



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, March 13, 2024 @ 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.

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Terry Wood
Vice Chair: Vacant
Trustees: Lin Weber, Alexandra Haslip, Dr. Donald Loveless, Janet Myers and Suzanne Roomian
City Council Member Liaison: Anna Chouteau
Staff Liaison: Melinda Cervantes, Executive Associate
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 February 14, 2024
[Library Board of Trustees - 14 Feb 2024 - Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Oath of office administered to Dr. Donald Loveless by Cindy Tzaopoulos, City Clerk (This item will be taken out of order and heard after call to order.)

3 - 5

- 6.2. Nominations from the Floor and Election to fill vacant Vice-Chair position.
Prepared By: Melinda Cervantes, Executive Associate
- 6.3. Discussion by Library Trustees of Developing an Annual Workplan for FY 2024-25
Prepared By: Melinda Cervantes, Executive Associate
- 6.4. Discussion by Library Trustees of asking the Board Chair to send a letter to state legislators opposing budget cuts to statewide library programs and services for FY 2024-25.
Prepared By: Melinda Cervantes, Executive Associate
Recommendation:
Recommend that the Board Chair send a letter to CA State Legislators opposing cuts to statewide library programs and services for FY 2024-25 (CAreer Pathways, Brainfuse HelpNow online homework help, and CA State Parks Passes Program).
- 6.5. Report from Friends & Foundation, St. Helena Public Library - Deanna Griffin, Executive Director
Prepared By: Melinda Cervantes, Executive Associate
- 6.6. Review of Library Newsletter for March 2024 7 - 8
Prepared By: Melinda Cervantes, Executive Associate
[March 2024 Calendar](#)
- 6.7. Review of Annual Library Comparative Statistics for FY 2019-20 through FY 2022-23 9 - 15
Prepared By: Melinda Cervantes, Executive Associate
[2019-20Infographic \(1\)](#)
[2020-21 Infographic.doc](#)
[2021-22Infographic.doc](#)
[2022-23Infographic.doc \(1\)](#)
- 6.8. Review of Monthly Library Operating Expense Report for February 2024 - Melinda Cervantes 17 - 19
Prepared By: Melinda Cervantes, Executive Associate
[01 Monthly Expense Report Library 3](#)
7. ADJOURNMENT
The next regular meeting is scheduled for April 10, 2024, at 5:00 p.m., 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 March 8, 2024.

Melinda Cervantes, Executive Associate

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 Meeting
Wednesday, February 14, 2024 @ 5:00 PM
St. Helena Library, 1492 Library Lane, St. Helena
CA 94574

Present: Chair Terry Wood, Vice Chair, Board Member Juliet Valmont, Janet Myers, Board Member Alexandra Haslip, Board Member Suzanne Roomian, City Council Liaison Council Member Anna Chouteau, and Staff Liaison Chris Kreiden, Library Director

Absent:

1 CALL TO ORDER

- a) Chair Pro Tem Terry Wood called the meeting to order at 5:03 PM.
Prepared By: Melinda Cervantes, Executive Associate

2 ROLL CALL

Present were:

Chair: Vacant

Vice Chair/Chair Pro Tem: Terry Wood

Trustees: Gillian Casey, Janet Myers, and Suzanne Roomian

Absent: Deborah Claymon Boesch, Alexandra Haslip

City Council Member Liaison: Anna Chouteau

Staff Present: Melinda Cervantes, Library Executive Associate, April Mitts, Assistant City Manager and Dave Jahns, Parks & Recreation Director

Also present: Deanna Griffin, SHPL Friends & Foundation Executive Director

3 PUBLIC FORUM

4 REPORTS BY STAFF COMMITTEE:

M. Cervantes reported on the Governor's FY2024-2025 Proposed Budget cuts to public library online homework help and career/job training resources used daily by St. Helena Public Library patrons. Also mentioned is funding for broadband access (CENIC) which is a major source of funding for the library's discounted internet connectivity and library infrastructure funding for renovation and construction of public libraries. Not mentioned here but also on the chopping block is the wildly popular State Parks Passes program slated to end in August 2024.

For the March 13, 2024, meeting of the Board, Cervantes will prepare a usage report to include these resources and the impact on the library's budget to replace these with

Library Board of Trustees
February 14, 2024

local funds. It was suggested that the Board recommend that the city council send a letter to state legislators opposing these cuts.

5 CONSENT ITEMS:

- a) Library Board of Trustees Meeting Minutes of December 13, 2023. - Trustee Roomian moved to approve the minutes. The motion was seconded by Trustee Myers and approved unanimously.
Prepared By: Melinda Cervantes, Executive Associate

6 SCHEDULED MATTERS:

- a) Nominations to fill the vacant Chair position. Vice-Chair Terry Wood was nominated for the position of Chair of the Library Board of Trustees. Nominations were closed and Trustee Myers moved to elect Terry Wood as Chair. The motion was seconded by Trustee Casey and approved unanimously.
Prepared By: Melinda Cervantes, Executive Associate

Nominations from the floor for Vice-Chair followed by a vote of the Board will be on the March 13, 2024, meeting agenda.

- b) Report from Friends & Foundation, St. Helena Public Library, Deanna M. Griffin, Executive Director
Prepared By: Melinda Cervantes, Executive Associate
- c) Discussion by Library Trustees of Proposed Merger of Library and Parks & Recreation departments - Terry Wood, Chair Pro Tem
Prepared By: Melinda Cervantes, Executive Associate

Trustees briefly discussed the proposed merger followed by a few clarifying questions for April Mitts and Dave Jahns. Trustees expressed their gratitude to city administration for time devoted to discussion of this proposed merger. When asked what their top two concerns about the merger were, consensus was that the "Library Manager" have a master's degree in library and information science and the position be full-time. Assistant City Manager, Mitts thanked the Board and shared that the City Manager would make his decision in mid-March.

Library and Parks & Recreation Merger Duties

- d) Review of Library Statistics for November 2023, December 2023 and January 2024.
Prepared By: Melinda Cervantes, Executive Associate
SHPL Statistics Nov Dec 2023 Jan 2024
- e) Review of Library Newsletters for January and February 2024.
Prepared By: Melinda Cervantes, Executive Associate
- f) Review of Monthly Library Operating Expense Report for January 2024 -
Melinda Cervantes

Library Board of Trustees
February 14, 2024

Prepared By: Melinda Cervantes, Executive Associate

- 7 ADJOURNMENT - Chair, Terry Wood adjourned the meeting at 5:50pm.**
The next regular meeting is scheduled for Wednesday, March 13, 2024, at 5:00pm,
St. Helena Public Library.

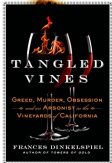
APPROVED:

ATTEST:

Terry Wood, Chair
Library Board of Trustees

Melinda Cervantes, Library
Executive Associate

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Children's Tea Party - Learn About Afternoon Tea 4:00pm	2
3 	4	5 Story Time & Crafts 10:30am	6	7 Terry Henry Artist Reception 4:30pm-5:30pm UpValley Tax Help 10:00am-4:00pm	8 	9
10	11	12 Story Time & Crafts 10:30am	13 	14 St. Patrick's Day Plant Slant Cooking Demonstration 4:30pm UpValley Tax Help 10:00am-4:00pm	15	16
17	18	19 Story Time & Crafts 10:30am Music of the West African Kora 4:00pm	20	21 Tangled Vines 5:30pm 7:00pm UpValley Tax Help 10:00am-4:00pm	22 	23
24  31	25	26 Story Time & Crafts 10:30am	27	28 UpValley Tax Help 10:00am-4:00pm	29	30 

St Helena Public Library

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



Terry Henry Artist Reception

Thursday, March 7th
from 4:30pm to 5:30pm

Terry Henry spent more than 33 years in the wine industry. Upon retirement, she enrolled in an art course with Pam Jones. Terry then studied with a local oil painter, Christine Olivo, for 5 years and is currently taking workshops with Elio Camacho and Deirdre Shibano and classes with Connie Wright at Napa Valley College. The selections on display include oils of vineyards of the Napa Valley, several Sedona landscapes, portraits and a few watercolor landscapes.



Saint Patrick's Day Plant Slant Cooking Demonstration

Thursday, March 14th at 4:30pm

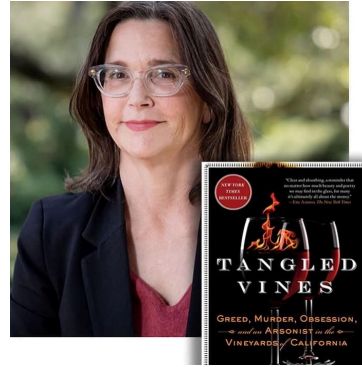
Celebrate St. Patrick's Day with Blue Zones' "Green Harmony Feast" cooking demonstration! Join us for a taste of Ireland's culinary magic, featuring vibrant, plant-based recipes inspired by the Blue Zones project. From kale salads to spinach delights, experience the joy of St. Patrick's Day with healthful and delicious bites. Elevate your celebration with a delightful fusion of Irish heritage and plant-centric goodness!



Music of the West African Kora

Tuesday, March 19th at 4:00pm

Sean Gaskell features songs on the kora- a 21 stringed West African harp. He studied under two musicians in Brikama, Gambia. The kora is traditionally played by oral historians known as Griots. Many songs featured on the kora preserve an 800 year history dating back to the founding of the Mande empire. Gaskell has presented programs at over 350 libraries and a multitude of schools, colleges, universities and assisted living facilities throughout the United States and Canada.



Tangled Vines: Greed, Murder, Obsession, and an Arsonist in the Vineyards of California by Frances Dinkelspiel

Thursday, March 21st
from 5:30pm to 7:00pm

Napa Valley Wine Library Association Presents: Distinguished journalist and author Frances Dinkelspiel brings us up to date on Mark Anderson, her miscreant subject of Tangled Vines: Greed, Murder, Obsession, and an Arsonist in the Vineyards of California (2016). The convicted arsonist died last March. Nearly \$5M in inventory had gone up in flames in 2005 at a storage facility on Mare Island under his care. Collectors, wine shops and wineries lost entire vintages and libraries, including wine from Frances's own family cellared for over a century. Reception to feature wines from wineries in Frances's book and a book signing with the author after her talk.



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.



Tax Help with UpValley Family Center

Thursday, March 7th, 14th, 21st
and 28th from
10:00am to 4:00pm

Call UpValley Family Centers at 707-965-5010 to schedule your appointment.

Events Sponsored by Friends & Foundation



ST. HELENA PUBLIC LIBRARY

Annual Report 2020



The library had **1,787**
open hours in 2020!



6,635 people have a card
at our library



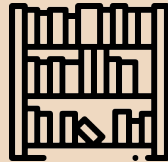
67,336 people walked
through our doors last year



In addition to **43,659**
website visits



Print materials totaled
49,297



The collection contained
217,537 items



There were **50,210**
electronic materials
circulated



Contributing to a total of
129,087 checkouts!



We lent our items to
libraries outside of our
system **22,738** times



Our service is delivered by
7.92 dedicated FTE staff



Reference questions
6,669 were asked



And brought in **13,440**
items upon patron
request



427 total programs
offered



6,489 people
attended in total!

RE AD

<http://www.shpl.org/>
1492 LIBRARY LANE
ST. HELENA, CA, 94574

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ST. HELENA PUBLIC LIBRARY

Annual Report 2021



The library had **728** open hours



6,521 people have a card at our library



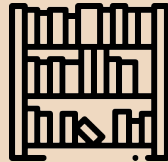
9,983 people walked through our doors last year



In addition to **45,072** website visits



Print materials totaled **45,335**



The collection contained **160,596** items



There were **50,667** electronic materials circulated



Contributing to a total of **139,264** checkouts!



We lent our items to libraries outside of our system **24,856** times



Our service is delivered by **6.40** dedicated FTE staff



11,388 Reference questions were asked



And brought in **19,797** items upon patron request



34 total programs offered



786 people attended in total!

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ST. HELENA, CA, 94574

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ST. HELENA PUBLIC LIBRARY

Annual Report 2022



The library had **2,227**
open hours



4,651 people have a card
at our library



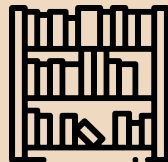
45,142 people walked
through our doors last year



In addition to **48,136**
website visits



Print materials totaled
44,870



The collection contained
243,684 items



There were **944,644**
electronic materials
circulated



Contributing to a total of
1,057,383 checkouts!



We lent our items to
libraries outside of our
system **21,206** times



Our service is delivered by
6.40 dedicated FTE staff



8,164 Reference
questions were asked



And brought in **13,799**
items upon patron
request



185 total programs
offered



3,270 people
attended in total!

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ST. HELENA PUBLIC LIBRARY

Annual Report 2023



The library had **2,193**
open hours



5,012 people have a
card at our library



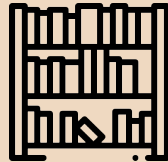
59,765 people walked
through our doors last year



In addition to **49,584**
website visits



Print materials totaled
43,988



The collection contained
136,034 items



There were **326,637**
electronic materials
circulated



Contributing to a total of
432,086 checkouts!



We lent our items to
libraries outside of our
system **21,244** times



Our service is delivered by
6.02 dedicated FTE staff



7,436 Reference
questions were asked



And brought in **12,245**
items upon patron
request



167 total programs
offered



4,158 people
attended in total!

RE AD

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ST. HELENA, CA, 94574

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General Ledger Monthly Operating Expense Rpt



User: SKillingsworth
Printed: 3/4/2024 10:10:56 AM
Period 01 - 13
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	286,254.18	143,070.82	33.32
101-46-00-20-20	TempPart Time	69,892.00	0.00	36,375.90	33,516.10	47.95
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	852.12	1,689.88	66.48
101-46-00-20-40	FICAMedicare	36,563.00	0.00	24,134.77	12,428.23	33.99
101-46-00-20-45	Employer PERS	42,968.00	0.00	22,964.04	20,003.96	46.56
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	58,920.93	43,837.07	42.66
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	2,171.71	1,940.29	47.19
101-46-00-20-75	Deferred Comp	6,801.00	0.00	2,051.16	4,749.84	69.84
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,357.00	1,043.00	43.46
20	Salaries & Benefits	773,363.00	0.00	513,778.92	259,584.08	33.57
101-46-00-21-10	Communications	11,500.00	0.00	2,464.80	9,035.20	78.57
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	19,521.48	60,478.52	75.60
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	3,533.21	6,466.79	64.67
101-46-00-21-45	Other Contract Services	93,600.00	16,187.98	64,108.93	13,303.09	14.21
101-46-00-21-55	Training & Conference	4,000.00	0.00	-376.20	4,376.20	109.41
21	Services	199,600.00	16,187.98	89,252.22	94,159.80	47.17
101-46-00-22-07	Copies	3,000.00	0.00	1,502.58	1,497.42	49.91
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	690.35	809.65	53.98
101-46-00-22-15	Special Department Supplies	6,000.00	0.00	4,228.36	1,771.64	29.53
22	Supplies	14,900.00	0.00	9,874.84	5,025.16	33.73
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	16,187.98	613,730.98	373,444.04	37.22
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	34,240.37	24,488.63	41.70
380-46-00-20-30	Overtime	0.00	0.00	17.82	-17.82	0.00
380-46-00-20-37	Holiday Pay	2,941.00	0.00	1,691.57	1,249.43	42.48
380-46-00-20-40	FICAMedicare	<u>4,718.00</u>	<u>0.00</u>	<u>2,817.99</u>	<u>1,900.01</u>	<u>40.27</u>
20	Salaries & Benefits	66,388.00	0.00	38,767.75	27,620.25	41.60
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>1,200.30</u>	<u>1,199.70</u>	<u>49.99</u>
21	Services	2,400.00	0.00	1,200.30	1,199.70	49.99
380-46-00-22-16	Library Materials	<u>60,000.00</u>	<u>23,673.12</u>	<u>36,573.45</u>	<u>-246.57</u>	<u>-0.41</u>
380-46-00-22-40	Programming	<u>15,000.00</u>	<u>0.00</u>	<u>3,258.32</u>	<u>11,741.68</u>	<u>78.28</u>
22	Supplies	75,000.00	23,673.12	39,831.77	11,495.11	15.33
00	Administration	143,788.00	23,673.12	79,799.82	40,315.06	28.04
382	Martin Estate Trust Library					
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 Library					
46	Library					
384-46-00-22-16	Library Materials	<u>50,000.00</u>	<u>0.00</u>	<u>18,565.29</u>	<u>31,434.71</u>	<u>62.87</u>
22	Supplies	50,000.00	0.00	18,565.29	31,434.71	62.87
384-46-00-23-35	Software Maintenance	<u>0.00</u>	<u>0.00</u>	<u>47.84</u>	<u>-47.84</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	47.84	-47.84	0.00
00	Administration	50,000.00	0.00	18,613.13	31,386.87	62.77

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,200,701.00	39,861.10	712,943.93	447,895.97	0.373