



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, February 12, 2025 @ 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
Library Board Trustee - Erika Opp, City Clerk's Office
3. ROLL CALL
Chair: Deborah Claymon Boeschen
Vice Chair: Gillian Casey
Trustees: Jonathan Furuta, Alexandra Haslip, Dana Johnson, Jack Stuart
Youth Advisory Member: Jacob Zuniga
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 AND FUTURE AGENDA ITEMS:
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.**

5.1.

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

[CCBoardReport 2025 01-January](#)

[2025.02 Print English](#)

[2025.02 Print Spanish](#)

[Monthly Expense Report Library 02072025](#)

4 - 12

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 1/8/25

13 - 14

CEQA Determination: Not a CEQA project

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

[25.01.08 Library Board Draft Minutes](#)

7. SCHEDULED MATTERS:

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

15 - 16

CEQA Determination: Not a CEQA project

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

[FFSHPL Report to SHPLBOT 2025 02 12 Meeting](#)

7.2. Review of Workplan and Subcommittee Reports

17

CEQA Determination: Not a CEQA project

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

[Workplan Subcommittee Assignments Final](#)

7.3. Presentation of Libby Extras/Libby (holds)

<https://northnet.overdrive.com/northnet-sthelena/content/extras/>

CEQA Determination: Not a CEQA project

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

8. ADJOURNMENT

Immediately following adjournment, an informal gathering of the Library Board and the Friends and Foundation of the St. Helena Public Library will take place in the main Library. The Board will not discuss any Library business, consider any motions, or take any action at this gathering. Members of the public are welcome to remain following adjournment.

The next regular meeting is scheduled for March 12, 2025 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 February 7, 2025.

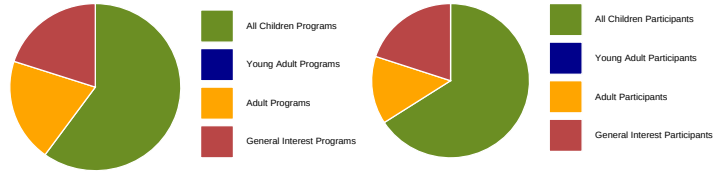
Mara Strickler, Deputy Director of Community Services - Library

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

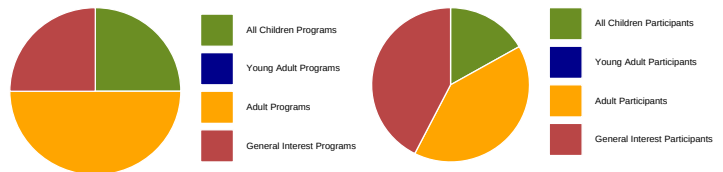
make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

St Helena Public Library July, 2024 - January, 2025

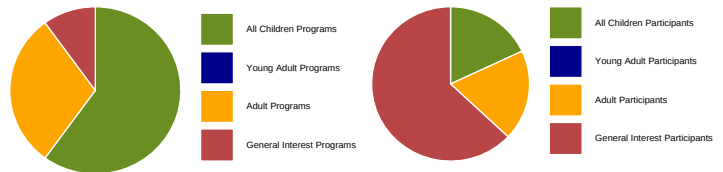
July					
Overview					
All Children Programs	3	60%	All Children Participants	139	65.88%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	20%	Adult Participants	30	14.22%
General Interest Programs	1	20%	General Interest Participants	42	19.91%
Total Programs	5		Total Participants	211	



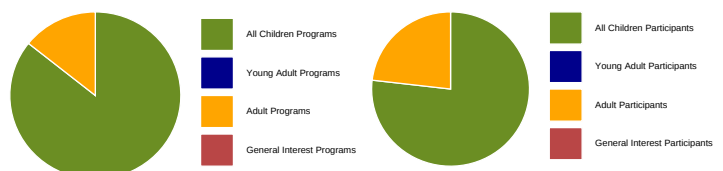
August					
Overview					
All Children Programs	1	25%	All Children Participants	28	16.77%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	50%	Adult Participants	68	40.72%
General Interest Programs	1	25%	General Interest Participants	71	42.51%
Total Programs	4		Total Participants	167	



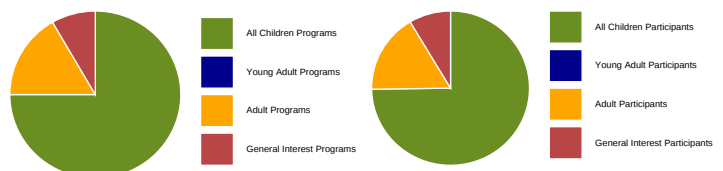
September					
Overview					
All Children Programs	6	60%	All Children Participants	93	18.02%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	30%	Adult Participants	98	18.99%
General Interest Programs	1	10%	General Interest Participants	325	62.98%
Total Programs	10		Total Participants	516	



October					
Overview					
All Children Programs	12	85.71%	All Children Participants	209	76.84%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	14.29%	Adult Participants	63	23.16%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	14		Total Participants	272	

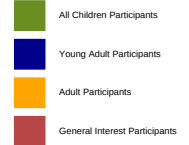
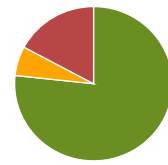
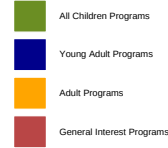
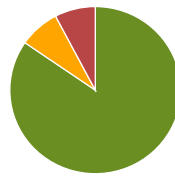


November					
Overview					
All Children Programs	9	75%	All Children Participants	175	74.79%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	16.67%	Adult Participants	39	16.67%
General Interest Programs	1	8.33%	General Interest Participants	20	8.55%
Total Programs	12		Total Participants	234	

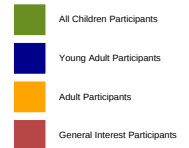
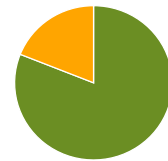
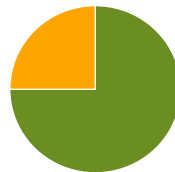


St Helena Public Library July, 2024 - January, 2025

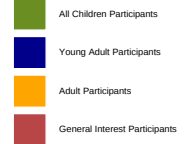
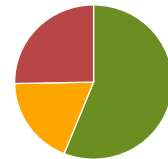
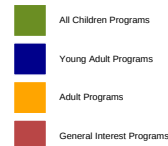
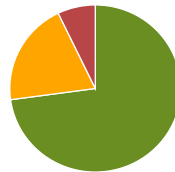
December					
Overview					
All Children Programs	11	84.62%	All Children Participants	237	76.7%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	7.69%	Adult Participants	19	6.15%
General Interest Programs	1	7.69%	General Interest Participants	53	17.15%
Total Programs	13		Total Participants	309	



January					
Overview					
All Children Programs	9	75%	All Children Participants	252	81.03%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	25%	Adult Participants	59	18.97%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	12		Total Participants	311	



Year in Review					
Overview					
All Children Programs	51	72.86%	All Children Participants	1133	56.09%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	14	20%	Adult Participants	376	18.61%
General Interest Programs	5	7.14%	General Interest Participants	511	25.3%
Total Programs	70		Total Participants	2020	



FEBRUARY 2025

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4 Story Time 10:30am	5 	6 Starting Seeds Indoors 4:00pm 	7 Florence Whisenant Artist Reception 4:30pm	8
10 	11 Story Time 10:30am 123 Andres - Children's Music Group 4:00pm	12 	13 UpValley Family Centers - Free Tax Help 10:00 a.m. to 3:30p.m. <i>Appointment Required</i>	14 	15
17 CLOSED FOR PRESIDENTS' DAY	18 Story Time 10:30am	19	20 Nourish for Resilience 4:00pm 	21	22
24	25 Story Time 10:30am	26 	27	28	

St Helena Public Library

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

Library Hours

Monday - Friday
10:00 a.m. - 6:00 p.m.

Saturday
12:00 p.m. - 5:00 p.m.

Sunday
Closed

myLIBRO

Download our app today!



Libby Extras

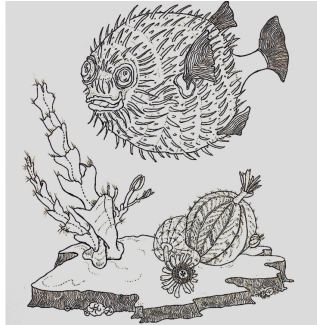
Download extra learning and entertainment resources through Libby! Including:

- Craftsy
- Craftsy en Español
- Kanopy
- iNDIEFLIX
- Qello CONCERTS
- The Great Courses Library Collection
- STINGRAY Classica



Starting Seeds Indoors
Thursday, February 6th
from 4:00 p.m. to 5:30 p.m.

Have you ever tried starting seeds indoors? Lauren Muscatine from the Napa County Seed Library is excited to share knowledge and skills about how to do just that. Join us and bring something to take notes with—Lauren will provide the seeds, tags, and starting mix you can use to take seeds started home.



Florence Whisenant Artist Reception
Friday, February 7th from 4:30 p.m. to 5:30 p.m.

This art exhibit showcases the intricate relationship between marine and plant life, employing ink drawings and colored pencils as the primary media for the illustrations.



123 Andrés - Children's Music Group
Tuesday, February 11th
from 4:00 p.m. to 5:00 p.m.

Andrés and Christina are the Latin Grammy-winning music duo 123 Andrés. Their catchy songs and lively concerts get the whole family dancing and learning, in Spanish and English.



Library Closure
Closed for President's Day
Monday, February 17th

The library will be closed on Monday, February 17th in observance of President's Day.



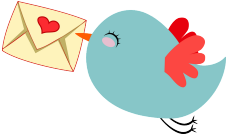
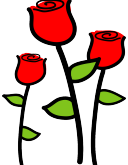
Nourish for Resilience
Thursday, February 20th
4:00 p.m. to 5:00 p.m.

Your adrenals are at the seat of your vitality. Learn about these important first responders and what you can do to nourish them for optimal health and graceful aging! Taught by Holistic Nutrition Consultant and Educator Mary Sheila.

Events Sponsored by Friends & Foundation

FEBRERO 2025

BIBLIOTECA DE ST. HELENA

Lunes	Martes	Miercoles	Jueves	Viernes	Sábado
					1
3	4 Cuentos y Manualidades 10:30am	5 	6 Comenzando con Semillas en Interiores 4:00pm 	7 Recepción de Artista Florence Whisenant 4:30pm	8
10 	11 Cuentos y Manualidades 10:30am 123 Andres - Grupo Musical para Niños 4:00pm	12 	13 UpValley Family Centers - Ayuda Gratuita para Impuestos 10:00 a.m. to 3:30p.m. <i>Cita Requerida</i>	14 	15
17 CERRADO POR EL DÍA DE LOS PRESIDENTES	18 Cuentos y Manualidades 10:30am	19	20 Nutrir la Resiliencia 4:00pm	21 	22
24	25 Cuentos y Manualidades 10:30am	26 	27 Ayuda Gratuita para Impuestos 10:00 a.m. to 3:30p.m. <i>Cita Requerida</i>	28	

St Helena Public Library

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

Horario de la Biblioteca

Lunes - Viernes
10:00 a.m. - 6:00 p.m.

Sábado
12:00 p.m. - 5:00 p.m.

Domingo
Cerrado

myLIBRO

Descargue nuestra aplicación.



Extras de Libby

Descarga recursos adicionales de aprendizaje y entretenimiento a través de Libby. Incluyendo:

- Craftsy en Español
- Kanopy
- INDIEFLIX
- Qello CONCERTS
- The Great Courses Library Collection
- STINGRAY Classica



Comenzando con Semillas en Interiores

Jueves, 6 de febrero
de 4:00 p.m. a 5:30 p.m.
¿Has intentado sembrar semillas en casa? Lauren Muscatine de la Biblioteca de Semillas del Condado de Napa compartirá conocimientos y habilidades sobre cómo hacerlo. Ven y trae algo para tomar notas-Lauren proveerá las semillas, las etiquetas y la mezcla que podrás usar para empezar a sembrar en casa.



Recepción de Artista Florence Whisenant

Viernes, 7 de febrero
de 4:30 p.m. a 5:30 p.m.

Esta exposición de arte muestra la intrincada relación entre la vida marina y la vida vegetal, con dibujos de tinta y lápices de colores como medios principales para las ilustraciones.



Cierre de la biblioteca Cerrado por el Día de los Presidentes Lunes, 17 de Febrero

La biblioteca permanecerá cerrada el lunes 17 de febrero en observación del Día de los Presidentes.



123 Andrés - Grupo Musical para Niños

Martes, 11 de Febrero
de 4:00 p.m. a 5:00 p.m.

Andrés y Christina son el dúo musical 123 Andrés y ganador de un Grammy Latino. Sus canciones pegadizas y sus conciertos animados ponen a toda la familia a bailar y a aprender, en español y en inglés.



Nutrir la Resiliencia

Jueves, 20 de febrero
de 4:00 p.m. a 5:00 p.m.

Las adrenales son la base de su vitalidad. Aprenda acerca de estos respondedores primarios y lo que puede hacer para nutrirlos para una salud óptima y una vejez grácil. Impartido por la consultora y educadora en nutrición holística Mary Sheila.

Events Sponsored by Friends & Foundation

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 2/7/2025 11:18:06 AM
Period 01 - 13
Fiscal Year 2025

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	450,791.25	0.00	246,166.80	204,624.45	45.39
101-46-00-20-20	TempPart Time	73,386.60	0.00	35,922.05	37,464.55	51.05
101-46-00-20-30	Overtime	0.00	0.00	3,151.08	-3,151.08	0.00
101-46-00-20-37	Holiday Pay	2,669.10	0.00	1,300.26	1,368.84	51.28
101-46-00-20-40	FICAMedicare	38,391.15	0.00	21,976.20	16,414.95	42.76
101-46-00-20-45	Employer PERS	45,116.40	0.00	17,959.84	27,156.56	60.19
101-46-00-20-47	PERS Unfunded Liability	45,401.25	0.00	38,682.00	6,719.25	14.80
101-46-00-20-55	Health Insurance	107,895.90	0.00	58,390.38	49,505.52	45.88
101-46-00-20-61	Workers Comp	34,871.55	0.00	41,830.71	-6,959.16	-19.96
101-46-00-20-65	SDI	4,317.60	0.00	2,557.90	1,759.70	40.76
101-46-00-20-75	Deferred Comp	7,141.05	0.00	1,533.55	5,607.50	78.52
101-46-00-20-85	Auto Allowance	<u>2,520.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,520.00</u>	<u>60.32</u>
20	Salaries & Benefits	812,501.85	0.00	470,470.77	342,031.08	42.10
101-46-00-21-10	Communications	11,960.00	0.00	2,137.35	9,822.65	82.13
101-46-00-21-15	Postage	520.00	0.00	22.76	497.24	95.62
101-46-00-21-22	Utilities	83,200.00	0.00	156.22	83,043.78	99.81
101-46-00-21-27	Equipment Lease Exp	10,400.00	0.00	1,464.26	8,935.74	85.92
101-46-00-21-45	Other Contract Services	80,830.26	17,162.64	46,826.32	16,841.30	20.84
101-46-00-21-55	Training & Conference	<u>7,000.00</u>	<u>0.00</u>	<u>1,544.01</u>	<u>5,455.99</u>	<u>77.94</u>
21	Services	193,910.26	17,162.64	52,150.92	124,596.70	64.25
101-46-00-22-07	Copies	3,120.00	0.00	0.00	3,120.00	100.00
101-46-00-22-12	Computer Equipment	4,576.00	0.00	0.00	4,576.00	100.00
101-46-00-22-13	Office Supplies	1,560.00	0.00	645.30	914.70	58.63
101-46-00-22-15	Special Department Supplies	<u>6,240.00</u>	<u>0.00</u>	<u>833.42</u>	<u>5,406.58</u>	<u>86.64</u>
22	Supplies	15,496.00	0.00	1,478.72	14,017.28	90.46
101-46-00-23-35	Software Maintenance	<u>8,300.00</u>	<u>0.00</u>	<u>1,825.00</u>	<u>6,475.00</u>	<u>78.01</u>
23	Maintenance	8,300.00	0.00	1,825.00	6,475.00	78.01
101-46-00-24-25	Taxes & Other Charges	<u>13,161.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,161.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	13,161.00	0.00	0.00	13,161.00	100.00
00	Administration	1,043,369.11	17,162.64	525,925.41	500,281.06	47.95
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>1,365.00</u>	<u>0.00</u>	<u>36.64</u>	<u>1,328.36</u>	<u>97.32</u>
26	Capital	1,365.00	0.00	36.64	1,328.36	97.32
00	Administration	1,365.00	0.00	36.64	1,328.36	97.32
219	CLSA State Library Grant					
46	Library					
219-46-00-22-12	Computer Equipment	<u>1,404.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,404.00</u>	<u>100.00</u>
22	Supplies	1,404.00	0.00	0.00	1,404.00	100.00
00	Administration	1,404.00	0.00	0.00	1,404.00	100.00
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	61,665.45	0.00	39,649.03	22,016.42	35.70
380-46-00-20-37	Holiday Pay	3,088.05	0.00	2,155.07	932.98	30.21
380-46-00-20-40	FICAMedicare	<u>4,953.90</u>	<u>0.00</u>	<u>3,198.01</u>	<u>1,755.89</u>	<u>35.44</u>
20	Salaries & Benefits	69,707.40	0.00	45,002.11	24,705.29	35.44
380-46-00-21-10	Communications	<u>2,496.00</u>	<u>0.00</u>	<u>960.24</u>	<u>1,535.76</u>	<u>61.53</u>
21	Services	2,496.00	0.00	960.24	1,535.76	61.53
380-46-00-22-16	Library Materials	62,400.00	41,858.91	30,493.84	-9,952.75	-15.95
380-46-00-22-40	Programming	<u>15,600.00</u>	<u>0.00</u>	<u>4,845.30</u>	<u>10,754.70</u>	<u>68.94</u>
22	Supplies	78,000.00	41,858.91	35,339.14	801.95	1.03
380-46-00-23-35	Software Maintenance	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>100.00</u>
23	Maintenance	10,000.00	0.00	0.00	10,000.00	100.00
00	Administration	160,203.40	41,858.91	81,301.49	37,043.00	23.12
382	Martin Estate Trust Library					
46	Library					
382-46-00-23-35	Software Maintenance	<u>936.00</u>	<u>0.00</u>	<u>800.00</u>	<u>136.00</u>	<u>14.53</u>
23	Maintenance	936.00	0.00	800.00	136.00	14.53
00	Administration	936.00	0.00	800.00	136.00	14.53
384	Tweed Trust Library					
46	Library					
384-46-00-22-16	Library Materials	<u>52,000.00</u>	<u>5,223.53</u>	<u>35,946.03</u>	<u>10,830.44</u>	<u>20.83</u>
22	Supplies	52,000.00	5,223.53	35,946.03	10,830.44	20.83
00	Administration	52,000.00	5,223.53	35,946.03	10,830.44	20.83

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,259,277.51	64,245.08	644,009.57	551,022.86	0.4376



**City of St. Helena Library
Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, January 8, 2025 @ 5:00 PM**

1. **CALL TO ORDER**

Chair, Deborah Claymon Boeschen called the meeting to order at 5:01:15 PM.

2. **OATH OF OFFICE**

Youth Advisory Member Oath of Office - Cindy Tzaopoulos, City Clerk
Cindy Tzaopoulos, City Clerk administered the oath of office to the Youth
Advisory Member, Jacob Zungia and to Board Member, Dana Johnson.

3. **ROLL CALL**

Chair: Deborah Claymon Boeschen

Vice Chair: Gillian Casey

Trustees: Jonathan Furuta, Alexandra Haslip, Dana Johnson, ~~Jack Stuart~~

Youth Advisory Member: Jacob Zuniga

City Council Member Liaison: Vacant

Staff Liaison: Mara Strickler, Deputy Director of Community Services – Library
and Dave Jahns, Community Services Director

Staff: Anil Comelo, City Manager and Enedina Guerrero, Library Assistant

4. **PUBLIC FORUM**

No public comment was received.

5. **REPORTS BY STAFF COMMITTEE:**

The City Manager reported the following:

- A summary regarding the City's current financial situation and its effect on the Library.

The Community Services Director reported the following:

- The City is currently accepting applications for the current Library Board vacancy, and the position will be open until filled. It is anticipated that the appointment will take place at the City Council meeting on 1/28/25.
- At their next meeting on Tuesday, 1/14/25, the City Council will discuss their committee and board assignments and consider whether to discontinue the liaison positions as a whole.

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

- An introduction to a new report of program attendance for the current fiscal year. The report will now be provided monthly.
- The Library is using a new database called WhoFi that will provide Wi-Fi tracking, a community calendar, and an online reservation system for meeting rooms, alongside various other features.
- A highlight of the upcoming programs in January.
- A summary of library visits, reference inquiries, public computer use, and Hoopla usage for the month prior.
- A summary of the monthly expense report.
- A summary of the Discover & Go resource the Library has for patrons.

6. **CONSENT ITEMS:**

- 6.1. **Library Board of Trustees Meeting Minutes of 12/11/24**
Chair Claymon Boeschon made a motion to approve the minutes at 5:29:03 PM. The motion was approved by a quorum of those present.

7. **SCHEDULED MATTERS:**

- 7.1. **Report from Friends & Foundation, St. Helena Public Library**
Deanna M. Griffin, Executive Director, reported the following:
- A brief update on new fundraising avenues for the Friends & Foundation, including upcoming events in the Spring and Summer.
- 7.2. **Review of Workplan and SubCommittee Reports**
Each SubCommittee gave a brief report of updates and the next steps.
- 7.3. **Presentation of myLibro app**
The Deputy Director of Community Services for the Library gave a presentation on how to use the myLibro app.

8. **ADJOURNMENT**

Chair Claymon Boeschon adjourned the meeting at 6:18:26 PM.

APPROVED:

ATTEST:

Deborah Claymon Boeschon
Chair, Library Board

Mara Strickler
Deputy Director of Community Services

FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

Report on behalf of the Board of Directors of Friends & Foundation, St. Helena Public Library

St. Helena Public Library Board of Trustees Board: Wednesday, February 12, 2025

Friends & Foundation Purpose and Practice

Friends & Foundation, St. Helena Public Library (FFSHPL) makes grants to enhance the Library's capacity beyond basic services paid for by municipal allocations. The Foundation's aim is to enhance the lives of all who use Library, now and in the future. We take cues from Library leadership to understand needs. Much of our funding is restricted in how it can be used. We review and refine our own operations for professionalism and efficiency. Donations are gratefully received. (www.shplfoundation.org)

Board of Directors

Officers: Lisa Camp, President; Patricia Cogan, Vice President; Paige Pohlers Meek, Treasurer.
Directors at-large: Nathan Anulo; Kate Clavijo; Jason Daniels; Laura Levy Shatkin; Zia Wesley.

Select Current Activities

- Strategic Planning under the guidance of Mission Met, a company specializing in modestly sized nonprofits. We expect our three-year plan to be complete by mid-2025 and will adopt an ongoing planning mindset.
- Developing a Memorandum of Understanding to be between the City / Library and the FFSHPL. Working with Library leadership, we are in early review stages of a draft.
- Planning two events for this spring. Events draw attention to the importance of the Library in our community and keep the Foundation in the public eye. Loyal and prospective donors are reminded by events and marketing that they can make tax-deductible contributions to the Foundation.
- Foundation Board and Staff are studying a new three-tiered grant-making plan.

Annual Support Grants: We understand the importance of continuing with our steady practice of Annual Support grant commitments to the Library. These grants, nearly \$1.5M over roughly ten years, draw upon contributions from donors. Monies are used for expenses in excess of what the Library could fund solely with municipal allocations. The Foundation's Annual Support grants came close to equaling 15% of the Library's spending in recent years. Over the years, Annual Support grants have been used for many qualified expenses including (but not limited to) hard copy books and materials, digital services and materials, in-person programming appealing to all ages, supplies for children's activities, and to help keep the library open late and on Saturdays through

FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

partial coverage of part-time staff hours. To be sustainable over the long term, the Foundation does not intend to ramp up this type of grant.

Opportunity Grants: New! To enable Library leadership to respond to unforeseen one-time same-year expenses that arise, the Foundation would offer up to two same-fiscal-year grants for one-time qualifying expenses, in relatively modest amounts. Unspent Opportunity Grants would not accrue to subsequent years. The intention is to be supportive of same-year surprise opportunities. If Board approved, fiscal year 2026 would be the first year in which Opportunity Grants are in play.

Major Grants: New! We are hopeful that in coming years the professional Library leadership and the City might identify long-term Library-exclusive needs with input from the community. If Board approved, Foundation leaders will welcome Library-led dialogue about potential grants of significance for qualifying projects. Major grants would not be intended for operations, nor for short-term. The Foundation likely would invite exceptional community support for such projects, following in the tradition of over a century of neighborly underwriting of the Library's major projects.

All grants would be solely for Library purposes, would be shared with the Library through restricted City Fund 380; there might be more narrow restrictions on certain types of grants.

Thank you for your time. You've read this far. . .are you interested in learning about Foundation Board service? Do you have other questions or comments for the Foundation? I'd love to hear from you. Yo hablo un poco de español.

Deanna M. Griffin, Executive Director, Friends & Foundation, St. Helena Public Library
(deanna.griffin@shplfoundation.org; 707 804 9675)

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
- * Coordination with Friends & Foundation, Saint 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 Boeschén & Stuart
- * Municipal Code Compliance: Claymon Boeschén, Casey, & Haslip
- * Organizational Sustainability and Library Emergency Programs: Johnson & Stuart
- * Technology: Furuta & Johnson
- * Youth Engagement: Claymon Boeschén & Casey, as well as Zuniga