City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, June 14, 2023 @ 5:00 PM
Published: Thursday, June 8, 2023 9:17 AM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Deborah Claymon Boeschen, Alexandra Haslip, Janet Myers, Suzanne Roomian, and Lin Weber
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 May 10, 2023 3 - 4
Minutes Library Board of Trustees - 10 May 2023

6. SCHEDULED MATTERS:

6.1. Report from Friends & Foundation, St. Helena Public Library - Ben Hill, Friends & Foundation, Executive Director

6.2. Further discussion of the "Books & Benches" idea - David Slaby

6.3. Open discussion of new Library Board ideas and projects - Terry Wood

6.4. Review of Library Statistics for May 2023 - Chris Kreiden 5 - 7

Library Statistics 2023 May

6.5. Review of Library Newsletter for June 2023 - Chris Kreiden 9 - 12

Library Newsletter 2023 June - English
Library Newsletter 2023 June - Spanish

6.6. Review of Monthly Library Operating Expense Report for May 2023 - Chris Kreiden 13 - 15

Library Monthly Expense Report 2023 May

7. ADJOURNMENT

The next regular meeting is scheduled for July 12, 2023 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on June 8, 2023.

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Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Minutes
City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, May 10, 2023

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1. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:00 PM.

2. **ROLL CALL** – Present were:
Chair: Terry Wood
~~Vice Chair: David Slaby~~
Trustees: Deborah Claymon Boeschen, Alexandra Haslip, Janet Myers, Suzanne Roomian, and Lin Weber
~~City Council Member Liaison: Anna Chouteau~~
Staff Liaison: Chris Kreiden, Library Director
Also present: Ben Hill, Friends & Foundation Executive Director.

3. **PUBLIC FORUM** – No public comment was received.

4. **REPORTS BY STAFF/COMMITTEE**:
Chris reported:
   - Anna was unable to attend this meeting due to a special joint meeting dealing with the Zoning Code Update, occurring at the same time, between the City Council and the Planning Commission.
   - National Library Week was April 23-29th. The Library received a proclamation from the City Council at their April 25th meeting.
   - Preparations are underway for library participation in the Napa County Emergency Preparedness Resource Fair that is happening May 19th from 4 to 7pm at Napa Valley College's UpValley Campus.
   - Library Assistant Clara Ibarra has received a Free Pass Program scholarship to the Guadalajara International Book Fair taking place November 24-27, 2023. This program is a partnership between American Library Association (ALA) and the Book Fair and is awarded to 150 librarians; it offers free registration, hotel accommodations for three nights, free breakfasts, and $100 towards travel. City Council still needs to approve the out-of-state travel.
   - City Council has started the budget process. Last night's City Council meeting included discussion of goals, workplans and a presentation by department directors on department accomplishments, priorities, opportunities, challenges, special budget requests for next fiscal year, and ideal staffing. The City Council will have its first budget study session on May 23rd. There will be a community budget open house on May 31st. A second budget session will take place on June 13th.

5. **CONSENT ITEMS:**

   5.1. **Library Board of Trustees Meeting Minutes of April 12, 2023** – Alexandra moved to approve the minutes. This motion was seconded by Lin and approved by all Trustees present.

6. **SCHEDULED MATTERS:**

6.1. **Community outreach by Trustees** - Terry Wood – Liaising with local organizations was discussed. Alexandra and Terry have worked with the Hospital, specifically the Cancer Center, to connect them with digital resources through the Library. Janet has worked with Rianda House. Deborah has volunteered at UpValley Family Center.

6.2. **Open discussion of new Library Board ideas and projects** - Terry Wood – "Books & Benches" will be discussed again when David returns. Demands of social media was discussed; keeping up with social media responses for active champaigns would add more to Library's workload. The idea of a "Caught Reading" photo appearing monthly in the *St. Helena Star* came up.

6.3. **Report from Friends & Foundation, St. Helena Public Library** - Ben Hill, Friends & Foundation, Executive Director – Ben reported:

- Donations from Bookmark are still trickling in.
- A bequest from Brian Patrick Moore, Jr will probably be received next fiscal year.
- The Friends & Foundation Executive Board retreat this summer will include strategic planning.
- Bookmark 2024 will again be in January at Tre Posti with the possibility of a format change. Discussion followed about pricing and past Bookmarks.

6.4. **Review of Library Newsletter for May 2023** - Chris Kreiden – Trustees reviewed the Library's upcoming events. Chris mentioned that May 31st is the start of the Summer Reading Program; this year's theme is "*Find Your Voice*." There will again be programs geared to children, teens, and adults. Events in June include: the annual Teddy Bear Picnic with Magical Moonshine Theatre (June 12), a superhero party with Superhero Drea (June 26), and, in partnership with Nimbus Arts, a teen art class on June 30th.

6.5. **Review of Library Statistics for April 2023** - Chris Kreiden – Trustees reviewed the statistics for April.

6.6. **Review of Monthly Library Operating Expense Report for April 2023** - Chris Kreiden – Trustees reviewed April's Expense Report.

7. **ADJOURNMENT** – Chairperson Terry Wood adjourned the meeting at 5:50 PM.

The May 10, 2023 regular meeting of the Library Board of Trustees minutes were adopted at the June 14, 2023 Library Board of Trustees regular meeting.

APPROVED: ATTEST:

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Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Item Circulation Statistics

From 5/1/2023 To 5/31/2023

St. Helena Public Library

	Checkouts	Renewals	Transactions
3D Object	7	1	8
Audiobook	169	100	269
Blu-Ray	15	11	26
Book	3281	3392	6673
DVD	876	562	1438
DVD Nonfiction	60	37	97
Laptop	0	1	1
Large Print	67	34	101
Link+	68	22	90
Lucky Day Book	51	0	51
Lucky Day DVD	47	0	47
Music CD	60	42	102
Pass	6	3	9
Periodical	44	24	68
WiFi Hotspot	5	5	10
Total For May 2023:	4756	4234	8990
Total For May 2022:	5827	156	5983

DIGITAL CIRCULATION		THIS YEAR	LAST YEAR
E-BOOKS			
	Hoopla	146	87
	Overdrive	526	413
	TOTAL	**672**	**500**
AUDIOBOOKS			
	Hoopla	447	354
	Overdrive	651	606
	TOTAL	**1,098**	**960**
MOVIES & TELEVISION			
	Hoopla	202	184
	Kanopy	561	354
	TOTAL	**763**	**538**
MUSIC			
	Hoopla	7	26
	TOTAL	**7**	**26**
PERIODICALS			
	Overdrive	120	98
	TOTAL	**120**	**98**
TOTAL DIGITAL CIRCULATION		**2,660**	**2,122**

Report Printed: 6/3/2023 11:01:49 AM

COUNTER FIGURES FOR:

MAY 2022: 4621

OF VISITORS

1153

1059

1243

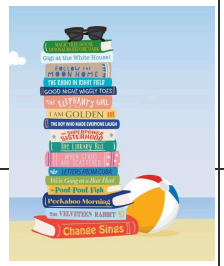
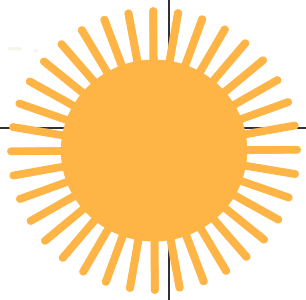
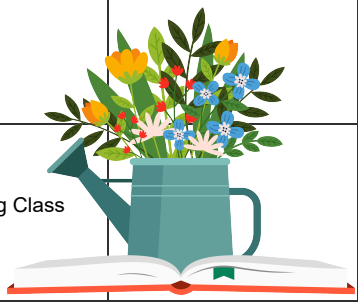
1300

551

5306

Program name	Program Date	Format (select the cell and choose from the dropdown)	Target age (choose from dropdown)	Attendance (For Recorded Programs indicate Views at 30 Days)
Blue Zones Cooking Demo Spanish	05/04/23	Live, In-person onsite program	all ages	9
Meditation	05/05/23	Live, In-person onsite program	adult(ages 19+)	4
Defensible Space Around Your Home	05/09/23	Live, In-person onsite program	all ages	13
Chinese in Napa Valley	05/11/23	Live, In-person onsite program	all ages	35
Artist Reception	05/16/23	Live, In-person onsite program	adult(ages 19+)	40
Hula Dancing	05/18/23	Live, In-person onsite program	all ages	54
Brain Power	05/23/23	Live, In-person onsite program	all ages	22
Planting to Attract: Butterflies and Pollinators	05/30/23	Live, In-person onsite program	all ages	16
Story Time	05/02/23	Live, In-person onsite program	ages 0-5	23
4th Grade Class Visit	05/03/23	Live, In-person onsite program	ages 6-11	16
Story Time	05/09/23	Live, In-person onsite program	ages 0-5	21
Kindergarten Class Visit	05/10/23	Live, In-person onsite program	ages 6-11	22
Milas Preschool Visit	05/12/23	Live, In-person offsite program	ages 0-5	15
Story Time	05/16/23	Live, In-person onsite program	ages 0-5	17
Visit to PUC Elementry	05/19/23	Live, In-person offsite program	all ages	97
Story Time	05/23/23	Live, In-person onsite program	ages 0-5	14
Visit to Primary School	05/24/23	Live, In-person offsite program	ages 6-11	264
Visit to Elementry School	05/25/23	Live, In-person offsite program	ages 6-11	291
Story Time	05/30/23	Live, In-person onsite program	ages 0-5	14

JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Summer Reading Challenge for Children, Teens, and Adults has started! It will run until September 2nd.			1	2 Meditation Class 4:00pm	3
4	5	6 Story Time & Crafts 10:30am	7 Spanish Story Time 4:30pm	8	9 	10
11	12 Puppet Show with Magical Moonshine Theater 10:30am	13 Story Time & Crafts 10:30am	14 Spanish Story Time 4:30pm	15 Artist Reception 4:30pm	16	
18	19	20 Story Time & Crafts 10:30am Sanando con el Verano 4:00pm	21 Spanish Story Time 4:30pm	22 Super Hero Drea 4:00pm	23	24 
25	27 Story Time & Crafts 10:30am	28 Spanish Story Time 4:30pm	29	30 Teen Drawing Class 4:00pm		

St Helena Public Library

1492 Library Lane
St. Helena, California 94574 | 707-963-5244
http://www.shpl.org

Puppet Show with Magical Moonshine Theater

Monday, June 12th at 10:30am

Join us on the front library lawn as we kick off Summer! Nestle amongst our giant teddy bears and be delighted as Magical Moonshine Theater entertains us with their show, The Puppet Man. In the world of the Puppet Man, one never knows what is going to happen. Uncle Carl tries to get the puppet show to run like clockwork but his nephew, Chester, doesn't often get things right, making for hilarious fun with lots of surprises for the puppets as well as the audience. By the end of the show things get pretty topsy turvy, but luckily the audience is there to help the puppets figure everything out.

Artist Reception

Thursday, June 15th at 4:30pm

Join us for a reception featuring Charles de Limur, our artist of the month. Charley lives and works near the small, rural town of Calistoga, in the wine country of northern California, where he concentrates primarily on landscape painting, using oils and pastels, and intimate block-printed images of local insects, animals and birds.

Sanando Con El Verano

Tuesday, June 20th at 5:00pm

Taller de Medicina Tradicional y conocimientos ancestrales. Aprendiendo a utilizar las estaciones y los elementos para el autocuidado.

Con Alejandra Olguin, Terapeuta y Doula Tradicional y Nadia Solano, Yerbera Tradicional.

Super Hero Drea

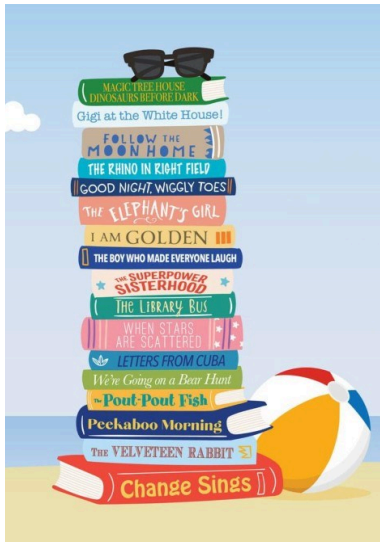
Monday, June 22nd at 4:00pm

Drea stepped in a Blasterama machine and turned into Super Drea! What are her new super powers? Kids will discover their own powers alongside this Sillier than Life, Real Super Hero!

Teen Drawing Class

Friday, June 30th at 4:00pm

Taught by Nimbus Art's instructor Max Harper teens will learn to draw anything using simple principles, and understanding of basic optics. Participants encouraged to bring your own picture for drawing for references. All supplies are provided. Class is only for those entering 6th -12th grade. **Must register in advance.**



Summer Reading Challenge

May 31st - September 2nd

Summer Reading FUN is here!
This year our theme is Find Your Voice. Discover your voice during the Summer Reading Program!

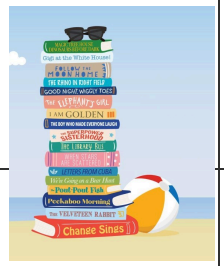
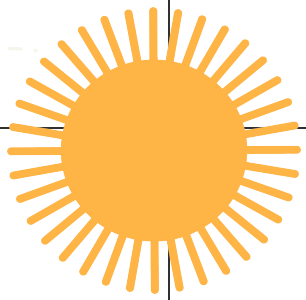
Complete a combination of reading and activities to claim your prizes.

Children: preschool - 5th grade
Teens: 6th - 12th grade
Adults: 18 +

We have reading programs for Adults, Teens and Children! Everyone who completes the program earns a prize! Adults and Teens have the option to participate online at shplca.beanstack.com Or you can pick up a booklet at the library.

Events Sponsored by Friends & Foundation

JUNIO 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Ha comenzado el programa de lectura de verano para niños, adolescentes y adultos. Durará hasta el 2 de septiembre.			1	2 Clase de meditación 4:00pm	3
4	5	6 Cuentos y Manualidades 10:30am	7 Cuentos en español 4:30pm	8	9 	10
11	12 Espectáculo de Marionetas con Magical Moonshine Theater 10:30am	13 Cuentos y Manualidades 10:30am	14 Cuentos en español 4:30pm	15 Recepción del artista 4:30pm	16	
18	19	20 Cuentos y Manualidades 10:30am Sanando con el Verano 5:00pm	21 Cuentos en español 4:30pm	22 Superhéroe Drea 4:00pm	23	24
25	27 Cuentos y Manualidades 10:30am	28 Cuentos en español 4:30pm	29	30 Clase de para Adolescentes 4:00pm		

St Helena Public Library

1492 Library Lane
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http://www.shpl.org

Espectáculo de Marionetas con Magical Moonshine Theater

lunes 12 de junio a las 10:30am

Disfrute con nosotros del comienzo del verano en el jardín de la biblioteca. Acurrúcate entre nuestros osos de peluche gigantes y disfruta mientras Magical Moonshine Theater nos entretiene con su espectáculo, The Puppet Man. Al final del espectáculo, las cosas se ponen patas arriba, pero por suerte el público está ahí para ayudar a las marionetas a resolverlo todo.

Recepción del Artista Charles de Limur

jueves 15 de junio, 4:30pm

Acompáñenos en la recepción de Charles de Limur, nuestro artista del mes. Charley vive y trabaja cerca de la pequeña ciudad rural de Calistoga, en la región vinícola del norte de California, donde se dedica principalmente a la pintura de paisaje, utilizando óleos y pasteles, e imágenes íntimas de insectos, animales y aves de la zona.

Sanando con el Verano

martes 20 de junio a las 5:00pm

Taller de Medicina Tradicional y conocimientos ancestrales. Aprendiendo a utilizar las estaciones y los elementos para el autocuidado.

Con Alejandra Olguin, Terapeuta Doula Tradicional y Nadia Solano, Yerbera Tradicional.

Superhéroe Drea

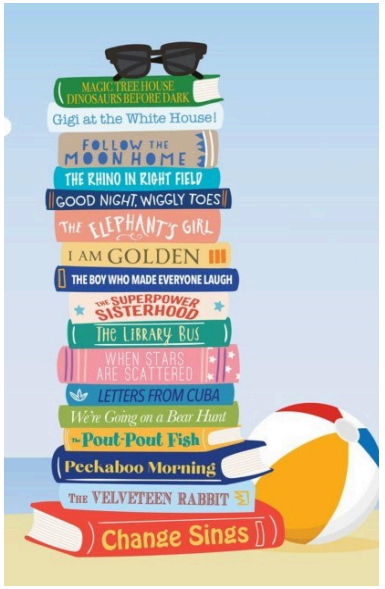
jueves 22 de junio, 4:00pm

Drea ha entrado en una máquina Blasterama y se ha convertido en Super Drea. ¿Cuáles son sus nuevos superpoderes? Los niños descubrirán sus propios poderes junto a este Superhéroe real más divertido que la vida misma.

Clase de Dibujos para Adolescentes

Viernes 30 de junio a las 4:00pm

El instructor de Nimbus Art, Max Harper, enseñará a los adolescentes a dibujar caricaturas y personajes de anime. Todos los materiales son incluidos. La clase es sólo para los que entran en 6 º -12 º grado. Deben registrarse con avance.



Ya está aquí la LECTURA DIVERTIDA de verano!

31 de mayo - 2 de septiembre

Ya está aquí la LECTURA DIVERTIDA de verano!
Este año nuestro tema es Encuentra tu voz.
Descubre tu voz durante el Programa de Lectura de Verano!

Completa una combinación de lectura y actividades para conseguir tus premios.
Niños: de preescolar a 5º grado
Adolescentes: 6º - 12º grado
Adultos: 18 +

Tenemos programas de lectura para adultos, adolescentes y niños. Todos los que completen el programa ganan un premio! Adultos y Adolescentes tienen la opción de participar en línea en **shplca.beanstack.com**
O puede recoger un folleto en la biblioteca.

Eventos Patrocinados por Friends & Foundation

General Ledger
Monthly Operating Expense Rpt

User: ChrisK
Printed: 6/7/2023 11:54:27 AM
Period 01 - 13
Fiscal Year 2023

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	**General Fund**					
46	**Library**					
101-46-00-20-10	Salary-Regular	395,004.00	0.00	378,464.58	16,539.42	4.19
101-46-00-20-20	TempPart Time	69,659.00	0.00	53,775.92	15,883.08	22.80
101-46-00-20-30	Overtime	0.00	0.00	1,025.97	-1,025.97	0.00
101-46-00-20-37	Holiday Pay	2,526.00	0.00	872.28	1,653.72	65.47
101-46-00-20-40	FICAMedicare	33,387.00	0.00	32,718.91	668.09	2.00
101-46-00-20-45	Employer PERS	34,508.00	0.00	30,911.31	3,596.69	10.42
101-46-00-20-47	PERS Unfunded Liability	51,577.00	0.00	0.00	51,577.00	100.00
101-46-00-20-55	Health Insurance	95,530.00	0.00	88,376.35	7,153.65	7.49
101-46-00-20-61	Workers Comp	26,893.00	0.00	31,174.54	-4,281.54	-15.92
101-46-00-20-65	SDI	3,913.00	0.00	3,721.10	191.90	4.90
101-46-00-20-75	Deferred Comp	6,961.00	0.00	3,701.74	3,259.26	46.82
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,300.00	100.00	4.17
20	**Salaries & Benefits**	**722,358.00**	**0.00**	**627,042.70**	**95,315.30**	**13.20**
101-46-00-21-10	Communications	15,000.00	0.00	2,487.20	12,512.80	83.42
101-46-00-21-15	Postage	500.00	0.00	46.66	453.34	90.67
101-46-00-21-22	Utilities	60,000.00	0.00	44,349.35	15,650.65	26.08
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	3,819.07	6,180.93	61.81
101-46-00-21-45	Other Contract Services	113,400.00	35,308.43	75,447.42	2,644.15	2.33
101-46-00-21-55	Training & Conference	4,000.00	0.00	139.40	3,860.60	96.52
21	**Services**	**202,900.00**	**35,308.43**	**126,289.10**	**41,302.47**	**20.36**
101-46-00-22-07	Copies	3,000.00	0.00	1,748.50	1,251.50	41.72
101-46-00-22-12	Computer Equipment	4,250.00	0.00	5,904.81	-1,654.81	-38.94
101-46-00-22-13	Office Supplies	1,500.00	0.00	993.62	506.38	33.76
101-46-00-22-15	Special Department Supplies	1,500.00	0.00	415.89	1,084.11	72.27
22	**Supplies**	**10,250.00**	**0.00**	**9,062.82**	**1,187.18**	**11.58**
101-46-00-23-35	Software Maintenance	7,600.00	0.00	383.92	7,216.08	94.95
23	**Maintenance**	**7,600.00**	**0.00**	**383.92**	**7,216.08**	**94.95**
101-46-00-24-25	Taxes & Other Charges	11,600.00	0.00	12,071.86	-471.86	-4.07
24	**Taxes, Insurances & Contributi**	**11,600.00**	**0.00**	**12,071.86**	**-471.86**	**-4.07**
00	**Administration**	**954,708.00**	**35,308.43**	**774,850.40**	**144,549.17**	**15.14**
218	**Public Library**					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
	Foundation					
46	**Library**					
218-46-00-26-40	Furniture & Fixtures	1,300.00	0.00	0.00	1,300.00	100.00
26	**Capital**	**1,300.00**	**0.00**	**0.00**	**1,300.00**	**100.00**
00	**Administration**	**1,300.00**	**0.00**	**0.00**	**1,300.00**	**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	58,729.00	0.00	48,673.07	10,055.93	17.12
380-46-00-20-37	Holiday Pay	2,941.00	0.00	2,297.35	643.65	21.89
380-46-00-20-40	FICAMedicare	4,718.00	0.00	3,899.30	818.70	17.35
20	**Salaries & Benefits**	**66,388.00**	**0.00**	**54,869.72**	**11,518.28**	**17.35**
380-46-00-21-10	Communications	2,400.00	0.00	1,816.23	583.77	24.32
21	**Services**	**2,400.00**	**0.00**	**1,816.23**	**583.77**	**24.32**
380-46-00-22-15	Special Department Supplies	0.00	0.00	219.98	-219.98	0.00
380-46-00-22-16	Library Materials	60,000.00	23,791.07	45,083.65	-8,874.72	-14.79
380-46-00-22-40	Programming	15,000.00	0.00	12,579.91	2,420.09	16.13
380-46-00-22-44	Elsie, the Library Cat	500.00	0.00	0.00	500.00	100.00
22	**Supplies**	**75,500.00**	**23,791.07**	**57,883.54**	**-6,174.61**	**-8.18**
00	**Administration**	**144,288.00**	**23,791.07**	**114,569.49**	**5,927.44**	**4.11**
382	**Martin Estate Trust**					
46	**Library**					
382-46-00-23-35	Software Maintenance	700.00	0.00	800.00	-100.00	-14.29
23	**Maintenance**	**700.00**	**0.00**	**800.00**	**-100.00**	**-14.29**
00	**Administration**	**700.00**	**0.00**	**800.00**	**-100.00**	**-14.29**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	4,605.85	394.15	7.88
384-46-00-22-16	Library Materials	45,000.00	0.00	22,961.80	22,038.20	48.97
22	**Supplies**	**50,000.00**	**0.00**	**27,567.65**	**22,432.35**	**44.86**
00	**Administration**	**50,000.00**	**0.00**	**27,567.65**	**22,432.35**	**44.86**

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,152,346.00	59,099.50	917,787.54	175,458.96	0.1523