



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane
St. Helena, CA 94574
Wednesday, July 10, 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. OATH OF OFFICE
New Board Members Oath of Office - Cindy Tzaopoulos, City Clerk
3. ROLL CALL
Chair: Vacant
Vice Chair: Gillian Casey
Board Members: Deborah Claymon Boeschen, Michelle Deasy, Alexandra Haslip, Dana Johnson and Jack Stuart
City Council Member Liaison: Anna Chouteau
Staff Liaison: Melinda Cervantes, Interim Library Director
City staff present at the meeting will be noted in the minutes.
4. 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.
5. REPORTS BY STAFF/BOARD MEMBERS/COMMITTEES:
Reports by staff and/or committees 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.**
6. 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)
 - 6.1. Library Board of Trustees Meeting Minutes of June 12, 2024.

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CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director
[Library Board of Trustees - 12 Jun 2024 - Minutes](#)

7. SCHEDULED MATTERS:

- 7.1. Election of Officers with Nominations from the Floor - Gillian Casey, Vice-Chair

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

Recommendation:

Nominations will be taken from the floor.

- 7.2. Discussion of Meeting Time and Monthly Schedule - Gillian Casey, Vice-Chair

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

- 7.3. Report from Friends & Foundation, St. Helena Public Library - Deanna M. Griffin, Executive Director

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

- 7.4. Consideration of Establishing Board Goals and Work Plan

CEQA Determination: Not a CEQA project

Prepared By: Dave Jahns, Director of Community Services

- 7.5. Review of Monthly Library Operating Expense Report for FY2023-24. - Melinda Cervantes, Interim Library Director 7 - 9

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

[240703 Monthly Expense Report Library](#)

- 7.6. Review of Library Newsletter for July 2024 - Melinda Cervantes, Interim Library Director 10 - 13

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

[July 2024 Print English](#)

[July 2024 Print Spanish](#)

8. ADJOURNMENT

The next regular meeting is scheduled for August 14, 2024, at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1088 College Ave, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on Friday, July 5, 2024.

/s/ Melinda Cervantes

Melinda Cervantes, Interim 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
St. Helena, CA 94574
Wednesday, June 12, 2024 @ 5:00 PM

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1. **CALL TO ORDER** – Vice Chair, Gillian Casey called the meeting to order at 5:03PM
2. **ROLL CALL**
 Chair: ~~Terry Wood~~
 Vice Chair: Gillian Casey
 Trustees: Deborah Claymon Boeschon, Alexandra Haslip, Don Loveless, ~~Janet Myers~~ and Suzanne Roomian
 City Council Member Liaison: Anna Chouteau
 Staff Liaison: Dave Jahns, Director of Community Services and Melinda Cervantes, Interim Library Director
3. **PUBLIC FORUM** – Ms. Casey announced that members of the public are encouraged to login to EveryLibrary.org, a national advocacy organization, and sign-up to restore funding for Brainfuse HelpNow online K-12 tutoring and Lunch at the Library programs.
4. **REPORTS BY STAFF/BOARD MEMBERS/COMMITTEE(S):**
 Interim Library Director Cervantes provided a brief update on the interview process to fill the Deputy Director of Community Services – Library. Community Services Director Jahns added that interviews will begin the week of June 17 and an offer could be made as early as the end of June.

 Director Jahns reported that the City has received some applications for Boards, Commissions and Committee vacancies, recruitment will remain open until 6/14. Board members were encouraged to speak with other members of the community and encourage them to apply. Director Cervantes added that Board member Janet Meyers is relocating and has resigned from the Library Board, leaving six vacancies.

 Director Jahns provided a brief update on the status of recovery from the Cyberattack on the City and the Library. Interim Director Cervantes added that staff and public service desk computers, photocopiers and self-check machines are working, but public computers and scanning services remain out of order for now.

5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of May 8, 2024** – Board member Claymon Boeschen moved to approve the minutes. The motion was seconded by Board member Loveless and approved by all Board members. # - #

6. **SCHEDULED MATTERS:**

- 6.1. **Report from Friends & Foundation, SHPL:**
Executive Director Deanna M. Griffin reported that the “Wine & Words” event was a success and thanked members of the Library Board and staff who were able to attend. The purpose of this event was to re-establish awareness of the Friends & Foundation and perhaps identify individuals willing to serve on the Friends & Foundation Board. Griffin also announced that the Friends and Foundation will begin a search for an Administrative Assistant.

- 6.2. **Review of Library Calendar/Newsletter for June 2024:**
Director Cervantes reported that the Children’s Petting Zoo and outdoor games held earlier in the day outside the Library was lots of fun with approximately 50 children plus parents and caregivers attending.

- 6.3. **Review of Monthly Library Operating Expense Report for May 2024:**
Director Cervantes reported that the first year of a two-year budget cycle ends June 30, 2024 and that remaining library materials funds will be used to increase electronic books and downloadable audiobooks. Cervantes also mentioned that in FY2024-25, funds have been added to cover some of the cost for online subscriptions that the State Library budget can no longer fund. (online K-12 tutoring and Coursera are at the top of the list).

- 6.4. **Review and Potential Approval of the Roles & Responsibilities Ad Hoc Committee’s Summary of Proposed Changes:**

Director Jahns provided a brief review of the Municipal Code revision process and Ad Hoc Committee Chair Claymon Boeschen restated the purpose of renaming the Board of Library Trustees and responded to a question from Board member Loveless about having the School Librarian represent youth as an ex-officio member by clarifying the Ad Hoc Committee’s recommendation to add an ex-officio youth position. Director Jahns followed with information from the City Clerk that recruitment for this position could begin in the fall when youth ages 15-19 years would be more likely to apply. Ex-Officio positions on the Board and Municipal Code revisions must be approved by City Council.

Following a discussion by the Board, a motion was made by Board member Claymon Boeschen to recommend to City Council that the name of the Board be changed to St Helena Public Library Board. The motion was seconded by Board member Suzanne Roomian and unanimously approved.

A separate motion to approve revisions to Municipal Code: Section 2.52.030 Powers of the Board and striking Section 2.52.070 Contract for Lending Books was made by Board member Claymon Boeschen. The motion was seconded by Board member Loveless and unanimously approved.

Board members also discussed adopting a Statement of Purpose and Roles & Responsibilities for orientation of new Library Board members. Board member Roomian made a motion to approve the above statements. The motion was seconded by Board member Claymon Boeschen and unanimously approved.

7. **ADJOURNMENT** – Board member Suzanne Roomian announced that due to scheduling conflicts she would not be reapplying to the Library Board. Vice Chair Casey thanked Suzanne for her years of volunteer service on the Board and Director Cervantes encouraged Suzanne to consider reapplying in the future.

Vice-Chair Casey adjourned the meeting at 6:25 PM.

The next regular meeting is scheduled for July 10, 2024, at 5:00 PM, St. Helena Public Library.

General Ledger Monthly Operating Expense Rpt



User: mcervantes@shpl.org
Printed: 7/3/2024 2:53:49 PM
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	403,529.64	25,795.36	6.01
101-46-00-20-20	TempPart Time	72,782.00	0.00	55,160.38	17,621.62	24.21
101-46-00-20-30	Overtime	0.00	0.00	237.04	-237.04	0.00
101-46-00-20-37	Holiday Pay	2,587.00	0.00	1,149.75	1,437.25	55.56
101-46-00-20-40	FICAMedicare	36,784.00	0.00	34,595.68	2,188.32	5.95
101-46-00-20-45	Employer PERS	42,968.00	0.00	29,805.45	13,162.55	30.63
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	84,010.89	18,747.11	18.24
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	3,086.65	1,025.35	24.94
101-46-00-20-75	Deferred Comp	6,801.00	0.00	2,309.72	4,491.28	66.04
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,357.00</u>	<u>1,043.00</u>	<u>43.46</u>
20	Salaries & Benefits	776,519.00	0.00	693,887.86	82,631.14	10.64
101-46-00-21-10	Communications	11,500.00	0.00	3,881.41	7,618.59	66.25
101-46-00-21-15	Postage	500.00	0.00	8.57	491.43	98.29
101-46-00-21-22	Utilities	80,000.00	0.00	29,785.58	50,214.42	62.77
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	5,583.80	4,416.20	44.16
101-46-00-21-45	Other Contract Services	93,600.00	2,830.26	80,472.09	10,297.65	11.00
101-46-00-21-55	Training & Conference	<u>4,000.00</u>	<u>0.00</u>	<u>2,118.16</u>	<u>1,881.84</u>	<u>47.05</u>
21	Services	199,600.00	2,830.26	121,849.61	74,920.13	37.54
101-46-00-22-07	Copies	3,000.00	0.00	2,185.55	814.45	27.15
101-46-00-22-12	Computer Equipment	4,400.00	0.00	3,934.16	465.84	10.59
101-46-00-22-13	Office Supplies	1,500.00	0.00	1,450.96	49.04	3.27
101-46-00-22-15	Special Department Supplies	<u>6,000.00</u>	<u>0.00</u>	<u>4,737.55</u>	<u>1,262.45</u>	<u>21.04</u>
22	Supplies	14,900.00	0.00	12,308.22	2,591.78	17.39
101-46-00-23-35	Software Maintenance	<u>3,200.00</u>	<u>0.00</u>	<u>3,534.84</u>	<u>-334.84</u>	<u>-10.46</u>
23	Maintenance	3,200.00	0.00	3,534.84	-334.84	-10.46
101-46-00-24-25	Taxes & Other Charges	<u>12,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,300.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	12,300.00	0.00	0.00	12,300.00	100.00
101-46-00-26-40	Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,006.04</u>	<u>-2,006.04</u>	<u>0.00</u>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	0.00	0.00	2,006.04	-2,006.04	0.00
00	Administration	1,006,519.00	2,830.26	833,586.57	170,102.17	16.90
218	Public Library Foundation					
46	Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,300.00</u>	<u>0.00</u>	<u>1,299.02</u>	<u>0.98</u>	<u>0.08</u>
26	Capital	1,300.00	0.00	1,299.02	0.98	0.08
00	Administration	1,300.00	0.00	1,299.02	0.98	0.08
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					
46	Library					
380-46-00-20-20	TempPart Time	61,157.00	0.00	54,067.27	7,089.73	11.59
380-46-00-20-30	Overtime	0.00	0.00	17.82	-17.82	0.00
380-46-00-20-37	Holiday Pay	2,979.00	0.00	2,323.82	655.18	21.99
380-46-00-20-40	FICAMedicare	<u>4,904.00</u>	<u>0.00</u>	<u>4,383.12</u>	<u>520.88</u>	<u>10.62</u>
20	Salaries & Benefits	69,040.00	0.00	60,792.03	8,247.97	11.95
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>1,933.83</u>	<u>466.17</u>	<u>19.42</u>
21	Services	2,400.00	0.00	1,933.83	466.17	19.42
380-46-00-22-16	Library Materials	60,000.00	9,061.43	52,090.21	-1,151.64	-1.92
380-46-00-22-40	Programming	15,000.00	0.00	6,551.08	8,448.92	56.33
380-46-00-22-41	Youth Programs	<u>0.00</u>	<u>0.00</u>	<u>1,195.00</u>	<u>-1,195.00</u>	<u>0.00</u>
22	Supplies	75,000.00	9,061.43	59,836.29	6,102.28	8.14
00	Administration	146,440.00	9,061.43	122,562.15	14,816.42	10.12
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>46,554.69</u>	<u>3,445.31</u>	<u>6.89</u>
22	Supplies	50,000.00	0.00	46,554.69	3,445.31	6.89

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
384-46-00-23-35	Software Maintenance	<u>0.00</u>	<u>0.00</u>	<u>184.83</u>	<u>-184.83</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	184.83	-184.83	0.00
00	Administration	50,000.00	0.00	46,739.52	3,260.48	6.52
Grand Total		1,206,509.00	11,891.69	1,004,987.26	189,630.05	0.1572

JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Story Time & Crafts 10:30am	3 Toddler Music Event 10:30am 	4 Closed for 4th of July	5	6
7	8 	9 Story Time & Crafts 10:30am Silly Circus Show 4:00pm	10	11 Connie Wright Artist Reception 4:30pm 	12	13
14	15	16 Story Time & Crafts 10:30am	17 Make a Tie Dye Bear Party 3:00pm 	18		20
21	22	23 Story Time & Crafts 10:30am	24	25	26	27
28	29 	30 Story Time & Crafts 10:30am Lotería Family Game Night 5:00pm	31			

St Helena Public Library

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



Toddler Music Event

Wednesday, July 3rd at 10:30am

Join Brandon Binder, local music educator, for songs, movement activities, and a story. This event is geared toward toddlers and their families.



Silly Circus Show

Tuesday, July 9th at 4:00pm

Bri Crabtree uses juggling, outrageous jokes, and her sleight-of-hand keeps guests asking, "how did she do that!?" long after the show is over. Run away with the Silly Circus Show. Even if it's just for an afternoon.



Connie Wright Artist Reception

Thursday, July 11th at 4:30pm

This months wall gallery features Napa Valley College artists from Connie Wright's non-credit visual expression art class. "I have a wonderful group of students from accomplished artists to new students, all come together in an incredibly supportive environment. We invite new students to join us. I have been teaching many years at the college in credit, community education and non-credit classes."



Make a Tie Dye Bear Party

Wednesday, July 17th at 3:00pm

FOR AGES 4 AND UP

Make and decorate your very own teddy bear! We'll have a special story time and then participants will get to stuff and then tie dye their very own bear! All supplies provided. Things might get messy, dress appropriately!

MUST REGISTER IN ADVANCE.
REGISTRATION OPENS JULY 8TH.



Lotería Family Game Night

Tuesday, July 30th at 5:00pm

Let's Play Lotería!

Play a few rounds of Lotería and win prizes!

Lotería is a traditional Mexican game combining cards and bingo.

For all ages!



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.

Events Sponsored by Friends & Foundation

JULIO 2024

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
	1	2 Cuentos y Manualidades 10:30am	3 Evento musical para niños pequeños 10:30am 	4 Cerrado el 4 de julio	5	6
7	8 	9 Cuentos y Manualidades 10:30am Espectáculo de circo 4:00pm	10	11 Recepción de artistas Connie Wright 4:30pm	12 	13
14	15	16 Cuentos y Manualidades 10:30am	17 Osito de peluche teñido 3:00pm	18 	19	20
21	22	23 Cuentos y Manualidades 10:30am	24	25	26	27
28	29	30 Cuentos y Manualidades 10:30am Lotería - noche de juegos en familia 5:30pm	31 			

St Helena Public Library

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Evento musical para niños pequeños

Miércoles 3 de julio a las 10:30

Únete a Brandon Binder, educador musical local, para disfrutar de canciones, actividades de movimiento y un cuento. Este evento está dirigido a niños pequeños y sus familias.



Osito de peluche teñido

Miércoles 17 de julio a las 3:00pm

A PARTIR DE 4 AÑOS

¡Crea tu propio osito de peluche!

Contaremos un cuento especial y luego los participantes rellenarán y teñirán su propio osito. Todos los materiales están incluidos. Las cosas pueden ensuciarse, ¡vístete adecuadamente! DEBEN INSCRIBIRSE CON ANTELACIÓN.



Espectáculo de circo

Martes 9 de julio a las 4:00pm

Bri Crabtree utiliza malabares, bromas extravagantes y sus juegos de manos hacen que los invitados se pregunten «¿cómo ha hecho eso?» mucho después de que termine el espectáculo. Escápate con el Silly Circus Show. Aunque sólo sea por una tarde.



Lotería - noche de juegos en familia

Martes 30 de julio a las 5:00pm

Juguemos a la Lotería! Juega unas rondas de Lotería y gana premios. La lotería es un juego tradicional mexicano que combina cartones y bingo. ¡Habrà bocadillos! Para todas las edades.



Recepción de artistas Connie Wright

Jueves 11 de julio a las 4:30pm

La galería de este mes presenta a los artistas del Napa Valley College de la clase de arte de expresión visual sin créditos de Connie Wright. "Tengo un grupo maravilloso de estudiantes, desde artistas consumados a nuevos estudiantes, todos se reúnen en un ambiente de apoyo increíble. Invitamos a los nuevos estudiantes a unirse a nosotros. Llevo muchos años enseñando en la universidad en clases con créditos, de educación comunitaria y sin créditos."



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.

Eventos patrocinados por Friends & Foundation