



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, November 8, 2023 @ 5:00 PM
Published: Thursday, November 2, 2023
10:13 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: David Slaby
Vice Chair: Terry Wood
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, Janet Myers and Suzanne Roomian
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 October 11, 2023
[Minutes Library Board of Trustees - 11 Oct 2023](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from an Executive Board Member of Friends & Foundation, St. Helena Public Library

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- 6.2. Report on Library of Things - David Slaby
- 6.3. Review of Library Newsletter for November 2023 - Chris Kreiden 5 - 8
[Library Newsletter 2023 November - English](#)
[Library Newsletter 2023 November - Spanish](#)
- 6.4. Review of Library Statistics for October 2023 - Chris Kreiden 9 - 11
[Library Statistics 2023 October](#)
- 6.5. Review of Monthly Library Operating Expense Report for October 2023 13 - 14
- Chris Kreiden
[Library Monthly Operating Expense Report 2023 October](#)
7. ADJOURNMENT
- The next regular meeting is scheduled for December 13, 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 November 2, 2023.



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, October 11, 2023 @ 5:00 PM**

-
1. **CALL TO ORDER** – Chairperson David Slaby called the meeting to order at 5:00 PM.
 2. **ROLL CALL** – Present were:
Chair: David Slaby
Vice Chair: ~~Terry Wood~~
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, ~~Janet Myers~~, and Suzanne Roomian
~~City Council Member Liaison: Anna Chouteau~~
Staff Liaison: Chris Kreiden, Library Director
Members of the public: None
 3. **PUBLIC FORUM** – No public comment was received.
 4. **REPORTS BY STAFF AND/OR COMMITTEE:**
David reported:
 - Laura Symon is the incoming President of Friends & Foundation.
 - Friends has made the decision to cancel January's Bookmark event.
 - The Friends' Board is actively recruiting for an administrator.
 - David asked that a Friends' report be agendaized in November. Either the President or the Treasurer will attend.
Chris reported:
 - The final number of names to be added to the Readers Hall of Fame plaque for 2023 is seventy-nine.
 - On September 18th, Monica Perez became the Library's Circulation Supervisor and a full-time City employee.
 - Chris attended the UpValley Family Centers staff meeting on October 5th. She answered questions and discussed some of the services provided by the Library.
 - Chris informed the Trustees that after much soul-searching and deliberation, she has submitted her retirement letter to the City Manager. She is planning to use much of her accrued vacation time before her retirement takes effect January 17, 2024. Her last day at the Library will be November 30th.
 5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of September 13, 2023** – Alexandra moved to approve the minutes. The motion was seconded by Gillian and approved by all Trustees present.
 6. **SCHEDULED MATTERS:**

- 6.1. **Consideration and approval of an updated Collection Development Policy** – The minor updates that were made to the document since the last meeting were reviewed. There was a discussion about including or not the ALA's *Library Bill of Rights* and *Freedom to Read Statement*. Deborah made a motion to approve the adoption of the updated Collection Development Policy but remove the appendices. This motion was seconded by Gillian and all Trustees present were in favor. Chris will be posting the document on the Library's website with a fillable PDF of the *Request for Reconsideration of Library Materials* Form. ALA's *Library Bill of Rights* and *Freedom to Read Statement* will have hyperlinks.
- 6.2. **Discussion of possible project ideas from Library Trustees** - David Slaby – David mentioned that his *Books & Benches* idea has been “benched.” Deborah noted that Chris’s visit to the UpValley Family Centers staff meeting was well received. Chris expressed regret that Monica was unable to attend the meeting with her, hopefully Monica can be introduced at the next Family Centers staff meeting.
- 6.3. **Review of Library Newsletter for October 2023** - Chris Kreiden – Trustees reviewed the Library’s calendar for October. Chris reported upcoming events for November include a *Dia De Los Muertos Celebration* (November 2nd) which will include Loteria and a Catrin@ contest, a *Mindfulness Workshop for the Holiday Season* (November 17th) and *Remembering President Kennedy 60 Years On* (November 21st) with Dr. John Oliver Wilson who will moderate a discussion with former St. Helena Mayor Alan Galbraith and Jeffrey Earl Warren.
- 6.4. **Review of Library Statistics for September 2023** - Chris Kreiden – Trustees reviewed the statistics for September.
- 6.5. **Review of Monthly Library Operating Expense Report for September 2023** - Chris Kreiden – Trustees reviewed September’s Operating Expense Report.
7. **ADJOURNMENT** – Chairperson David Slaby adjourned the meeting at 5:45 PM.

The October 11, 2023 regular meeting of the Library Board of Trustees minutes were adopted at the November 8, 2023 Library Board of Trustees meeting.

APPROVED:

ATTEST:

David Slaby, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 	2 Dia De Los Muertos Celebration 5:00pm to 6:30pm 	3 	4
5 Daylight Savings 	6 	7 Story Time & Crafts 10:30am	8 	9	10 Closed for Veterans Day	11 Library will be open
12 	13	14 Story Time & Crafts 10:30am	15	16 	17 Mindfulness Workshop for the Holiday Season 4:30pm	18 
19	20	21 Story Time & Crafts 10:30am Remembering President Kennedy 60 Years On 4:00pm	22 	23 Closed for Thanksgiving	24 Closed for Thanksgiving	25
26 	27	28 Story Time & Crafts 10:30am	29	30 Mark Mattioli - Wall Gallery Artist Mark made a living in Napa as a professional artist for over 30 years, producing the eponymous illustrated Mattioli's In-Your-Pocket Guides. He also provided all manner of artwork on commission—signage, paintings, murals—you name it! He has publicly exhibited fine arts work since 1991, participating in the prestigious Napa Valley Wine Auction for 12 years, Napa Valley Open Studios for 14 years, as well as numerous solo and group exhibitions.		

St Helena Public Library

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



Dia De Los Muertos Celebration

Thursday, November 2nd from 5:00pm - 6:30pm

Join us for an entertaining evening celebrating Day of the Dead! We will be playing la Loteria and having a Catrin@ contest!

For the Catrin@ contest there will be two winners: People's Choice and Staff Pick. There will be a prize for both. You can go online to get inspiration for your outfit, all we ask is that it not be gory.



Story Time

Every Tuesday at 10:30am

Join us in the children's room for a fun story time and craft activity! For all children.



Mindfulness Workshop for the Holiday Season

Friday, November 17th at 4:30pm

As the holiday season approaches, many of us often feel a mixture of excitement and anxiety as we grapple with all that needs to be taken care of this hectic time of year. Join us as we explore how to bring a more mindful approach to the holidays to help us feel more grounded and connected to what we value most about the holidays.

Meditation will be led by Dr. Specterman.



Emergency Resources

We all know that anything can happen during this time of year, but we want everyone to know that here at the library:

- You have the ability to charge electronics
- WiFi is available 24/7, you can access it from the street or parking lot anytime.
- We also offer Chromebooks and hotspots that can be checked out.



Remembering President Kennedy 60 Years On

Tuesday, November 21st at 4:00pm

President John F. Kennedy's assassination brought a sudden and tragic end to an administration that had been driven by the promise of a new generation of leadership. At that time, John Kenneth Galbraith and Earl Warren were principal figures in our government: Galbraith was a longtime friend and close advisor to President Kennedy and Ambassador to India. Warren was Chief Justice of the Supreme Court of the United States and a personal friend with the President.

St. Helena is fortunate to claim both Galbraith's son, former St. Helena Mayor Alan Galbraith, and Warren's grandson, Jeffrey Earl Warren. Today, they are here to share their relatives' stories and private insights into the Kennedy Administration and describe how President Kennedy's contributions to America stay with us today.

Our moderator in this discussion is John Oliver Wilson. Dr. Wilson is well known locally for heading the Great Decisions program at Rianda House for ten years. Great Decisions is America's largest discussion program on world affairs sponsored by the Foreign Policy Association.

Events Sponsored by Friends & Foundation

NOVIEMBRE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 	2 Día De Los Muertos Celebración 5:00pm to 6:30pm 	3 	4
5 Cambio de Hora 	6 	7 Cuentos y Manualidades 10:30am	8 	9	10 Cerrado por el Día de los Veteranos	11 La biblioteca estará abierta
12 	13	14 Cuentos y Manualidades 10:30am	15	16 	17 Sesión de mindfulness para las fiestas de Fin de Año 4:30pm	18 
19 	20	21 Cuentos y Manualidades 10:30am Recordando al Presidente Kennedy 60 años después 4:00pm	22 	23 Cerrado por Acción de Gracias	24 Cerrado por Acción de Gracias	25
26 	27	28 Cuentos y Manualidades 10:30am	29	30 Mark Mattioli - Artista del Mes Mark se ganó la vida en Napa como artista profesional durante más de 30 años, produciendo las guías ilustradas Mattioli's In-Your-Pocket Guides. También realizó todo tipo de obras de arte por encargo: carteles, pinturas, murales... Ha expuesto públicamente obras de arte desde 1991, participando en la prestigiosa subasta de vinos del Valle de Napa durante 12 años y Napa Valley Open Studios durante 14 años.		

St Helena Public Library

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Día De Los Muertos Celebración

**jueves 2 de noviembre de las
5:00pm - 6:30pm**

Celebra con nosotros el Día de los Muertos. Jugaremos la Lotería y haremos un concurso de Catrin@.

Para el concurso Catrin@ habrá dos ganadores: Elección del Público y Elección del Staff. Ambos tendrán premio. Puedes inspirarte en Internet para tu disfraz, lo único que te pedimos es que no sea sangriento.



Cuentos y Manualidades Todos los martes a las 10:30am

Acompáñenos a la sala de los niños para una divertida hora de cuentos y una actividad de manualidades. Para todos los niños.



Sesión de mindfulness para el fin de año viernes 7 de noviembre a las 4:30pm

Al acercarse las vacaciones, muchos de nosotros sentimos una mezcla de emoción y ansiedad al tener que ocuparnos de todo en esta época del año tan frenética. Participa con nosotros en la exploración de un enfoque más consciente de las fiestas que nos ayude a sentirnos más enraizados y conectados con lo que más valoramos de las fiestas. Este evento será en inglés.

La meditación será dirigida por el Dr. Specterman.



Recursos de Emergencia

Todos sabemos que en esta época del año puede pasar cualquier cosa, pero queremos que todos sepan que aquí en la biblioteca:

- Puedes cargar aparatos electrónicos
- El WiFi está disponible 24/7, puedes accederlo desde la calle o el estacionamiento en cualquier momento.
- También ofrecemos Chromebooks y hotspots que se pueden sacar en préstamo.



Recordando al Presidente Kennedy 60 años después martes 21 de noviembre a las 4:00pm

El asesinato del presidente John F. Kennedy puso fin de forma trágica y abrupta a una administración que se había visto impulsada por la promesa de una nueva generación de liderazgo. En aquel momento, John Kenneth Galbraith y Earl Warren eran figuras principales de nuestro gobierno: Galbraith era un viejo amigo y estrecho asesor del presidente Kennedy y embajador en la India. Warren era Presidente del Tribunal Supremo de Estados Unidos y amigo personal del Presidente.

St. Helena tiene la suerte de contar con el hijo de Galbraith, el ex alcalde de St. Helena Alan Galbraith, y con el nieto de Warren, Jeffrey Earl Warren. Hoy están aquí para compartir las historias de sus familiares y su visión privada de la Administración Kennedy y describir cómo las contribuciones del Presidente Kennedy a América permanecen con nosotros hoy en día. Nuestro moderador en este debate es John Oliver Wilson. El Dr. Wilson es bien conocido localmente por dirigir el programa Great Decisions en Rianda House durante diez años. Great Decisions es el mayor programa de debate sobre asuntos mundiales patrocinado por la Foreign Policy Association.

Este evento será en inglés.

Eventos Patrocinados por Friends & Foundation

Item Circulation Statistics

From 10/1/2023 To 10/31/2023

St. Helena Public Library

	Checkouts	Renewals	Transactions
3D Object	7	3	10
Audiobook	161	148	309
Blu-Ray	2	0	2
Book	3076	3620	6696
DVD	704	633	1337
DVD Nonfiction	58	63	121
Kit	2	0	2
Laptop	2	0	2
Large Print	86	56	142
Link+	93	82	175
Lucky Day Book	24	0	24
Lucky Day DVD	23	1	24
Music CD	90	141	231
Pass	1	8	9
Periodical	7	24	31
Video Game	0	2	2
WiFi Hotspot	3	1	4
Total For November 2023:	4339	4782	9121
Total For November 2022:	5685		

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	151	114
Overdrive	530	484
TOTAL	681	598
AUDIOBOOKS		
Hoopla	501	373
Overdrive	612	547
TOTAL	1,113	920
MOVIES & TELEVISION		
Hoopla	151	248
Kanopy	600	559
TOTAL	751	807
MUSIC		
Hoopla	10	28
TOTAL	10	28
PERIODICALS		
Overdrive	395	88
TOTAL	395	88
TOTAL DIGITAL CIRCULATION	2,950	2,441

PROVIDER	TOTAL
Hoopla	813
Kanopy	600
Overdrive	1537
	2950

COUNTER FIGURES FOR:

OCTOBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	347 Cn	614 PZ	329 MP	365 MP	214 PZ	214 PZ
8	9	10	11	12	13	14
	341 MP Columbus Day; Thanksgiving Day (CAN)	415 PZ	481	296	284 MP	173 PZ
15	16	17	18	19	20	21
	353 MP	507 PZ	483 Cn	280 Cn	295 Cn	236 PZ
22	23	24	25	26	27	28
	431 MP	589 PZ	376 Cn	663 MP	214 PZ	200 Cn
29	30	31				
	386 MP	344 PZ Halloween				

1121

995

1077

1301

365

4859

TOTAL: 4859
itpublishing.com

2022: 5248

A	B	C	D	E
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)
Class Visit	10/03/23	Live, In-person onsite program	ages 6-11	24
Story Time	10/03/23	Live, In-person onsite program	ages 0-5	39
Napa County Seed Library	10/10/23	Live, In-person onsite program	all ages	8
Story Time	10/10/23	Live, In-person onsite program	ages 0-5	23
Class Visit	10/11/23	Live, In-person onsite program	ages 6-11	17
Story Time	10/17/23	Live, In-person onsite program	ages 0-5	22
Swing Fling Music Event	10/24/23	Live, In-person onsite program	all ages	37
Story Time	10/24/23	Live, In-person onsite program	ages 0-5	23
Artist Reception	10/26/23	Live, In-person onsite program	all ages	61
Story Time	10/31/23	Live, In-person onsite program	ages 0-5	16

General Ledger Monthly Operating Expense Rpt



User: ChrisK
Printed: 11/1/2023 5:11:10 PM
Period 01 - 05
Fiscal Year 2024

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	429,325.00	0.00	121,461.99	307,863.01	71.71
101-46-00-20-20	TempPart Time	69,892.00	0.00	19,662.33	50,229.67	71.87
101-46-00-20-30	Overtime	0.00	0.00	51.45	-51.45	0.00
101-46-00-20-37	Holiday Pay	2,542.00	0.00	203.10	2,338.90	92.01
101-46-00-20-40	FICAMedicare	36,563.00	0.00	10,895.06	25,667.94	70.20
101-46-00-20-45	Employer PERS	42,968.00	0.00	11,498.63	31,469.37	73.24
101-46-00-20-47	PERS Unfunded Liability	42,791.00	0.00	41,939.00	852.00	1.99
101-46-00-20-55	Health Insurance	102,758.00	0.00	31,271.93	71,486.07	69.57
101-46-00-20-61	Workers Comp	33,211.00	0.00	36,706.66	-3,495.66	-10.53
101-46-00-20-65	SDI	4,112.00	0.00	1,033.50	3,078.50	74.87
101-46-00-20-75	Deferred Comp	6,801.00	0.00	1,168.35	5,632.65	82.82
101-46-00-20-85	Auto Allowance	2,400.00	0.00	757.00	1,643.00	68.46
20	Salaries & Benefits	773,363.00	0.00	276,649.00	496,714.00	64.23
101-46-00-21-10	Communications	11,500.00	0.00	1,536.32	9,963.68	86.64
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	80,000.00	0.00	4,944.61	75,055.39	93.82
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,758.42	8,241.58	82.42
101-46-00-21-45	Other Contract Services	93,600.00	32,000.00	9,186.03	52,413.97	56.00
101-46-00-21-55	Training & Conference	4,000.00	0.00	-676.20	4,676.20	116.91
21	Services	199,600.00	32,000.00	16,749.18	150,850.82	75.58
101-46-00-22-07	Copies	3,000.00	0.00	1,091.18	1,908.82	63.63
101-46-00-22-12	Computer Equipment	4,400.00	0.00	3,453.55	946.45	21.51
101-46-00-22-13	Office Supplies	1,500.00	0.00	566.24	933.76	62.25
101-46-00-22-15	Special Department Supplies	6,000.00	0.00	995.60	5,004.40	83.41
22	Supplies	14,900.00	0.00	6,106.57	8,793.43	59.02
101-46-00-23-35	Software Maintenance	3,200.00	0.00	825.00	2,375.00	74.22
23	Maintenance	3,200.00	0.00	825.00	2,375.00	74.22
101-46-00-24-25	Taxes & Other Charges	12,300.00	0.00	0.00	12,300.00	100.00
24	Taxes, Insurances & Contributi	12,300.00	0.00	0.00	12,300.00	100.00
00	Administration	1,003,363.00	32,000.00	300,329.75	671,033.25	66.88
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>1,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>100.00</u>
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	<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	58,729.00	0.00	15,161.26	43,567.74	74.18
380-46-00-20-37	Holiday Pay	2,941.00	0.00	313.72	2,627.28	89.33
380-46-00-20-40	FICAMedicare	<u>4,718.00</u>	<u>0.00</u>	<u>1,251.67</u>	<u>3,466.33</u>	<u>73.47</u>
20	Salaries & Benefits	66,388.00	0.00	16,726.65	49,661.35	74.80
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>600.15</u>	<u>1,799.85</u>	<u>74.99</u>
21	Services	2,400.00	0.00	600.15	1,799.85	74.99
380-46-00-22-16	Library Materials	60,000.00	38,950.05	20,548.76	501.19	0.84
380-46-00-22-40	Programming	<u>15,000.00</u>	<u>0.00</u>	<u>1,901.61</u>	<u>13,098.39</u>	<u>87.32</u>
22	Supplies	75,000.00	38,950.05	22,450.37	13,599.58	18.13
00	Administration	143,788.00	38,950.05	39,777.17	65,060.78	45.25
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>900.00</u>	<u>0.00</u>	<u>800.00</u>	<u>100.00</u>	<u>11.11</u>
23	Maintenance	900.00	0.00	800.00	100.00	11.11
00	Administration	900.00	0.00	800.00	100.00	11.11
384	Tweed Trust					
46	Library					
384-46-00-22-16	Library Materials	<u>50,000.00</u>	<u>0.00</u>	<u>11,482.16</u>	<u>38,517.84</u>	<u>77.04</u>
22	Supplies	50,000.00	0.00	11,482.16	38,517.84	77.04
00	Administration	50,000.00	0.00	11,482.16	38,517.84	77.04
Grand Total		1,200,701.00	70,950.05	352,389.08	777,361.87	0.6474