



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, March 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. ROLL CALL

Chair: ~~Deborah Claymon Boeschen~~

Vice Chair: Gillian Casey

Trustees: Jonathan Furuta, ~~Alexandra Haslip~~, Dana Johnson, Juana Navarro, 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.

3. PUBLIC FORUM

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

3.1. [FFSHPL Report to SHPLBOT 2025 03 12 Meeting](#)

3 - 4

4. REPORTS BY STAFF COMMITTEE:

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**

4.1. [CCBoardReport 2025 02-February](#)
[2025.03 Print English](#)
[2025.03 Print Spanish](#)
[Monthly Expense Report Library 03072025](#)

5 - 13

5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
- 5.1. Library Board of Trustees Meeting Minutes of 2/12/25 14 - 15
Prepared By: Mara Strickler, Deputy Director of Community Services - Library
[25.02.12 Library Board Draft Minutes](#)
6. SCHEDULED MATTERS:
- 6.1. Review of Workplan and SubCommittee Reports 16
CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, Deputy Director of Community Services - Library
[Workplan Sucommittee Assignments Final](#)
- 6.2. Review of Displays Policy 17
CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, Deputy Director of Community Services - Library
[Displays Policy DRAFT](#)
- 6.3. Review of Collection Development Policy 18 - 21
CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, Deputy Director of Community Services - Library
[Collection Development Policy 2025 DRAFT](#)
7. ADJOURNMENT
The next regular meeting is scheduled for April 9, 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 March 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.

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, March 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

- Events—please SAVE THESE DATES and demonstrate your support for the Library:
 - Monday, April 21: Premiere Screening of “Free for All: the Public Library” documentary followed by lively dialogue with both filmmakers and a nationally-recognized public library leader. An enchanting and inspirational look at the history and role of America's unique system of public libraries. Cameo Cinema doors will open at 4:30 PM and the event will conclude between 7:00 and 7:30 PM. Tickets are *free for all* (!); donations requested and welcome. Ticket reservations available soon, if not already.
 - Thursday, June 12: Special Author Presentation of new publication at luxurious small local winery. 5:30-7:30 PM. Specifics TBA. Tickets limited in supply and available after mid-April.
 - Monitor www.shplfoundation.org events pages for ticketing access
- FY26 and FY27 Budgeting FFSHPL Board of Directors will review draft budgets for the next two years during their March Board meeting. We recently began budgeting in 2-year cycles to be in synch with the City.
- Foundation Board and Staff intend to adopt a new three-tiered grant-making plan, starting in FY26.

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

FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

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 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.

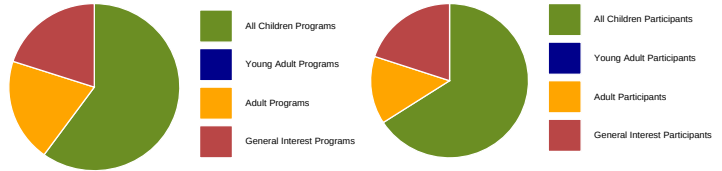
Do you have questions or comments for the Foundation? I'd love to hear from you.

Yo hablo un poco de español.

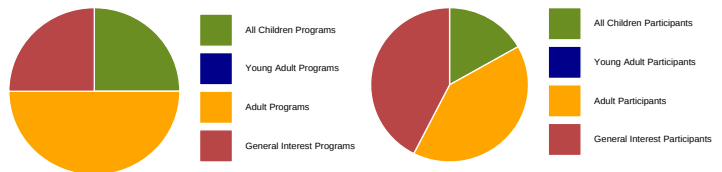
Deanna M. Griffin, Executive Director, Friends & Foundation, St. Helena Public Library
(deanna.griffin@shplfoundation.org; 707 804 9675)

St Helena Public Library July, 2024 - February, 2025

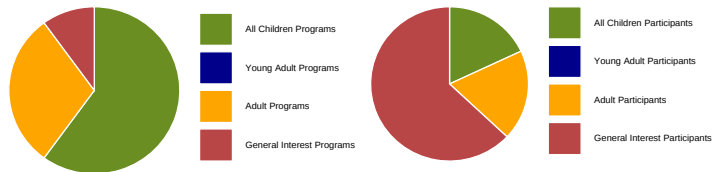
July					
Overview					
All Children Programs	3	60%	All Children Participants	139	65.88%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	20%	Adult Participants	30	14.22%
General Interest Programs	1	20%	General Interest Participants	42	19.91%
Total Programs	5		Total Participants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



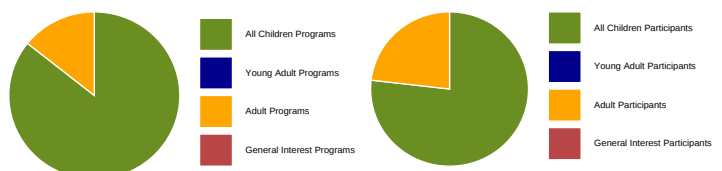
August					
Overview					
All Children Programs	1	25%	All Children Participants	28	16.77%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	50%	Adult Participants	68	40.72%
General Interest Programs	1	25%	General Interest Participants	71	42.51%
Total Programs	4		Total Participants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



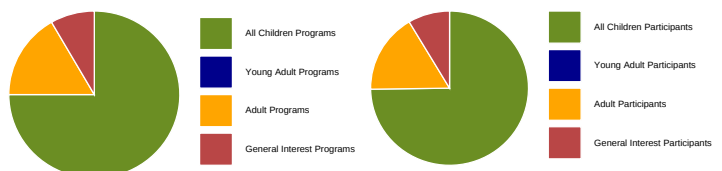
September					
Overview					
All Children Programs	6	60%	All Children Participants	93	18.02%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	30%	Adult Participants	98	18.99%
General Interest Programs	1	10%	General Interest Participants	325	62.98%
Total Programs	10		Total Participants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

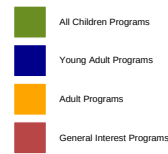
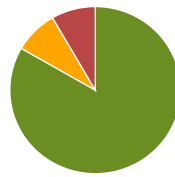


November					
Overview					
All Children Programs	9	75%	All Children Participants	175	74.79%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	16.67%	Adult Participants	39	16.67%
General Interest Programs	1	8.33%	General Interest Participants	20	8.55%
Total Programs	12		Total Participants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

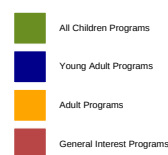
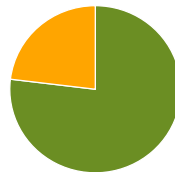


St Helena Public Library July, 2024 - February, 2025

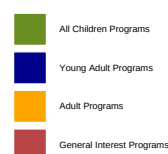
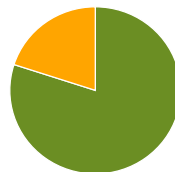
December					
Overview					
All Children Programs	10	83.33%	All Children Participants	237	76.7%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	8.33%	Adult Participants	19	6.15%
General Interest Programs	1	8.33%	General Interest Participants	53	17.15%
Total Programs	12		Total Participants	309	



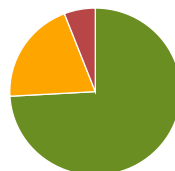
January					
Overview					
All Children Programs	10	76.92%	All Children Participants	294	83.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	23.08%	Adult Participants	59	16.71%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	13		Total Participants	353	



February					
Overview					
All Children Programs	12	80%	All Children Participants	380	88.58%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	20%	Adult Participants	49	11.42%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	15		Total Participants	429	



Year in Review					
Overview					
All Children Programs	63	74.12%	All Children Participants	1555	62.42%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	17	20%	Adult Participants	425	17.06%
General Interest Programs	5	5.88%	General Interest Participants	511	20.51%
Total Programs	85		Total Participants	2491	



MARCH 2025

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3 	4 Story Time 10:30 a.m. Christopher Sullivan Artist Reception 4:30 p.m.	5 	6 Life into Art - Isadora Duncan 4:00 p.m.	7	8
10	11 Story Time 10:30 a.m.	12 Library Board Meeting 5:00 p.m.	13 Music of the West African Kora 4:00 p.m. 	14	15
17 	18 Story Time 10:30 a.m. Teen Painting Event Registration required 4:00 p.m. 	19	20 Sanando con la Primavera 5:30 p.m. 	21	22
24	25 Story Time 10:30 a.m.	26 	27 Edible Wild Greens From Your Own Backyard 4:00 p.m.	28	29
31 CLOSED FOR CESAR CHAVEZ DAY					

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

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State Parks is providing day-use passes for free access to over 200 participating state parks! See our front desk to check one out today.



Christopher Sullivan Artist Reception

Tuesday, March 4th
from 4:30 p.m. to 5:30 p.m.

Join Christopher Sullivan, a self acclaimed-Rock star, former CIA concierge and Happy go lucky Irishman who likes to live, love and laugh. This exhibit is a retrospective spanning over thirty years.



Teen Painting Event

Tuesday, March 18th
from 4:00 p.m. to 5:30 p.m.

Calling all teens in 6th -12th grade: Come enjoy an afternoon paint class. All supplies provided. There will be snacks! Registration required.



Life into Art - Isadora Duncan

Thursday, March 6th
from 4:00 p.m. to 5:00 p.m.

Through dance and story, Lois Flood will present a stunning historical program about world renowned California native, Isadora Duncan, 1877 - 1927, who originated Modern Dance.



Sanando con la Primavera
Thursday, March 20th
from 5:30 p.m. to 6:30 p.m.

Acompáñanos para una platica de entender y sanar el miedo con plantas y metodos ancestrales. Con Alejandra Olguin y Nadia Solano.

Event is in Spanish.



Music of the West African Kora

Thursday, March 13th
from 4:00 p.m. to 5:00 p.m.

Sean Gaskell features songs on the kora - a 21 stringed West African harp. Many songs featured on the kora preserve an 800 year history dating back to the founding of the Mande empire.



Edible Wild Greens From Your Own Backyard

Thursday, March 27th
from 4:00 p.m. to 5:00 p.m.

Join local herbalist Charlotte Powell, as we explore all of the edible spring greens that are popping up all over the valley, and learn how nature provides all of the "detox" we need to keep our livers healthy!

Events Sponsored by Friends & Foundation

MARZO 2025

BIBLIOTECA DE ST. HELENA

Lunes	Martes	Miércoles	Jueves	Viernes	Sábado
					1
3	 4 Cuentos y Manualidades 10:30 a.m. Christopher Sullivan Recepción de Artista 4:30 p.m.	5 	6 La Vida en Arte - Isadora Duncan 4:00 p.m.	7	8
10	11 Cuentos y Manualidades 10:30 a.m.	12 Junta Directiva de la Biblioteca 5:00 p.m.	13 Música de la Kora de África Occidental 4:00 p.m. 	14	15
17 	18 Cuentos y Manualidades 10:30 a.m. Evento de Pintura para Adolescentes Se requiere registraci3n 4:00 p.m.	19 	20 Sanando con la Primavera 5:30 p.m. 	21	22
24	25 Cuentos y Manualidades 10:30 a.m.	26 	27 Plantas Silvestres y Comestibles de Jardín 4:00 p.m.	28	29
31 CERRADO POR EL DÍA DE CÉSAR CHÁVEZ					

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

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Los parques estatales ofrecen pases de un día para entrar gratis en más de 200 parques estatales. Visite nuestra recepción para obtener uno de estos pases.



**Christopher Sullivan
Recepción de Artista**
martes 4 de marzo
de 4:30 p.m. a 5:30 p.m.
Acompañe a Christopher Sullivan, estrella del rock autoproclamado, ex conserje de la CIA y feliz irlandés al que le gusta vivir, amar y reír. Esta exposición es una retrospectiva que abarca más de treinta años.



Evento de Pintura para Adolescentes
martes 18 de marzo
de 4:00 p.m. a 5:30 p.m.
Llamada a todos los adolescentes de los grados 6 a 12: Ven a disfrutar de una clase de pintura por la tarde. Todos los materiales están incluidos. ¡Habrá bocadillos! Se requiere registración.



La Vida en Arte - Isadora Duncan
jueves 6 de marzo
de 4:00 p.m. a 5:00 p.m.
A través de la danza y la historia, Lois Flood presentará un impresionante programa histórico sobre la mundialmente conocida Isadora Duncan, nativa de California y creadora de la Danza Moderna.



Sanando con la Primavera
Thursday, March 20th
from 5:30 p.m. to 6:30 p.m.
Acompáñanos para una plática de entender y sanar el miedo con plantas y métodos ancestrales. Con Alejandra Olguin y Nadia Solano.

Este evento será en español.



Música de la Kora de África Occidental
jueves 13 de marzo
de 4:00 p.m. a 5:00 p.m.
Sean Gaskell interpreta canciones con la kora, un arpa de 21 cuerdas de África Occidental.



Plantas Silvestres y Comestibles de Jardín
jueves 27 de marzo
de 4:00 p.m. a 5:00 p.m.
Acompañe a la herbolaria local Charlotte Powell a explorar todas las plantas comestibles de la primavera que están apareciendo por todo el valle.

Eventos Patrocinados por Friends & Foundation

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 3/7/2025 9:24:30 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	442,011.25	0.00	278,139.21	163,872.04	37.07
101-46-00-20-20	TempPart Time	73,386.60	0.00	40,655.51	32,731.09	44.60
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	1,437.28	1,231.82	46.15
101-46-00-20-40	FICAMedicare	38,391.15	0.00	24,802.85	13,588.30	35.39
101-46-00-20-45	Employer PERS	45,116.40	0.00	20,460.76	24,655.64	54.65
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	66,635.78	41,260.12	38.24
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	2,942.86	1,374.74	31.84
101-46-00-20-75	Deferred Comp	7,141.05	0.00	1,807.94	5,333.11	74.68
101-46-00-20-85	Auto Allowance	<u>2,520.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>1,320.00</u>	<u>52.38</u>
20	Salaries & Benefits	803,721.85	0.00	521,745.98	281,975.87	35.08
101-46-00-21-10	Communications	11,960.00	0.00	2,759.67	9,200.33	76.93
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	12,227.64	70,972.36	85.30
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	59,336.32	4,331.30	5.36
101-46-00-21-55	Training & Conference	<u>7,000.00</u>	<u>0.00</u>	<u>2,144.01</u>	<u>4,855.99</u>	<u>69.37</u>
21	Services	193,910.26	17,162.64	77,954.66	98,792.96	50.95
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	852.73	707.27	45.34
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	1,686.15	13,809.85	89.12
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	1,034,589.11	17,162.64	603,211.79	414,214.68	40.04
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	44,228.93	17,436.52	28.28
380-46-00-20-37	Holiday Pay	3,088.05	0.00	2,394.52	693.53	22.46
380-46-00-20-40	FICAMedicare	<u>4,953.90</u>	<u>0.00</u>	<u>3,566.70</u>	<u>1,387.20</u>	<u>28.00</u>
20	Salaries & Benefits	69,707.40	0.00	50,190.15	19,517.25	28.00
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	32,897.30	-12,356.21	-19.80
380-46-00-22-40	Programming	<u>15,600.00</u>	<u>0.00</u>	<u>8,056.33</u>	<u>7,543.67</u>	<u>48.36</u>
22	Supplies	78,000.00	41,858.91	40,953.63	-4,812.54	-6.17
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	92,104.02	26,240.47	16.38
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>46,305.20</u>	<u>471.27</u>	<u>0.91</u>
22	Supplies	52,000.00	5,223.53	46,305.20	471.27	0.91
00	Administration	52,000.00	5,223.53	46,305.20	471.27	0.91

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,250,497.51	64,245.08	742,457.65	443,794.78	0.3549



MINUTES
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

1. **CALL TO ORDER**

Chair, Deborah Claymon Boeshen called the meeting to order at 5:05:28 PM.

2. **OATH OF OFFICE**

Library Board Trustee - Erika Opp, City Clerk's Office

Erika Opp, from the City Clerk's office administered the oath of office to Board Member, Juana Navarro.

3. **ROLL CALL**

Chair: Deborah Claymon Boeshen

Vice Chair: Gillian Casey

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

Youth Advisory Member: Jacob Zuniga

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

Staff: Enedina Guerrero, Library Assistant

4. **PUBLIC FORUM**

No public comment was received.

5. **REPORTS BY STAFF COMMITTEE AND FUTURE AGENDA ITEMS:**

The Community Services Director reported the following:

- Cindy Tzaopoulos, City Clerk has announced her retirement and Erika Opp, Deputy City Clerk will be stepping in as acting City Clerk.
- The City Council decided to no longer have liaison for City appointed boards and commissions. Going forward, each board and commission will have the opportunity to give a presentation to the City Council. There is a tentative date in May for the Library Board Chair and Vice Chair to give a presentation on what the Library Board has been working on.
- The City Council approved the Parks & Recreation Master Plan which will include Library services.

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

- A summary of the monthly expense report.
- A summary of library visits, reference inquiries, public computer use, and Hoopla use for the month prior.
- A highlight of programs in February.

- An update on building maintenance. Quotes have been supplied to Public works for the automatic door sensors that need to be replaced and for repairing access points for animals, specifically mice and bats, including needed preventative care.
- An update on policy planning and future agenda items. The library may benefit from a policy on displays and exhibits and is in the process of drafting the document. After review of the document by staff, it will be an agenda item for next month's Library Board meeting.

6. **CONSENT ITEMS:**

6.1. **Library Board of Trustees Meeting Minutes of 1/8/25**

Chair Claymon Boeschen made a motion to approve the minutes at 5:29:26 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:

- The Foundation is doing Strategic Planning under the guidance of Mission Met.
- A Memorandum of Understanding between the City, Library, and the Foundation is being developed in collaboration with Library leadership.
- An update on two upcoming events in the spring.
- A summary of a new three-tiered grant-making plan the Foundation Board and Staff are studying.

7.2. **Review of Workplan and SubCommittee Reports**

Each SubCommittee gave a brief report of updates and next steps.

7.3. **Presentation of Libby Extras/Libby (holds)**

The Deputy Director of Community Services for the Library gave a presentation on how to access Libby Extras.

8. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 5:58:24 PM.

APPROVED:

ATTEST:

Deborah Claymon Boeschen
Chair, Library Board

Mara Strickler
Deputy Director of Community Services - Library

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



Displays Policy

As an educational and cultural body, the St. Helena Public Library will provide bulletin board space to notify the public of special local programs, events, and activities. The posting or display of materials in the Library does not imply endorsement of the content. No displays, posters, pamphlets, or other materials may be displayed, posted, or made available at the Library, except as specified in this policy.

A. BULLETIN BOARDS AND PAMPHLET RACK

1. The Library's bulletin boards are intended to provide an open forum for the dissemination of information and perspectives. As such, they are available for use by all members of the community. However, material will be displayed only with staff approval, who will date-stamp it. When there are space constraints, items will be limited.
2. The community bulletin board and pamphlet rack are intended for community information; all other displays are reserved for Library use.
3. Pamphlets to be distributed at no cost may also be presented, with staff approval, so long as there is sufficient space available.
4. Petitions are not allowed at the Library.

B. PROHIBITED MATERIALS

The following materials shall not be allowed to be displayed or posted within the Library:

1. Postings of a commercial nature or otherwise designed for profit or gain, such as solicitations for fundraisers, business cards, retail advertising, or personal notices of items for sale.
2. Political campaign materials of a partisan nature.
3. Postings containing content that may be considered discriminatory or harassing.
4. Materials which depict obscene conduct or include the distribution of obscene materials.
5. Materials that are intended to incite imminent illegal activities or are likely to incite such action.
6. Materials which violate local, state, or federal law.

C. DISPLAY CASES

1. All displays will be in keeping with the Library's mission and subject to staff approval.

Approved by the Library Board March 12, 2025



Collection Development Policy

Adopted by the Library Board, January 9, 2002
Updated March 12, 2025

NOTE: This policy does not cover materials in the Napa Valley Wine Library Collection

I. LIBRARY MISSION STATEMENT

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.

Adopted by the Library Board, April 2021

II. GENERAL GOVERNING FACTORS IN COLLECTION DEVELOPMENT

The collection of the St. Helena Public Library serves the educational, recreational, and entertainment needs of the community. As a result, the Library selects materials in a variety of formats and languages for its collection that support its mission, vision, and values. Selections are made by library staff to provide a broad and relevant collection. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. Usage and customer demand are the most important influences on the Library's collection.

The St. Helena Public Library is committed to the tenets of the American Library Association's *Library Bill of Rights* and *Freedom to Read Statement* and upholds the right of individuals to access information that others may find controversial, unacceptable, offensive, shocking, meritless, or of no interest. The Library acknowledges the right of the public to receive access to a range of social, political, aesthetic, and moral perspectives and ideas. The Library's collection is intended to meet the broad and diverse interest of the community and respects both the Library's autonomy and the needs of the community. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials are provided for the interest, information, and enlightenment of all people, and present diverse points of view. While anyone is free to select or reject materials for themselves or their own minor children the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children and to determine which materials are welcome in their homes. Inherent in this approach is the acknowledgement that every family and home is unique. As a result, the Library does not limit access to materials based on age or any other characteristic.

The Library considers the following criteria when determining whether to add a title to the collection:

1. Community needs and interest
2. Publicity and review
3. Demand, both current and anticipated
4. Relationship to the existing collection
5. Reputation and qualification of the creator, publisher, or producer
6. Suitability of the format to library circulation and use
7. Publication date
8. Price and availability from library vendors
9. Whether the title has been vetted through traditional channels of publication or release.

The collection is intended for the use of the general public. Scholarly, scientific, and technical works intended for specialists are generally outside the scope of the collection. Specific materials representing every type of literature, subject, or format are not able to be included due to the constraints of available space, service requirements, budgets, and the nature of the collection, although broad coverage is attempted.

III. DESELECTING OF MATERIALS

The St. Helena Public Library obtains, organizes, and makes available materials which record the history, thought, expression, knowledge, and opinion of all peoples, which provide information about employment, community, the world and one's place in it, and which serve the recreational needs of the community. Although the library is a repository of this collective awareness, it does not serve an archival function in its general collections. Materials are actively deselected as the need for them diminishes. Deselection of material from circulating collections is a vital part of successful collection maintenance. Our special non-circulating collections on California history and wine, however, are archival in nature. Deselecting of these collections is minimal.

In general, materials will be deselected based on one or more of the following criteria:

- Age
- Physical condition
- Superseded by newer materials
- Lack of circulation
- Out-dated or obsolete material
- Subject matter no longer fills a need

IV. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection, replacement, and deselection of library materials rests with the Library Administrator. In making selections, professional staff of the Library do so in a manner based upon established principles of librarianship rather than personal opinion, reason

rather than prejudice, and judgment rather than censorship. Selection endeavors to be inclusive rather than exclusive. Variety and a balance of opinion are sought.

The day-to-day selection, replacement, and withdrawal of materials is delegated to library staff and utilizes recommendations by professional librarians and paraprofessional employees. All staff members and the general public are welcome to recommend materials for consideration. While professionally-trained librarians rely upon a variety of skills and published sources to identify materials selected for inclusion in the library collection, it is the Library's policy to give serious consideration to recommendations received from members of the public, while applying the stated selection criteria to these recommendations.

V. POLICY ON PATRON SUGGESTIONS, GIFTS, AND CHALLENGING OF MATERIALS

Comments from patrons regarding the collection or specific items in the collection are welcomed. The Library considers patron input to be a valuable part of collection development to be used along with the other factors governing the selection process.

Requests from patrons for specific titles that are not in the collection are welcomed. The decision as to purchase is based on the same selection criteria as other purchases for the collection.

The Library appreciates gifts of materials. Gifts of books and other items are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate. Before adding gifts to the collection, they will be evaluated according to the same criteria as purchased materials. Authors who live within the boundaries of Napa County may donate one copy of their book to be considered for inclusion in the Local Collection. These donations will be given consideration for addition based on selection criteria used for other resources, but no guarantee is made they will be included. The St. Helena Public Library does not purchase unsolicited materials or act in lieu of professional review sources. Items donated to the Library become the property of the Library and cannot be returned to the donating party. Donated titles are subject to library policies regarding deselecting due to condition, lack of use, or space constraints.

St. Helena Public Library cardholders may request reconsideration of a selection decision or classification of library material by submitting the Request for Reconsideration of Library Materials form. The Library Administrator will respond in writing to the individual's request.

The St. Helena Public Library Board, upon request, will hear appeals of the Library Administrator's written response. Appeals must be presented in writing to the Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, St. Helena Public Library policy, the American Library Association's Library Bill of Rights, and guidelines on intellectual freedom. The final decision on appeals rests with the St. Helena Public Library Board.

St. Helena Public Library

REQUEST FOR RECONSIDERATION **OF LIBRARY MATERIALS**

Library patrons may request reconsideration of a selection decision or classification of library material by submitting this form. Completion of this form is the first step in this procedure. Please return the completed form to: Library Director, St. Helena Public Library, 1492 Library Lane, Saint Helena, CA 94574.

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____

Library Card: _____ Email: _____

Are you speaking on behalf of an organization or group? (check one) ☐ Yes ☐ No

If yes, what group or organization? _____

1. Type of resource on which you are commenting:

_____ Book (eBook) _____ Magazine _____ Digital Resource

_____ Newspaper _____ DVD _____ Audio Recording

_____ Other:

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined or read the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Have you read any reviews regarding this resource? If so, which one(s)?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?