



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, November 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. OATH OF OFFICE
Board Member Oath of Office – Cindy Tzaopoulos, City Clerk
3. ROLL CALL
Chair: Deborah Claymon Boeschen
Vice Chair: Gillian Casey
Trustees: Michelle Deasy, Jonathan Furuta, Alexandra Haslip, Dana Johnson, Jack Stuart
City Council Member Liaison: Anna Chouteau
Staff Liaison: Mara Strickler, Deputy Director of Community Services - Library
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 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.**
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 10/09/24

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CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, Deputy Director of Community Services -
Library

[Library Board Draft Minutes 10.09.24](#)

7. SCHEDULED MATTERS:

7.1. Announcement and Introduction of youth representative

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

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

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

7.3. Presentation of Annual Survey

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CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

[FY2324
2023-24Infographic](#)

7.4. Discussion of Work Plan and SubCommittee Assignments - Deborah Claymon Boeschen, Chair

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CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

[Workplan_Sucommittee Assignments](#)

8. ADJOURNMENT

The next regular meeting is scheduled for December 11, 2024 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 8, 2024.

/s/ Mara Strickler

Mara Strickler, Deputy Director of Community Services - Library

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, October 9, 2024 @ 5:00 PM

Page

1. **CALL TO ORDER**

Chair, Deborah Claymon Boeschon called the meeting to order at 5:03 PM.

2. **ROLL CALL**

Chair: Deborah Claymon Boeschon

Vice Chair: Gillian Casey

Board Members: Michelle Deasy, Jonathan Furuta, Alexandra Haslip, Dana Johnson, Jack Stuart,

City Council Member Liaison: Anna Chouteau

Staff Liaison: Mara Strickler, Deputy Director of Community Services - Library

City staff present at the meeting will be noted in the minutes.

3. **PUBLIC FORUM**

No public comment was received.

4. **REPORTS BY STAFF/BOARD MEMBERS/COMMITTEES:**

The Deputy Director of Community Services for the Library reported that:

- Landscape work in front of the Library is under way. The new irrigation system has been installed and the Maintenance team plans to have the sod laid before the Harvest Festival
- The annual Mexican Independence Day program was a huge success. We had over 300 people attend to enjoy music, food, and community. Big thanks to everyone who contributed to the success of this event, particularly Clara Ibarra Guerrero and Monica Perez.
- Staff person, Pauline Zuntz, has given her notice. Staff person, Enedina Guerrero Parada will be transitioning into Pauline's hours and duties. Recruitment is under-way a new part-time staff person.
- The annual survey is submitted to the State Library every October regarding the local statistics for the prior fiscal year; the survey includes data requested by the federal agency the Institute for Museum and Library Services. Information provided includes Library funding, spending, staffing, programming, and collections.

5. **CONSENT ITEMS:**

5.1. **Library Board Meeting Minutes of August 14, 2024**

Board Member Stuart made a motion to approve the minutes. The motion was approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1. **Report from Friends & Foundation, St. Helena Public Library -**
Deanna M. Griffin, Executive Director, reported that:

- The 19th annual National Friends of Libraries Week will take place 10/20 – 10-26. A proclamation for this celebration will be read at the City Council meeting on 10/22/24. All members of the Library Board are encouraged to attend.

6.2. **Presentation of Board Letter**

Chair Claymon Boeschen presented a letter drafted on behalf of the Board regarding Library services; input was provided from the full Board. Vice Chair Casey made a motion to provisionally approve the letter, with the discussed revisions. The motion was approved by a quorum of those present.

6.3. **Review of Library Calendar/Newsletter for October 2024**

The Deputy Director of Community Services for the Library highlighted upcoming programs.

6.4. **Review of Monthly Library Operating Expense Report for September 2024** The Deputy Director of Community Services for the Library gave a brief summary of the monthly expense report.

6.5. **Discussion of Board Work Plan & SubCommittee Assignments**

Chair Claymon Boeschen presented the summary of Board priorities, as well as goals and potential SubCommittees and assignments. Areas of focus include Library policy, useage of the Library building, and use of Library services. Board members provided input and discussed possible action. The item will be reconsidered at next month's scheduled Library Board meeting.

7. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:27 PM.

APPROVED:

ATTEST:

Debora Claymon Boeschen, Chair
Library Board

Mara Strickler
Deputy Director of Community Services - Library

California Library Statistics 2023-24
ST. HELENA PUBLIC LIBRARY
Public Library Survey

The California Public Libraries Survey (PLS) incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

The portal will open on September 3, 2024 for reporting statistics for July 1, 2023 to June 30, 2024. The due date for completion of this year's annual report will be Thursday, October 31, 2024.

General instructions for submitting data:

*In financial sections, report whole dollars only, omit cents.
Enter "0" if the entry is zero.
If a figure is unknown, check the "unavailable/missing" box. This will insert a "-1" in the data field.
There are edit check functions on many data elements. If you enter an amount that is significantly different than the previous year, for instance, you will receive an error message. Please verify the accuracy of your entry, and if it is correct, make a note explaining the difference by clicking on the notepad icon to the left of the data entry box.*

Section 1 Directory and Administrative information

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

1.1 Library Identification	M737
1.2 FSCS ID	CA0141
1.3 Short Name	St Helena
1.4 Library Name	ST. HELENA PUBLIC LIBRARY

Director's Contact Information

Please enter the name and title of the person with direct overall administrative responsibility for the library. If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank.

1.5 Courtesy Title	Mx.
1.6 Director First Name	Mara
1.7 Director Middle Name	
1.8 Director Last Name	Strickler
1.9 Director Title	Deputy Director of Community Services-Library
Does Director hold a master's degree from a program of library and information studies accredited by the American Library Association?	Yes

Physical Address

1.10 - 1.17 CSL only. Contact CSL with changes

Street address of main library or headquarters, including city, ZIP and ZIP+4. (Prefilled, changeable by CSL only)

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

1.10 Street Address	1492 LIBRARY LANE
1.11 City	ST. HELENA
1.12 Zip	94574
1.13 Zip +4	1143

Mailing Address

Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. The street address is repeated if it is the same as the mailing address. (Prefilled, changeable by CSL only).

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

1.14 Mailing Address	1492 LIBRARY LANE
1.15 Mailing City	ST. HELENA
1.16 Mailing Zip	94574
1.17 Mailing Zip +4	1143

Library Contact and Service Info

1.18 Public Phone Number - Administration	(707) 963-5244
1.19 Reference Phone Number	(707) 963-5244
1.20 TDD for Deaf	N/A
1.21 Library Director's direct phone number (for use by State Library only)	(707) 967-2805
1.22 Library Director's Email address	mstrickler@cityofsthelelena.gov
1.23 Include email in directory distributed to CA library directors?	Yes
1.24 Make email available to professional library orgs?	Yes

Data Input

https://ca.countingopinions.com/pireports/piprint_pdf.php?pi_collection_id=55&view_ls_id=6374...

1.25 Make email available to public	Yes
1.26 Deputy Director name	NA
1.27 Deputy Director email	NA
1.28 Library Public Email address or "contact us" URL	https://www.shpl.org/contact-us
1.29 Library's Web Address	https://www.shpl.org/
1.30 Name of person completing this survey	Mara Strickler
1.31 Phone # of person completing this survey	(707) 967-2805
1.32 Email address of person completing this survey	mstrickler@cityofsthelena.gov
1.33 (Optional) Celebrate your library! Share a success story about your library staff, programming, services, community, partnerships, facilities, or collections.	
1.34 Did anything occur that significantly affected your data this reporting year?	Yes
1.35 Describe (i.e. closure, new outlet, natural disaster, etc.)	Staff transition (retirement of Director); Reorganization of municipal departments, Library became a part of Community Services, as opposed to being its own Department

Section 2 Population and Outlets

2.1 Population of The Legal Service Area	5,314
2.2 Registered Users as of June 30	6,436
2.3 Children Borrowers	1,072

Outlets

Total number of public service outlets including fixed building outlets and mobile libraries. Only vehicles themselves, not mobile library stops, are counted within total outlets.

2.4 # of Central Libraries	1
2.5 # of Branch Libraries	0
2.6 # of Bookmobiles	0
2.7 Total # of Outlets	1
2.8 # of other library outreach vehicles or structures	0
2.9 Number of kiosks	0
2.10 Total Square Footage (auto calculated in LibPAS from entries in outlets section)	14,445
2.11 Is this library jurisdiction designated by local government as a supporting department in emergency operations?	Yes
2.12 Do you have a new bookmobile or branch to report?	No
2.13 Description of new outlet. Email LibraryStatistics@library.ca.gov as soon as possible so we can add to your form.	NA

Section 3 Library Income

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Report whole dollars only (omit cents).

3.1 Local Government (all sources)	\$1,006,519
3.2 State Funds	\$1,350
3.3 Federal Funds	\$0
3.4 All Other Operating Income	\$198,640
3.5 Total Operating Income	\$1,206,509

Capital Income

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report whole dollars only (omit cents). Note that the amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

3.7 Local Government (taxes and allocations)	\$0
3.8 State Funds	\$0
3.9 Federal Funds	\$0
3.10 Other Income	\$0
3.11 Total Capital Outlay Income	\$0

Section 4 Library Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Report whole dollars only, omit cents. Include local, state, federal, and other funding sources.

Staff Expenditures

4.1 Salary & Wages Expenditures	\$591,600
4.2 Employee Benefits Expenditures	\$290,609
4.3 Total Staff Expenditures	\$882,209

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

4.4 Print Materials Expenditures (except Serials)	\$60,833
4.5 Print Serial Subscription Expenditures	\$5,310
4.6 Total Print Materials Expenditures	\$66,143
4.7 Electronic Materials Expenditures	\$70,363
4.8 Other Materials Expenditures	\$24,446
4.9 Total Collection Expenditures	\$160,952

Other Expenditures

4.10 All Other Operating Expenditures	\$200,446
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Operating Expenditures

4.11 Total Operating Expenditures	\$1,243,607
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Capital Expenditures

Capital expenditures. Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

4.12 Total Capital Expenditures	\$0
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Specific Expenditures (no data post 2018)

Section 5 Library Staff

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

Counting Heads

5.1 Total number of full time employees (count heads, use library definition of "full time")	4.00
5.2 Total number of part time employees (count heads, use library definition of "part time")	8.00
5.3 Total count of persons employed - full and part time	12.00
5.4 Total number of volunteers (count heads)	11
5.5 Total hours volunteered in the reporting year	950.00

Full-time Equivalent Calculations: Refer to instructions for guidance calculating FTE

5.6 Total FTE for Librarians with an MLIS degree	2.00
5.7 Total FTE for Librarians without an MLIS degree	2.00
Total FTE Librarians	4.00
5.8 Total FTE for all other paid staff	2.00
5.9 Total FTE for all staff	6.00

Salary Survey (administered every three years)

Complete entries for this reporting year. Report beginning step and final step of monthly salary range in whole dollars; omit cents. If payment is made in other than monthly increments, compute monthly equivalent. Only ten positions are surveyed; do not add positions of your library

not included on the survey. If your library has more than one class of position as described, report the highest salary range.

	Beginning Salary	Final Salary
5.10 Library Director	\$12,012	\$13,725
5.11 Assistant Director	\$0	\$0
5.12 Chief of Division	\$0	\$0
5.13 Clerk	\$3,855	\$4,189
5.14 Information Technology Specialist	\$0	\$0
5.15 Librarian I	\$4,551	\$4,778
5.16 Librarian II	\$6,175	\$6,355
5.17 Librarian III	\$7,498	\$7,874
5.18 Library Assistant	\$5,110	\$5,110
5.19 Manager	\$0	\$0

Section 6 Library Collection

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

6.1 Books - Children - Held as of June 30	15,806
6.2 Books - Young Adult - Held as of June 30	977
6.3 Total Print Materials Held	34,136
6.4 Languages Represented by Organized Collections in print materials (check all that apply)	Spanish
6.4b Other languages in print material collection, please list separated by commas	
6.5 # of Physical Audio Materials	4,308
6.6 # of Physical Video Materials	8,750
6.7a Do you loan internet enabled devices? (Laptops, Chromebooks, etc.)	Yes
6.7b How many devices available for check-out and use outside the library?	5
6.8a Do you lend hot spots?	Yes
6.8b How many hot spots available for check-out and use outside the library?	5
6.9 All other Physical Items (do not include hotspots and devices)	43
6.10 Total Physical Items (auto-calculated)	47,247
6.11 (Optional) Current Print Serial Subscriptions	54

Electronic Materials available to patrons

eBooks

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

6.12 eBooks available purchased by your library	Yes
6.13 eBooks available purchased by consortium/collective	Yes
6.14 eBooks available purchased by the State Library (pre-filled)	No

eSerials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

6.15 eSerials available purchased by your library	Yes
6.16 eSerials available purchased by a consortium/collective	Yes
6.17 eSerials available purchased by the State Library	No

eAudios

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

6.18 eAudios available purchased by your library	Yes
6.19 eAudios available purchased by a consortium/collective	Yes
6.20 eAudios available purchased by the State Library (pre-filled)	No

eVideos

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an

electronic device. Do not consider resources available for free in the public domain when answering the following questions.

6.21 eVideos available purchased by your library	Yes
6.22 eVideos available purchased by a consortium/collective	Yes
6.23 eVideos available purchased by the State Library	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

6.24 Research Databases available purchased by your library	Yes
6.25 Research Databases available purchased by a consortium/collective	Yes
6.26 Research Databases available purchased by the State Library	Yes

Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

6.27 Learning Platforms available purchased by your library	No
6.28 Learning Platforms available purchased by a consortium/collective	No
6.29 Learning Platforms available purchased by the State Library	Yes

Section 7 Library Services

Report annual totals in this section.

7.1 Hours Open, All Outlets	2,428
7.2 Library Visits	64,144
7.3 Library visits reporting method	Annual Count
7.4 Reference Questions	5,556
7.5 Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Circulation

Circulation of all materials of all types including renewals.
Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Late fines

7.6 Do you charge any patrons late fines for physical materials?	No
7.7 Charge per day for Adults	\$0.00
7.8 For Young Adults	\$0.00
7.9 For Children	\$0.00

Circulation of Physical Materials

7.10 Total Circulation of all physical items (include ALL physical items, including print materials, physical audio and video, hotspots, library of things)	119,016
7.11 Circulation of Children's Materials (subset of total)	54,174
7.12 Circulation of Non English Materials (subset of total)	2,039
7.13 Circulation of internet-enabled devices (laptops, Chromebooks, etc)	12
7.14 Circulation of hotspots	70
7.15 Circulation of all other Physical Items (library of things. Do not include books, video, audio, hotspots, or laptops.)	451
Total circulation of all other Physical Items	533
7.16 Automatic Renewal of Physical Materials	Yes
7.17 ILL loans to others	8,418
7.18 ILL loans received	14,548

Electronic Content Use

7.19 eBook Circulation	9,592
7.20 eSerial Circulation	4,163
7.21 eAudio Circulation	15,125
7.22 eVideo Circulation	8,696

Circulation Totals

7.23 Total eMaterial Circulation (auto calculated sum of 7.19-7.22)	37,576
7.24 Total Circulation of Materials (7.10 + 7.23)	156,592

Programming

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group.

NOTE: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Live Programming

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group.

NOTE: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

NOTE: If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.

Children's programming

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.

Young Adult Programming

A Young Adult program is any planned event for which the primary audience is young adults age 12 to 18 and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Note: Young Adult age is defined as 12 through 18 years and includes 18- year-olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

Adult Programming

An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs, instruction and reading events.

Off-Site Programming

An offsite program is any program sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via pop-up mobile units.

NOTE: These programs should also be included in responses for above age- related programming/attendance.

Early learning: Ages 0-5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

Count all 0-5 children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

	7.25 # of Children's Programs (ages 0-5)	7.26 # of Children's Program Attendees (ages 0-5)
a. Live, in-person	49	1,160
b. Live, virtual	0	0
c. Total for Children Ages 0-5	49	1,160

Children's programs: Ages 6-11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

Count all 6-11 children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

	7.27 # of Children's Programs (age 6-11)	7.28 # of Children's Program Attendees (age 6-11)
a. Live, in-person	25	787
b. Live, virtual	0	0
c. Total for Children Ages 6-11	25	787

Young Adult Programs

A Young Adult (YA) program is any planned event for which the primary audience is young adults age 12 to 18 and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Young Adult age is defined as 12 through 18 years and includes 18- year-olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

	7.29 # of Young Adult Programs	7.30 Young Adult Program Attendance
a. Live, in-person	0	0
b. Live, virtual	0	0
c. Total Young Adult	0	0

Adult Programs

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

	7.31 # of Adult Programs	7.32 Adult Program Attendance
a. Live, in-person	27	929
b. Live, virtual	0	0
c. Total Adult	27	929

General Interest Programs

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements.

Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one

non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

	7.33 # of General Interest Programs	7.34 General Audience Program Attendance
a. Live, in-person	9	446
b. Live, virtual	0	0
c. Total General Interest	9	446

Offsite programming count

An offsite program is any program sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via pop-up mobile units.

NOTE: These programs should also be included in responses for above age- related programming/attendance. (Answer the question “Of the live, in-person programs and attendance that I reported in the categories above, how many were off-site?”)

7.35a Of the above programs, how many were offsite?	16
7.35b Attendance at offsite programs	163

Total

Total # of Programs	110
Total Program Attendance	3,322
Total # of Onsite Programs	94
Total Onsite Program Attendance	3,159
Total # of Virtual Programs	0
Total Virtual Program Attendance	0

Recorded Programming

7.36a # recordings of program content	0
7.36b # views of recorded program content	0

Self-Directed Activities

Activities provided for patrons without the expectation of staff interaction while the activity is being completed. Craft bags for children to take home, social media challenges, and story-walks are all examples.

7.37 # of self-directed activities	0
7.38 # of participants	0
7.39 Brief description of activities	NA

Electronic Services

7.40 CIPA Compliant	Yes
7.41 Annual Uses of Public Internet Computers	1,302
7.42 Reporting Method for Uses of Computers	Annual Count
7.43 Virtual Visits to the library website	54,635
7.44 Wireless Sessions Per Year	4,740
7.45 Reporting Method for Wifi Sessions	Annual Estimate Based on Typical Week(s)
7.46 # of Internet Terminals	14
7.47 ILS System (choose from dropdown or enter other)	Polaris (Innovative)
7.44b Other ILS system, please enter:	

Section 8 Referenda

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

8.1 Referendum Election Date	
8.2 Referendum Local Agency	
8.3 Referendum Funding Purpose	
8.4 Referendum Type of Tax	
8.5 Referendum Percentage of Yes Votes	
8.6 Referendum Vote Require	
8.7 Referendum Vote Outcome	
8.8 Referendum Notes	

Data Input

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Section 9 Bookmobiles

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

If you reported on operation of a mobile library in the previous report year, a record is provided to you for each mobile library operation you reported, indicating your last year's description of that operation. Where corrections or updates are appropriate, please make those changes in the space provided.

Please contact support@countingopinions.com if you have new or closed mobile libraries to report.

If no bookmobiles then leave blank.

Physical Address

Street Address. (CSL only) Street address where bookmobile is stationed when not in use, including city, county, ZIP and ZIP+4. NOTE: Please notify us of major changes to the address only such as an obvious error or a completely new address is needed.

Bookmobile Vehicle Info

Bookmobile Info

Staff

Counts

Section 10 Outlets

Include all branches and central libraries.

**If you prefer to submit your outlet data via Excel please email Lindsay Thompson at support@countingopinions.com for an import file template.*

Include all branches and central libraries. Do not include in this report any administrative headquarters that are not public service outlets, do not include other outlets or deposit only locations.

Complete one set of forms/input screens for each fixed-facility public service outlet.

New Library Outlets

Please contact Lindsay Thompson at Counting Opinions 1-800-521-4930 or support@countingopinions.com with the location information (name, address, contact) and she will add it and map it for the directory.

Closed Outlets

If an outlet for which we have provided you a California Library Outlets Survey was closed during this report year write a note in the notepad icon next to the window where you enter data explaining this. Please also include the date the outlet closed if that is easily available. Enter any data for the time period the outlet was open.

Updates to Existing Outlets

On the California Library Outlets Survey, you do not need to provide any response where there is no change in data from that which is indicated as currently in our file. Date built, date remodeled, # of square feet are all examples of data which probably has not changed.

Outlet Information

Location	10.1 FSCSKey	10.2 State assigned identification number	10.3 Library Code	10.4 Short Name	10.5 Legal Name
ST. HELENA PUBLIC LIBRARY	CA0141	M737	M737.001	St Helena	ST. HELENA PUBLIC LIBRARY

Physical Address

Street Address. (Prefilled by CSL) Street address of outlet as of June 30th, including city, ZIP and ZIP+4.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

Location	10.6 Physical Street Address	10.7 City	10.8 Zip Code	10.9 Zip+4 Code
ST. HELENA PUBLIC LIBRARY	1492 LIBRARY LANE	ST. HELENA	94574	1143

Mailing Address

Mailing Address. (CSL only). Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is repeated if it is the same as the mailing address.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

Data Input

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Location	10.10 Mailing Street Address	10.11 Mailing City	10.12 Mailing Zip Code	10.13 Mailing Zip +4	10.14 County
ST. HELENA PUBLIC LIBRARY	1492 LIBRARY LANE	ST. HELENA	94574	1143	Napa

Contact / Information

Location	10.15 Phone	10.16 Outlet Type Code	10.17 Facility Owned By	10.18 Established Scheduled Hours for Public Service?	10.19 At least one paid staff works at facility?	10.20 Housed in Separate Quarters
ST. HELENA PUBLIC LIBRARY	(707) 963-5244	Central	City	Yes	Yes	Yes

Hours

Location	10.21 Days typically open per week	10.22 Hours open in typical week	10.23 Total hours outlet was actually open during reporting year	10.24 Weeks outlet was actually open during reporting year
ST. HELENA PUBLIC LIBRARY	6	45.00	2,428	52

Counts

Location	10.25 Staff FTE	10.26 Population Served	10.27 Number of Reader Seats	10.28 Volumes Held	10.29 Physical Circulation	10.30 Total Outlet Operating Expenditures
ST. HELENA PUBLIC LIBRARY	6.00	6,436	68			

Facility

Location	10.31 Year Built	10.32 Year Library Opened	10.33 Year Library Remodeled	10.34 Adequacy of Facility	10.35 Estimated cost of deferred maintenance on this outlet	10.36 Please rate accuracy of this estimate: (choose one)
ST. HELENA PUBLIC LIBRARY	1979	06/1979	2010	6		

Facility

Location	10.37 Facility Update Needs	10.38 Estimated cost for this improvement?	10.39 Please rate accuracy of this estimate: (choose one)	10.40 Area in Square Feet of outlet	10.41 Is this Outlet LEED certified?
ST. HELENA PUBLIC LIBRARY	Remodel			14,445	No

Emergency Services

Location	10.42 In emergency situations, does this branch provide any of the following to the community? Choose all that apply.	10.43 Does this building have a back-up generator?
ST. HELENA PUBLIC LIBRARY	Cooling center Power/recharging for devices	Yes

Collection

Location	10.44 Does this building have a seed library?
ST. HELENA PUBLIC LIBRARY	Yes

Electronic Services

Location	10.45 Number of Internet Terminals - General Public	10.46 At what speed (Mbps) does your branch connect to the Internet? (refer to service provider bill, not a speed test)	10.47 Does this branch need more bandwidth to avoid speed issues when patrons and staff are accessing the Internet?	10.48 Will this branch need an increase in speed in the next five years?
ST. HELENA PUBLIC LIBRARY	14	1 Gbps (Gigabits per second)	Yes	Yes

Internet

Location	10.49 How old is the cabling at this branch? (in years)	10.50 More than half of cabling older than five years?	10.51 Is more than half of network hardware in this branch older than three years?	10.52 Name of Internet provider (e.g., AT&T)
ST. HELENA PUBLIC LIBRARY	6-10	Yes	Yes	AT&T

Internet Service

Location	10.53 Type of internet connection	10.54 When current contract for Internet service expires	10.55 Rate reliability of current Internet service	10.56 Connected to Internet via CENIC/ CalREN/State Library Broadband program?
ST. HELENA PUBLIC LIBRARY	Fiber	2028	Very reliable	Yes

Wifi network

Location	10.57 Is Wifi available to patrons?	10.58 Is wifi network available 24/7?	10.59a If not, when is it available? Start time	10.59b If not, when is it available? End time	10.60 Maximum number of users at one time

Data Input

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ST. HELENA PUBLIC LIBRARY	True	Yes		no maximum n/a—no maximum
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ST. HELENA PUBLIC LIBRARY

Annual Report 23/24



The library had **2,428** open hours in 2023/2024!



6,436 people have a card at our library



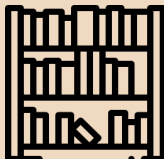
64,144 people walked through our doors last year



In addition to **54,635** website visits



Print materials totaled **34,136**



The collection contained **47,291** items



There were **37,576** electronic materials circulated



Contributing to a total of **156,592** checkouts!



We lent our items to other libraries **8,418** times



Our service is delivered by **6.00** dedicated FTE staff



5,556 Reference questions were asked



And borrowed **14,548** items from other libraries



110 total programs offered



3,322 people attended in total!

<https://www.shpl.org/>
 1492 LIBRARY LANE
 ST. HELENA, CA, 94574
 For questions or comments, please email director@shpl.org


READ

St. Helena Public Library Board

Summary of Common Board Priorities (subject to annual review)

- * Library direction and long-term efficacy
- * High-level review of usage statistics, staffing, and facility management, and fiscal health
- * Issues with and/or changes to Library policy and regulation
- * Feedback for Library leadership on behalf of the community at large
- * Liaison with community groups to connect and expand the impact of the Library
- * Usage of the Library for community education, connection, and emergency relief
- * Advisory guidance to the Friends and Foundation of the St. Helena Public Library
- * Volunteer participation at Library programs
- * Annual strategic workplan for the Library Board

St. Helena Public Library Board Annual Workplan

24/25 Areas of Interest and Goals

Goals and Areas of Interest

- * Prioritize the Library's Mission: The St. Helena Public Library's mission is to provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation .
- * Support the Library's leadership team
 - Staff mentorship
- * Use of Library spaces
 - Examine the current use of the Library
- * Teen engagement
 - Pilot an Ex Officio Youth Board Member
- * Foster connections between the Library, community non-profits, and small businesses
 - Community forums
 - Serving the Spanish speaking community

Sub-Committees and Assignments

- * Public Communications and Education: Claymon Boeschen
- * Municipal Code Compliance: Claymon Boeschen, Casey, & Haslip
- * Sustainability and Library Emergency Programs: Johson & Stuart
- * Technology: Furuta & Johnson
- * Youth Engagement: Claymon Boeshen, Casey, & Stuart