a Virtual Library Board of Trustees 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 ZOOM web link, meeting ID, and phone number will be listed at the top of the Library Board of Trustees Meeting 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 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>

1. 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 Meeting 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 Chairperson will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 3:00 PM Prior to the Meeting 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 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 3:00 PM will be attached to the agenda the following day.

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, August 12, 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 Vice Chair Terry Wood; Trustees Emily Armstead, David Slaby, Susan Swan, and Rebecca Wendt; Library Director Chris Kreiden; City Council Liaison Anna Chouteau; and Friends & Foundation Executive Director Maria Stel.
- 3. PUBLIC FORUM** – No members of the public were present.
- 4. REPORTS BY STAFF, COMMITTEE:** Chris reported that library services remain steady, and similar to what they were in July, with curbside pick-up still popular and going very well. There are no plans to reopen the library at present. Staff has been posting library information on social media, and sending out emails advertising new books and materials, which staff is still ordering and receiving.

In addition to emails, staff has added new scrollers on the library website to highlight newly purchased books and DVDs. In response to Terry's question, Chris said that patrons may return materials through the return slots outside the library, but that staff will let returned items sit for three or four days before checking them in, as a result items not returned prior to their due dates will go to overdue status.

5. CONSENT ITEMS:

5.1 Library Board of Trustees Meeting Minutes of July 8, 2020 were approved.

6. SCHEDULED MATTERS:

- 6.1 Election of Library Board of Trustees Officers** – Lin Weber was elected Chairperson and Terri Wood was elected Vice Chair. M/S: Swan/Slaby. Ayes: Emily, David, Susan, Lin, Rebecca, Terry. Nays: None. Abstain: None.

Emily stated that she was fully on board with the newly elected slate, but that she would like to revisit the election protocol for future elections. She reminded Trustees that the Library Board had talked last year about handling the nomination and election process differently this year to avoid a situation where a Trustee feels uncomfortable voting against a fellow Trustee with a show-of-hands procedure. While Trustees had previously discussed the hope that voting this year could be via more confidential, written ballots, City Clerk Cindy Tzafopoulos informed Chris that written ballots violate the Brown Act. A lengthy discussion followed, during which Anna suggested that Trustees form a subcommittee to research nomination and election protocols used by other boards and committees, discuss their findings with the City Clerk, and report back to Trustees about possible alternative nominating and voting procedures that fall within The Brown Act. Trustees decided that Susan and Emily should make up the subcommittee.

Lin suggested that all Trustees review the City's protocols in the August agenda packet, including the section on The Brown Act and Conflict of Interest Rules. Chris informed Trustees that the City has issued a new handbook for boards and

commissions. Chris will send Trustees a link to the updated document. Lin stated she believes it is good for Trustees to be up to date on what it means to be part of the city.

- 6.2. Report from Friends & Foundation, St. Helena Public Library – Maria Stel, Friends & Foundation Executive Director** – Maria reported that the Friends & Foundation Board is seeking new members. She asked Trustees to get the word out to people who might be interested in supporting the library and especially in fundraising for the library, which is the F&F's main job. The F&F Board meets every other month and has been meeting over Zoom while the COVID sheltering-in restrictions have been in place. In addition to working to boost the F&F board membership, Maria is waiting for a final accounting from the City on grant expenditures and will then complete the annual report, which she will post on the F&F website.

Maria is working on an appeal letter to past *Bookmark Napa Valley* sponsors asking them to donate to the F&F this year even though the January 2021 fundraiser has been cancelled due to COVID-19. The F&F depends on the sponsorship funds, so the Board is hopeful that sponsors will be willing to donate rather than sponsor this year.

Maria also reported that she attended the *United for Libraries Virtual 2020* conference in early August, where she participated in some good sessions. She found a session on *Funding Equity: Foundations Creating a Platform for Diverse Library Services* especially interesting, and believes the information provided in the session directly addresses Holly Preston's donation of a social justice section at the St. Helena Public Library.

Much to Trustees' disappointment, Maria reported that she is planning on retiring from the Executive Director position in the next few months, so the F&F we'll be looking for a tech-savvy, younger Executive Director who is more versed in social media. Maria is currently working on a job description for her Executive Director position to help guide the search for a replacement. Trustees all praised Maria for the exceptional work she has done for the Foundation, the library, and the community, and all expressed sadness that she is moving on. She promised Trustees she would not leave until the Board finds a suitable replacement and said that she also wants to stay in her position until the annual appeal has been mailed out, most likely in October. She said she feels proud of how far the board has come, but that she would like to bring in both younger board members and younger donors.

- 6.3 Review of Library Statistics for July 2020 - Chris Kreiden, Library Director** Trustees reviewed the July circulation statistics, and Chris pointed out that circulation is down by more than half since last year. Chris said, however, that when she analyzed the month's transactions by how many patrons were checking items out, not by the number of items they were checking out, the statistics indicate that the library has achieved 2/3 of last year's business, even though it is physically closed! 1,436 patrons checked out items in July of last year, while this past July 957 patrons checked out items.

July 2020 was another month in which circulation of ematerials was double last year's numbers. In answer to a Trustee question, Chris said Cecilia has noticed anecdotally that there are more holds placed on materials highlighted on the website and advertised in the emails then staff would expect otherwise, though staff hasn't officially analyzed these statistics.

6.4 Review of Fiscal Year 2019/2020 Library Operating Expense Report – Chris Kreiden – Trustees reviewed the 2019-2020 expense report and discussed briefly.

6.5 Review of Monthly Library Operating Expense Report for July 2020 – Chris Kreiden – Trustees reviewed the expenses for July 2020, the first month of the new fiscal year. Every category is right on track.

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

The August 12th, 2020 regular meeting of the Library Board of Trustees minutes were adopted at the September 9th, 2020 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)



BROWN ACT TRAINING

PRESENTED BY
CINDY TZAFPOPOULOS, CITY CLERK

Basic Rule of the Brown Act

- All meetings of the legislative body (elected and appointed) of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in [the Brown Act].” § 54950
- All meetings of the legislative body of a local agency must be open and public. § 54951
 - Cities are “local agencies”



“Ad-Hoc” Advisory Committee Exception

- All committees established by a legislative body must comply with the Brown Act, UNLESS it:
 - Is ADVISORY, not decision-making; AND
 - Includes ONLY Board Members; AND
 - Includes LESS than a quorum; AND
 - Does NOT have continuing subject matter jurisdiction; AND
 - Is NOT meeting on a fixed schedule set by the Board.

MEETINGS



- A “**meeting**” includes any gathering of a **majority** of the **members** of a legislative body at the **same time and location** to **hear, discuss, deliberate or take action** upon any item which is within its **subject matter jurisdiction**.

Types of Meetings

- **Formal Meetings**
 - Regular meetings
 - Special meetings
- **Informal Meetings**
 - Daisy Chain
 - Hub and Spoke
 - E-mail/Social Media/Technology

Special Meetings

- The presiding officer or a majority of the legislative body may call a special meeting at any time.
- Written notice must be delivered at least 24-hours before the time of the meeting to each legislative body member (unless waived in writing) and to each local newspaper of general circulation, radio and TV station which has requested such notice in writing.
- Only the business set forth in the notice may be considered at the meeting.

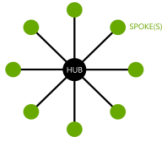
§ 54956



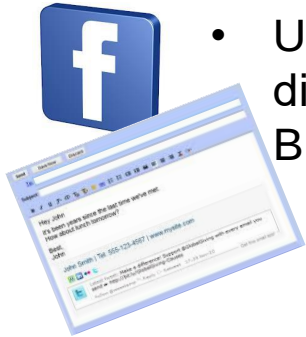
Serial Meetings



- Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



- Hub and spoke: An intermediary -- such as a staff member or even a developer or applicant -- contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



- Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.

Recommendations for E-mail

- Avoid sending e-mails to the whole legislative body.
 - If necessary, provide information only.
 - Do not solicit a response.
- Be careful replying to e-mails.
 - Do not communicate your position or make a commitment on a pending matter.
 - Do not direct a reply to a majority of the legislative body.
- Think carefully before sending any e-mail.
 - Remember, your e-mail can be forwarded by others to a majority of the legislative body.

Non-Meetings

- An employee or official of a local agency may engage in “**separate conversations or communications**” outside of a meeting in order to “**answer questions or provide information**” so long as that person “**does not communicate to members of the legislative body the comments or positions of any other member or members.**”

§ 54952.2(b)(2).

- Attendance by a majority of members at:
 - A **conference** that is related to the business of the agency that is **open to the public**;

Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.

§ 54952.2 (c)(2)

- Attendance by a majority of members at:
 - An **open and publicized meeting** organized to address a topic of local community concern by **a person or organization other than the local agency**;

Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.

§ 54952.2(c)(3)



Non-Meetings

- Attendance by a majority of members at:
 - A **purely social or ceremonial occasion**,
Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.
- 54952.2
- Attendance by a majority of members at:
 - An **open and noticed meeting of a standing committee** of that body,
Provided that the members of the legislative body who are not members of the standing committee **attend only as observers.**
- § 54952.2(c)(6)



AGENDA REQUIREMENTS AND DESCRIPTION

- Agenda Posting Requirements
- Agenda Description
- Public Comment
- Non-Agendized Items
- Adding Items to an Agenda



- Each item of business to be “*transacted or discussed*,” including items to be discussed in closed session, must be the subject of a “***brief general description***” which generally need not exceed 20 words.
§ 54954.2(a)(1)

Non-Agendized Items

- Action or discussion on any item not appearing on the posted agenda is generally prohibited.
- Members may only:
 - Briefly respond to public statements or questions,
 - Ask a question for clarification,
 - Make a brief announcement,
 - Make a brief report on his or her activities,
 - Provide a reference to staff or other sources for factual information, or
 - Request staff to report back to the legislative body in a subsequent meeting.
- The legislative body may direct staff to place the matter on a future agenda. § 54954.2(a)(2)

Meeting Documents

- The public has the **right to review** agendas and other writings distributed to a majority of the legislative body (except for privileged documents). A fee or deposit may be charged for a copy of a public record.

§ 54957.5(a) and (c)

- Writings must be made public:
 - **at the time distributed** to a majority of the legislative body (before or at a meeting) if prepared by the agency or a member of its legislative body, or
 - **after the meeting** if prepared by some other person.

§ 54957.5(b) and (c)

Recording of Meetings



- The public is allowed to use audio or video tape recorders or still or motion picture cameras at an open meeting, absent a reasonable finding by the legislative body that such recording, if continued, would persistently disrupt the proceedings due to noise, illumination, or obstruction of view. § 54953.5

Public Participation

- A regular meeting agenda must allow an opportunity for members of the public to speak **on any item of interest**, so long as the item is **within the subject matter jurisdiction** of the legislative body.
- The public must be allowed to speak on a **specific item** of business **before** or **during** the legislative body's consideration of it.
- Public comments at **special meetings** can be **limited to agenda items only**.

§ 54954.3 (a)



- Public comment is four minutes.



Limits on Public Participation

- The legislative body may **remove persons** from a meeting who willfully interrupt proceedings. If order still cannot be restored, the meeting room may be **cleared**.
- Members of the **news media** who have not participated in the disturbance must be allowed to continue to attend the meeting.

§ 54957.9

- The legislative body **cannot prohibit public criticism** of policies, procedures, programs, or services of the agency or the omissions of the legislative body itself.



Voting Disclosure

- Legislative bodies must publicly report:
 - any action taken; and
 - the vote or abstention on each action taken by each member present for the action at a meeting.

§ 54953(c)(2)



Where action is taken other than by a roll-call vote:

- The names of each member present who dissented, abstained, or otherwise did not participate should be stated so that there is a clear record of how the entire body voted.
- This information should be included in the minutes of the meeting, along with accurate records of each member's attendance at the meeting.

Questions?

ST. HELENA PUBLIC LIBRARY FRIENDS&FOUNDATION

ANNUAL REPORT 2019-2020

BOARD OF DIRECTORS

Linnea Pearson, Chair
John Heflebower, Vice-Chair
Amanda Granados, Treasurer
Jan Darter, Secretary
Ilse Chun
Carol Gruetzner
Annelise Lawson
Leslie Moreland
Jack Stuart
Laura Symon

Emeriti
Polly Keegan
Dan Whitehurst

Executive Director
Maria Criscione Stel



A MESSAGE FROM OUR BOARD OF DIRECTORS

The St. Helena Public Library is many things: a refuge, a community center, a learning space, a source of reliable and accurate information. Because of COVID-19, we've missed perusing the shelves for new releases, reading the paper while taking in the vineyard views, and hearing the laughter of kids during story time. But, during the closure, with the click of a mouse and our library cards, we were still able to get our Library fix with free 24-hour access to thousands of books, movies and periodicals. As a matter of fact, digital circulation skyrocketed this year compared to last year.

Friends & Foundation raises funds to enrich the St. Helena Public Library. While the City of St. Helena covers the basic costs of running our Library, Friends & Foundation funds programs, materials and part-time salaries. This year, we raised over \$262,000, including a \$100,000 gift from an anonymous donor. We raise money through annual appeal letters, books sales, and our signature event, Bookmark Napa Valley. Due to the pandemic, we will not be able to host Bookmark Napa Valley in January 2021, so we are particularly grateful to our generous donors who helped us exceed this year's fundraising goal.

We look forward to seeing you at the Library again soon. In the meantime, please stay safe and healthy.

PHYSICAL CHECKOUTS

This year: 104,000
Last year: 135,785

DIGITAL CHECKOUTS

This year:
20,000
Last year:
12,595

VISITS

This year: 70,000
Last year: 98,276

PROGRAMS

This year: 450
Last year: 685

*"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."
Walter Cronkite*

WHERE YOUR SUPPORT WENT

Programs \$12,043

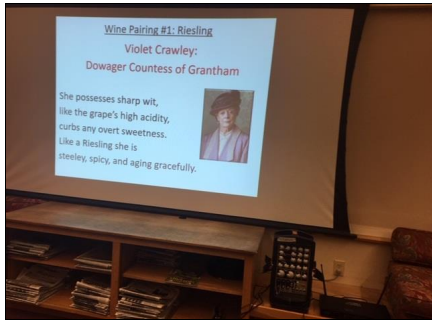
Although the Library closed in March, the eight months prior to that were filled with entertaining, educational and cultural programs, all free to our community. Jay Greene brought history lovers to the Library to hear lectures on World War II, California architecture, the American West, and Francis Drake. International music lovers came to hear Brazilian American duo Monica Da Silva and Chad Alger perform music from Brazil, Spain and France. Local Latino winemakers poured their wines and discussed their paths to winemaking. The Merrie Old Christmas Carolers sang beloved holiday songs, and families decorated gingerbread houses. Locals came to show off their culinary skills at the Great Library Bake Off. Downton Abbey fans, dressed in period costume, enjoyed an evening of trivia with wine pairing. The Library also hosted author talks and artist receptions, showed movies and entertained kids every week with Let's Lego and story time. And when the shelter-in-place order began, story time became an online sensation!

Materials \$54,130

Friends & Foundation support keeps our Library's collection up to date with new books for children and adults, CDs, DVDs, audio books, and other digital resources in both English and Spanish. This year, the Library purchased nearly 2,400 new books, digital books and DVDs.

Part-time staff \$62,789

Programs, materials and the extensive services provided at our Library would not be possible without the talented and dedicated staff. Their work and dedication make our Library a vital, relevant resource to our community. Even during the COVID-19 closure, Library staff was on hand to offer support through the new online chat feature or with a simple phone call. And when curbside pick-up became available in June, staff was there to make sure we all got our books!



Downton Abbey Trivia Wine Pairing Night



The Merrie Old Christmas Carolers



Gingerbread House Decorating



Librarians in the time of COVID-19

Every dollar you donate to Friends & Foundation helps make St. Helena Public Library one of the best small libraries in America!

Thank you to our generous donors

In-kind donors

Meadowood Napa Valley
Opus One Winery

\$100,000

Anonymous

\$10,000 to \$99,999

Napa Valley Vintners

\$5,000 to \$9,999

Molly Chappellet
E & J Gallo Winery
Janet Myers
Phelps Foundation
Libby Shafer
Bob and Evalyn Trinchero

\$2,500 to \$4,999

Anonymous
Dann and Susan Boesch
Dolores Cakebread
The Craig and Kathryn Hall Foundation

\$1,000 to \$2,499

Acres Home and Garden
Bruce and Martha Atwater
Andy and Betty Beckstoffer
Betty Ann Carlin
The Crescent Porter Hale Foundation
Eleanor Coppola
David and Anita Cummings
E. R. Sawyer Jewelers
ETS Laboratories
Jeff and Rebecca Feeney
Gary and Liz Fisch
Carol and Klaus Gruetzner
Mark and Brenda Hadler
Ted and Laddie Hall
Dirk and Charlotte Hampson
Sonja Hoel Perkins
Erin and Shannon Lail
Leslie and David Moreland
Morlet Family Vineyards
Peter and Anne Nissen
Shafer Vineyards
David Slaby
Paul and Mary Slawson
\$500 to \$999
Martha Bothwell

\$1,000 to \$2,499

Mark and Pam Smithers
Spottswoode Winery
Mary Stuard
Jack and Loraine Stuart
John Watanabe and Cindy Pawlcyn
Gwen Warburton
Richard and Sue Wollack
\$500 to \$999
Martha Bothwell
Ana Canales
Dominique and Gail Clavel
Jan Darter
Tim and Missy Doran
Kim and Jeff Farmer
Barbara and Jim Fetherston
Freed Family Fund
Pat Friday
David and Nancy Garden
Pat and Julie Garvey
Granados Hillman LLP
Lisa Hinz and Andreas Sakopoulos
Susan and Tor Kenward
Beverly Kinney and Tom Rinaldi
Pam and Bruce Krell
Live Talks Productions LLC
Richard Martin
John and Betsie Miklos
Dorothy Mondavi
Tim Mondavi
Barbara and Donald Niemann
Marie Oliver
Jerri and John Patton
Jan Praiser
Nancy Rothman
Meg and Manny Scrofani
Richard and Barbara Shurtz
Silver Oak Cellars
John and Shary Simon
Bill Swanson
Nena Talcott
Cary and John Thacher
Joan and Don Trauner
Roger Trinchero
Turley Family Fund
Howard and Lyndal Walker
James B Watson
Sally Wood
\$250 to \$499
Chuck and Ellen Haas

Ana Canales
 Dominique and Gail Clavel
 Jan Darter
 Tim and Missy Doran
 Kim and Jeff Farmer
 Barbara and Jim Fetherston
 Freed Family Fund
 Pat Friday
 David and Nancy Garden
 Pat and Julie Garvey
 Granados Hillman LLP
 Lisa Hinz and Andreas Sakopoulos
 Susan and Tor Kenward
 Beverly Kinney and Tom Rinaldi
 Bruce and Pam Krell
 Live Talks Productions LLC
 Richard Martin
 John and Betsie Miklos
 Dorothy Mondavi
 Tim Mondavi
 Barbara and Donald Niemann
 Marie Oliver
 John and Jerri Patton
 Jan Praisner
 Nancy Rothman
 Manny and Meg Scrofani
 Richard and Barbara Shurtz
 Silver Oak Cellars
 John and Shary Simon
 Bill Swanson
 Nena Talcott
 Thacher Family Fund
 Don and Joan Trauner
 Roger Trinchero
 Turley Family Fund
 Howard and Lyndal Walker
 James B. Watson
 Sally Wood

\$250 to \$499

Doug Barr and Clare Kirkconnell
 Bob and Linda Beckstrom
 Barbara Bratt
 Bruce and Rosemary Cakebread
 Lynmari Calabi
 Richard and Arlene Corsetti
 Anne Cottrell and Doug Cutting
 Les and Judy Denend

\$1 to \$249

Jeanne Chapman
 Ilse Chun
 Anne Marie Clifford

Jim and Alexandra Haslip
 Padget Kaiser
 Polly Keegan
 Dan Lynch
 Della McNeill and Steven Borden
 Melinda Mendelson
 Roger Meuter
 Napa Bookmine
 Holly and David Racker
 Jamie and Ted Shuel
 Scott and Joann Ortega Snowden
 Tim and Maria Stel
 Jodine and Bob Whisten
 Dan and Kathleen Whitehurst
 Dave and Sherlyn Zumwalt

\$1 to \$249

Nancy Aaen
 Antonia Allegra
 Alpha Omega Winery
 Anne Anderson
 Maxine Angell
 Peah and Allan Armstrong
 Craig and Debra Austin
 Michael and Leslie Baggish
 Carroll and Christina Ballard
 Andy and Roz Bartlett
 Stephanie Beaurain
 Claudia and Corey Beck
 Craig Becker
 Norma Beltrami
 Jean Bianchini
 Black Sears Estate Wines
 Tiny Boak
 Jo Bollen
 Trudy and Earl Bouigny
 John and Judy Boyle
 Craig and Nancy Branigan
 Cynthia Brown
 Ron and Esther Brunswick
 Jeannine Burns
 Merwyn Burrous
 Delma Butler
 Paul and Nancy Caffo
 Jim and Linda Cantrell
 Steve and Kelly Carlin
 William Casey
 Chadwick Family
\$1 to \$249
 Michael and Stephanie Honig
 Scott and Wendy Hopgood
 Marjorie Hoyer-Smith

Joan Comendant
 Jeff and Laurie Conwell
 Elizabeth Couse
 Nick and Marilyn Coy
 Kelly Crane
 Kendra Craven and David Lattin
 Judith Crichton
 Darcy Croshaw
 Dina Cross James
 Richard Crus
 Celia Cummings
 Dauna Currie
 Karen and Peter Dahl
 Tom Davies
 Ken and Evelyne Deis
 Judith Devolder
 Francis Dewavrin
 Thomas DeWitt
 Sandie and Addie Dickson
 Sheraton Downie
 Randy and Lori Dunn
 Phoebe Ellsworth
 Cheryl Emmolo
 David Ernst
 Marsha Evans
 Sue and Ed Fish
 Don and Dianne Fraser
 Therese Frey
 Carol Frizzell
 Claudia Gambill
 DeWitt Garlock
 Nancy Gates
 Jay Greene
 Sylvia Griffiths
 Ardys Grindheim
 Susanna Groom
 Thomas and Anneliese Haas
 Mariam Hansen
 Joanne Hatch
 Maria and Rene Haug
 John and Marianna Hawkins
 Auty and Adrian Hayne
 Mary Hegwood
 Helen and John Hendrick
 Denise Henquet-Sprengers
 Lester and Uni Hoel
\$1 to \$249
 Eloise Pena
 Jane Pepe and Jeff Adams
 Joy A. Peters
 Susan Pillsbury
 Thomas Pollock and Eileen Tabios

Alicia Hugg Cutting
 Janice and Marvin Humphrey
 Linda Hutson
 Michele Barberi Hyde
 Rick and Elaine Jones
 Anne Kaiser
 Guy Kay
 Maureen Kelly
 Carolyn Kelperis
 Duncan and Nancy Kelso
 Ellen Kieval
 Mary King
 Walter Kuntz
 Thomas Kuntz
 Inger Laidley
 Alison Landers
 Skip Lane
 Karen Lane
 Thomas Latour
 Diana Lavignino
 Mariann Layne
 Whitney and Diane Le Blanc
 Susan Leick
 Harold and Ivy Lewes
 James and Christine Hayne Lies
 Heather Lindsey
 Sanda Manuila
 Paul and Lesa Martin
 Joann Mattioda
 Robert and Jennifer McCaffrey
 Pete McClory
 Oleta McGrath
 Larry and Elayne Merla
 Patricia Michael
 Anthony Micheli
 Nancy Morrell
 John and Jennifer Muhlner
 Marie Nola
 Ken and Debbie Novack
 Oak Avenue Catering
 Polly Ogden
 Maureen Olen
 Olivo Family
 Cheryl Olsen
 Robyn and Joe Orsini
 Ariana Peju
\$1 to \$249
 Steve Yost
 Paula Young
 Barry and Alice Zacherle

Oliver Ponce
John Ponte and Bonnie Long
Holly and John Preston
Ann and Bill Putnam
Ethel Ramos
Jorge Rey-Prada
Jackie Rhodes
Juan and Lidia Rios
Holly Rogers
Lorraine Ruston
John Sales
Ann Scarff
Tera Scott
Bill and Lonna Scott
Nello Sevastopoulos
Ronald Sharples
Suzanne Shepanek
Cathy Small
Laureen Smith
Carol Spencer
Mary Stephenson
Tom Stockwell and Judith Rose
Diane Stremel
Maureen Stubblefield
Louise Switzer
Mike and Ann Thomas
Bob and Harolyn Thompson
John and Bonnie Thoreen
David Tillay
Clay and Barbara Timon
Dolores Torrigino
Marsa Tully
Alonso Villa
Cynthia Voth
Jane Wallace
Olavi and Carolyn Weir
Janet Weitz
Joan Westgate
Michael Wheaton
Gordon and Patricia White
Mary Williams
Ronald and Anita Wornick
John and Sandra York
Ron and Karyn Yost

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:9/1/2020

8/1/2020 to 8/31/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	114	301	32	115
Adult Book on Tape	0	1	0	3
Adult CDROM	0	1	0	0
Adult Compact Disc	73	217	9	181
Adult Digital Audio Book	2	2	1	0
Adult Fiction	594	1,235	101	541
Adult Non Fiction	494	1,196	137	413
Adult Paperback Book	1	0	1	0
Adult Periodical	15	37	0	26
Blu-Ray - Educational	1	1	0	0
Blu-Ray - Feature Film	2	9	1	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	74	184	13	71
DVD - Feature Film	676	1,424	76	705
DVD - Foreign Language	30	61	1	0
DVD - Juvenile Educational	3	8	1	3
DVD - Juvenile Feature Film	61	184	58	163
DVD - Juvenile Foreign Lang	0	1	0	0
Easy Reader	63	116	92	78
Juvenile Book on CD	49	70	32	63
Juvenile Book on Tape	1	3	0	0
Juvenile Compact Disc	8	23	10	25
Juvenile Fiction	473	851	242	525
Juvenile Non-Fiction	218	448	205	262
Juvenile Paperback Book	54	84	20	68
Juvenile Spanish	18	23	26	36
Mixed Media Kit	1	4	0	8
Non-Circulating	0	1	0	225
Picture Books (EASY)	325	658	170	470
Video - Juvenile Feature Film	0	1	0	0
WiFi Hotspot	0	1	0	0
Young Adult Book on CD	3	11	0	17
Young Adult CD	0	1	0	6
Young Adult Fiction	95	186	46	63
Young Adult Non-Fiction	13	29	5	0
Young Adult Paperback book	3	17	5	16
TOTAL:	3,464	7,390	1,284	4,083
GRAND TOTAL:	3,464	7,390	1,284	4,083

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				August 2020	FY 20/21
DIGITAL CIRCULATION		THIS YEAR	LAST YEAR		
E-BOOKS					
	Hoopla	142	81		
	Overdrive	553	374		
	TOTAL	695	455		
AUDIOBOOKS					
	Hoopla	271	137		
	Overdrive	531	404		
	TOTAL	802	541		
MOVIES & TELEVISION					
	Hoopla	130	79		
	Kanopy	613	301		
	TOTAL	743	380		
MUSIC					
	Hoopla	25	12		
	TOTAL	25	12		
PERIODICALS					
	RB Digital	116	109		
	TOTAL	116	109		
CHILDRENS					
	BookFlix	60	-		
	TOTAL	60	-		
TOTAL DIGITAL CIRCULATION		2,441	1,497		
				PROVIDER	TOTAL
				Hoopla	568
				Kanopy	613
				Overdrive	1084
				RB Digital	116
				BookFlix	60
					2441

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:9/1/2020

8/1/2019 to 8/31/2019

St. Helena Public Library

ON-SHELFCHARGES RETURNS RENEWALS RETURNS

Adult Book on CD	494	646	98	154
Adult Book on Tape	9	9	2	10
Adult CD Non-English Language	1	1	1	0
Adult Compact Disc	395	645	72	164
Adult Digital Audio Book	4	12	0	0
Adult Fiction	1,369	2,081	145	540
Adult Non Fiction	1,075	1,673	244	412
Adult Paperback Book	2	4	0	0
Adult Periodical	117	90	8	95
Blu-Ray - Feature Film	2	8	0	0
DVD - Educational	301	440	114	97
DVD - Feature Film	2,345	3,233	189	619
DVD - Foreign Language	20	44	0	0
DVD - Juvenile Educational	16	29	3	12
DVD - Juvenile Feature Film	622	764	114	281
DVD - Juvenile Spanish Lang.	1	0	0	0
Easy Reader	378	374	59	87
Juvenile Book on CD	90	131	47	33
Juvenile CD Non-English	1	2	0	0
Juvenile Compact Disc	29	42	17	14
Juvenile Digital Audio Book	1	1	0	0
Juvenile Fiction	939	1,237	347	302
Juvenile Non-Fiction	646	873	165	247
Juvenile Paperback Book	99	132	43	70
Juvenile Periodical	1	1	0	0
Juvenile Spanish	162	142	75	78
Link+ Book	43	49	0	9
Link+ Media	11	15	0	4
Link+ Media - 1 week	8	9	0	1
Mixed Media Kit	1	2	0	0
Non-Circulating	1	2	0	3
Picture Books (EASY)	1,020	1,366	225	410
Video - Juvenile Foreign Lang	0	1	0	0
Young Adult Book on CD	7	13	2	3
Young Adult CD	1	2	0	1
Young Adult Fiction	126	229	51	66
Young Adult Non-Fiction	9	20	0	0
Young Adult Paperback book	37	57	5	46

TOTAL:

St. Helena Public Library

10,383 14,379 2,026 3,758

GRAND TOTAL:

10,383 14,379 2,026 3,758

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 09/02/20 14:45:28
Period 01 - 03
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	94,153.73	303,717.27	76.34
101-46-00-20-20	TempPart Time	33,895.00	0.00	6,427.19	27,467.81	81.04
101-46-00-20-30	Overtime	0.00	0.00	92.55	-92.55	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	7,712.88	25,049.12	76.46
101-46-00-20-45	Employer PERS	34,389.00	0.00	7,001.25	27,387.75	79.64
101-46-00-20-47	PERS Unfunded Liability	71,967.00	0.00	71,967.00	0.00	0.00
101-46-00-20-55	Health Insurance	122,083.00	0.00	21,260.88	100,822.12	82.58
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	943.38	2,822.62	74.95
101-46-00-20-75	Deferred Comp	3,883.00	0.00	281.92	3,601.08	92.74
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>400.00</u>	<u>2,000.00</u>	<u>83.33</u>
20	Salaries & Benefits	738,651.00	0.00	218,131.30	520,519.70	70.47
101-46-00-21-10	Communications	14,500.00	0.00	353.76	14,146.24	97.56
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	4,126.09	45,873.91	91.75
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	368.36	9,631.64	96.32
101-46-00-21-45	Other Contract Services	104,550.00	0.00	285.92	104,264.08	99.73
101-46-00-21-55	Training & Conference	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
21	Services	180,550.00	0.00	5,134.13	175,415.87	97.16
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	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
22	Supplies	6,000.00	0.00	0.00	6,000.00	100.00
101-46-00-23-35	Software Maintenance	<u>7,500.00</u>	<u>0.00</u>	<u>6,596.00</u>	<u>904.00</u>	<u>12.05</u>
23	Maintenance	7,500.00	0.00	6,596.00	904.00	12.05
101-46-00-24-25	Taxes & Other Charges	<u>11,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,500.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	11,500.00	0.00	0.00	11,500.00	100.00
00	Administration	944,201.00	0.00	229,861.43	714,339.57	75.66
218	Public Library					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,288.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,288.00</u>	<u>100.00</u>
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	<u>1,350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,350.00</u>	<u>100.00</u>
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 Library					
46	Library					
380-46-00-20-20	TempPart Time	48,743.00	0.00	10,788.83	37,954.17	77.87
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	<u>3,915.00</u>	<u>0.00</u>	<u>841.75</u>	<u>3,073.25</u>	<u>78.50</u>
20	Salaries & Benefits	55,098.00	0.00	11,845.36	43,252.64	78.50
380-46-00-22-16	Library Materials	58,000.00	54,970.19	3,029.81	0.00	0.00
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	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	73,500.00	54,970.19	3,029.81	15,500.00	21.09
00	Administration	128,598.00	54,970.19	14,875.17	58,752.64	45.69
382	Martin Estate Trust Library					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>100.00</u>
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 Library					
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	<u>45,000.00</u>	<u>0.00</u>	<u>4,693.49</u>	<u>40,306.51</u>	<u>89.57</u>
22	Supplies	50,000.00	0.00	4,693.49	45,306.51	90.61
00	Administration	50,000.00	0.00	4,693.49	45,306.51	90.61
Grand Total		1,126,137.00	54,970.19	249,430.09	821,736.72	0.7297