



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, June 11, 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 Boesch
Vice Chair: Gillian Casey
Trustees: Courtenay Fletcher, Jonathan Furuta, Dana Johnson, Juana Navarro, Jack Stuart
Youth Advisory Member: Jacob Zuniga
Staff Liaison: Mara Strickler, City Librarian
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. 3 - 4

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[FFSHPL Report to SHPLBOT 2025 06 11 Meeting](#)

4. UPDATES FROM STAFF 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.**

4.1. 5 - 15

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[05 California Public Libraries Survey Fiscal 2025 answers](#)
[CCBoardReport 2025-May](#)
[2025.06 Print English](#)
[2025.06 Print Spanish](#)
[Monthly Expense Report Library 06062025](#)

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 5/14/25

16 - 17

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[25.05.14 Library Board Draft Minutes](#)

6. SCHEDULED MATTERS:

6.1. St. Helena Public Library Board Schedule

18

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[DRAFT Library Board Schedule](#)

6.2. Library Board Summer Reading Program

CEQA Determination: Not a CEQA project
Prepared By: Deborah Claymon Boeschen, Chair

6.3. Review of Work Plan and Subcommittee Reports

19

CEQA Determination: Not a CEQA project
Prepared By: Deborah Claymon Boeschen, Chair
[Workplan Subcommittee Assignments Final](#)

6.4. Review of Changes to Gallery Wall Procedure

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian

7. ADJOURNMENT

The next regular meeting is scheduled for July 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 June 6, 2025.

Mara Strickler, City Librarian

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, June 11, 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 add to 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. Learn more at 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 Plan:** FFSHPL Board of Directors and staff are grateful to Eric Ryan, cofounder of Mission Met, a firm that specializes in nonprofit planning for small and medium-sized organizations. Our work session in early June led us to the draft of a three-year plan which will be a guide that we revisit and revise annually.
- **Budget FY26 & draft budget FY27:** The Board approved its FY26 budget and a strong draft for FY27. Next fiscal year, in addition to our long-standing Annual Support grants (which YTD in FY25 have covered over 16% of the Library's actual expenses), we will offer limited Opportunity grants that give Library Leadership a way to respond to unforeseen one-time, same-year expense that enhance the Library, benefit its staff, and/or its patrons' experiences.
- ***Words & Wine: A Culinary Conversation*, on Thursday, June 12, 5:30-7:30 PM.** A couple tickets remain for this fundraiser to benefit the Library. We are honored to have contributions from Greens' executive chef Katie Reicher, local culinary legend Cindy Pawlcyn, Bella Union Winery, Wild Plum Books, and the Wydown Hotel.

Tickets (\$140 plus fees per person) nearly gone—talk to Foundation staff or check out our event webpage or the Eventbrite ticket page to squeak in!

<https://www.shplfoundation.org/2025-words-and-wine-culinary-conversation>

<https://words-and-wine-friends-and-foundation.eventbrite.com>

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FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

- Early planning for a fall event is underway.
- Reminder: “Free for All: The Public Library,” the documentary that Friends & Foundation presented at its premiere in St. Helena in April is now available to all online through mid July. Use the summer to have a watch party! Please visit this site to **watch the film** and forward the site to all who want to be better informed and inspired about public libraries in the United States.

<https://www.pbs.org/independentlens/documentaries/free-for-all/>

Do you have questions or comments for the Foundation? Are you curious about service on the Board of Directors?

I'd love to hear from you.

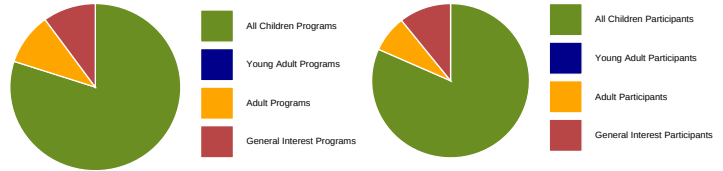
Yo hablo un poco de español.

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

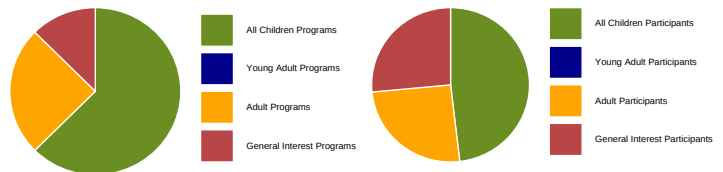
Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													17
Library Staff	Total hours volunteered in the reporting year	76	63	73	68	36	62	71	69	70.25	74.5	75		737.75
Library Services	Library Visits	5956	5840	5069	6073	4783	4631	5124	5464	6367	5985	5110		60402
Library Services	Reference Transactions					434	457	536	501	399	460	394		3181
Library Services	Total Circulation of all physical items	10754	9747	8696	9328	8343	7871	7734	7324	8318	7846	7864		93825
Library Services	Circulation of Children's Materials	5734	5152	4473	4608	4188	3668	3662	3288	4018	3756	3556		46103
Library Services	Circulation of Non English Materials	144	66	63	71	62	59	67	114	147	110	145		1048
Library Services	Circulation of internet-enabled devices	4	7	7	2	4	2	1	2	1	2	8		40
Library Services	Circulation of hotspots	0	1	1	7	3	4	2	3	1	2	11		35
Library Services	Circulation of all other Physical Items	17	21	19	9	10	12	10	9	5	10	12		134
Library Services	ILL Loans to others	1033	1041	963	888	811	716	763	881	908	1063	1105		10172
Library Services	ILL Loans received from others	1770	2048	2141	2221	2173	2142	2445	2308	2412	2846	2642		25148
Library Services	eBook Circulation	907	864	823	862	818	903	872	812	929	801	790		9381
Library Services	eSerial Circulation	320	313	399	396	428	459	439	423	400	409	376		4362
Library Services	eAudio Circulation	1552	1429	1344	1402	1400	1452	1558	1483	1517	1432	1162		15731
Library Services	eVideo Circulation	714	668	511	639	673	662	757	722	725	642	639		7352
Library Services	Total eMaterial Circulation	3493	3274	3077	3299	3319	3476	3626	3440	3571	3284	2967		36826
Library Services	Total Circulation of Materials	14247	13021	11773	12627	11662	11347	11360	10764	11889	11130	10831		130651
Library Services	Annual Uses of Public Internet Computers	338	467	367	423	353	319	335	331	453	460	365		4211
Library Services	Virtual Visits to the library website	6913	6920	6720	6944	6720	6944	6944	6272	6004	6709	5640		72730
Library Services	Wireless Sessions Per Year							926	1258	1278	1383	1281		6303

St Helena Public Library July, 2024 - May, 2025

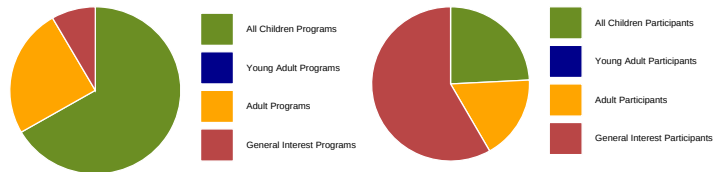
July					
Overview					
All Children Programs	8	80%	All Children Participants	321	81.68%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	10%	Adult Participants	30	7.63%
General Interest Programs	1	10%	General Interest Participants	42	10.69%
Total Programs	10		Total Participants	393	



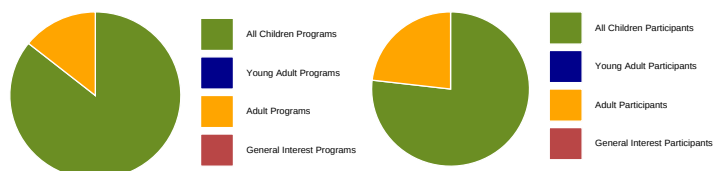
August					
Overview					
All Children Programs	5	62.5%	All Children Participants	129	48.13%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	25%	Adult Participants	68	25.37%
General Interest Programs	1	12.5%	General Interest Participants	71	26.49%
Total Programs	8		Total Participants	268	



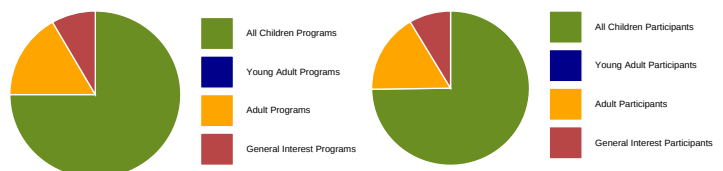
September					
Overview					
All Children Programs	8	66.67%	All Children Participants	135	24.19%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	25%	Adult Participants	98	17.56%
General Interest Programs	1	8.33%	General Interest Participants	325	58.24%
Total Programs	12		Total Participants	558	



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	

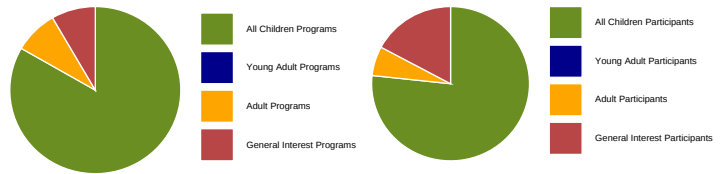


November					
Overview					
All Children Programs	9	75%	All Children Participants	175	74.79%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	16.67%	Adult Participants	39	16.67%
General Interest Programs	1	8.33%	General Interest Participants	20	8.55%
Total Programs	12		Total Participants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

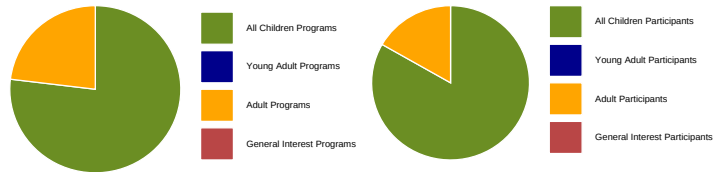


St Helena Public Library July, 2024 - May, 2025

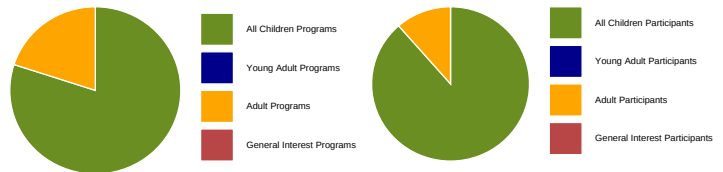
December					
Overview					
All Children Programs	10	83.33%	All Children Participants	237	76.7%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	1	8.33%	Adult Participants	19	6.15%
General Interest Programs	1	8.33%	General Interest Participants	53	17.15%
Total Programs	12		Total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



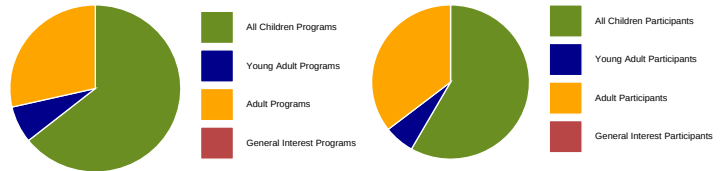
January					
Overview					
All Children Programs	10	76.92%	All Children Participants	294	83.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	23.08%	Adult Participants	59	16.71%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	13		Total Participants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



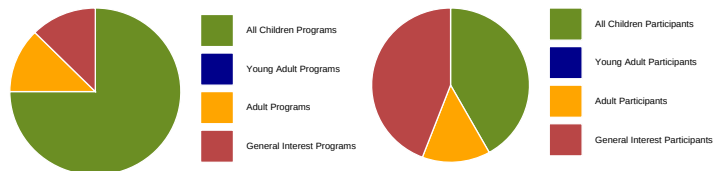
February					
Overview					
All Children Programs	12	80%	All Children Participants	380	88.58%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	20%	Adult Participants	49	11.42%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	15		Total Participants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



March					
Overview					
All Children Programs	9	64.29%	All Children Participants	187	58.26%
Young Adult Programs	1	7.14%	Young Adult Participants	20	6.23%
Adult Programs	4	28.57%	Adult Participants	114	35.51%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	14		Total Participants	321	

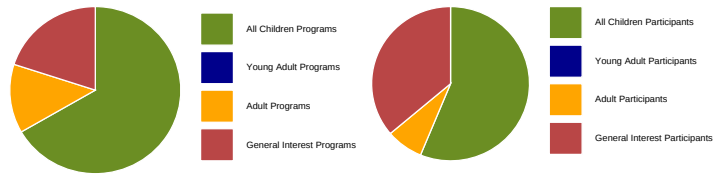


April					
Overview					
All Children Programs	12	75%	All Children Participants	270	41.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	12.5%	Adult Participants	90	13.95%
General Interest Programs	2	12.5%	General Interest Participants	285	44.19%
Total Programs	16		Total Participants	645	

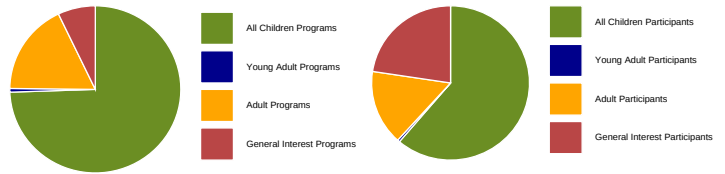


St Helena Public Library July, 2024 - May, 2025

May					
Overview					
All Children Programs	10	66.67%	All Children Participants	244	56.22%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	13.33%	Adult Participants	33	7.6%
General Interest Programs	3	20%	General Interest Participants	157	36.18%
Total Programs	15		Total Participants	434	

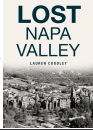


Year in Review					
Overview					
All Children Programs	105	74.47%	All Children Participants	2581	61.22%
Young Adult Programs	1	0.71%	Young Adult Participants	20	0.47%
Adult Programs	25	17.73%	Adult Participants	662	15.7%
General Interest Programs	10	7.09%	General Interest Participants	953	22.6%
Total Programs	141		Total Participants	4216	



JUNE 2025

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Story Time 10:30am	4	5	6	7
9	10 Story Time 10:30am	11 Children's Petting Zoo 10:30am 	12 Molly Corbett Artist Reception 4:30pm 	13	14 Drag Story Time 1:00pm 
16	17 Story Time 10:30am "Lost Napa Valley" with Lauren Coodley & Stephanie Grohs 4:30pm 	18	19 Seasonal Care - Summer 4:00pm 	20	21
23	24 Story Time 10:30am Circus Show with Coventry & Kaluza 4:00pm 	25	26	27	28
30	2025 Summer Reading Challenge! June 1st through August 31st Summer reading fun is here! Level Up at the library this summer with exciting reading challenges for Adults, Teens and Children! Everyone who completes their Summer Reading Challenge earns a prize. Visit the library to sign up!				

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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Children's Petting Zoo

Wednesday, June 11th
10:30 a.m. - 11:30 a.m.

Come interact with the pets of Cute and Cuddly Petting Zoo! These friendly animals can't wait to make some new friends!



Molly Corbett Artist Reception

Thursday, June 12th
4:30 p.m. - 5:30 p.m.

The bird series was started in 1989 after a trip to Africa. Feeling the urge to paint after such a mind expanding experience, Corbett settled upon painting the birds because of their exotic colors, and unique beauty.



Drag Queen Story Time

Saturday, June 14th
1:00 p.m. - 2:00 p.m.

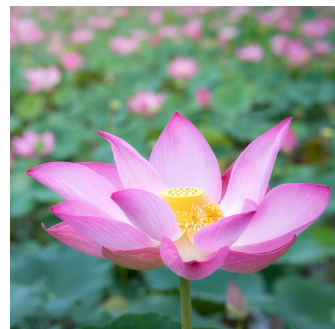
We're celebrating Pride Month with Drag Queen Story Time, presented by Bella Aldama! Join us for a fun and fabulous story time where all kids and families will feel supported and seen. Hope to see you all there!



"Lost Napa Valley" with Lauren Coodley & Stephanie Grohs

Tuesday, June 17th
4:30 p.m. - 5:30 p.m.

Lauren and Stephanie will discuss their research, and what they learned about three mostly unknown residents of Upvalley. A Q&A will follow their talk.



Seasonal Care - Summer

Thursday, June 19th
4:00 p.m. - 5:00 p.m.

Join local acupuncturist and Classical Chinese Medicine practitioner Erica Bowman as she takes us into the Summer and late Summer of our seasonal journey.



Circus Show with Coventry & Kaluza

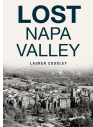
Tuesday, June 24th
4:00 p.m. - 5:00 p.m.

Natasha Kaluza & Jamie Coventry will provide a 45-minute interactive circus performance including juggling, acrobatics, music, comedy/ clowning, hula hooping and dog tricks! Fun for the whole family.

Events Sponsored by Friends & Foundation

JUNIO 2025

BIBLIOTECA PÚBLICA DE ST. HELENA

lunes	martes	miércoles	jueves	viernes	sábado
2	3 Cuentos y Manualidades 10:30am	4	5	6	7
9	10 Cuentos y Manualidades 10:30am	11 Zoológico para Niños 10:30am 	12 Molly Corbett Recepción de artista 4:30pm 	13	14 Hora de Cuentos Drag Queen 1:00pm 
16	17 Cuentos y Manualidades 10:30am El Valle de Napa perdido con Lauren Coodley y Stephanie Grohs 4:30pm 	18	19 Cuidado estacional - Verano 4:00pm 	20	21
23	24 Cuentos y Manualidades 10:30am Espectáculo de circo con Coventry y Kaluza 4:00pm 	25	26	27	28
30	¡2025 Programa de lectura del verano! 1 de junio a 31 de agosto ¡La diversión de la lectura del verano ya está aquí! ¡Sube de nivel en la biblioteca con emocionantes retos de lectura para adultos, adolescentes y niños! Todos los que completen el programa de lectura del verano ganarán un premio. ¡Visite la biblioteca para inscribirse!				

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

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Zoológico para Niños

miércoles 11 de junio
10:30 a.m. - 11:30 a.m.

¡Ven a interactuar con las mascotas de Cute and Cuddly Petting Zoo! Estos simpáticos animales están deseando hacer nuevos amigos.



Molly Corbett

Recepción de artista

jueves 12 de junio
4:30 p.m. - 5:30 p.m.

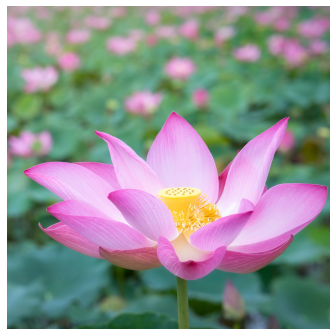
La serie de aves comenzó en 1989, tras un viaje a África. Después de una experiencia tan enriquecedora, Corbett sintió el deseo de pintar pájaros por sus colores exóticos y su belleza única.



El Valle de Napa perdido con Lauren Coodley y Stephanie Grohs

martes 17 de junio
4:30 p.m. - 5:30 p.m.

Lauren y Stephanie hablarán de su investigación y de lo que han averiguado sobre tres residentes de Upvalley mayormente desconocidos.



Cuidado estacional - Verano

jueves 19 de junio
4:00 p.m. - 5:00 p.m.

Acompañe a la acupuntora local y practicante de Medicina China Clásica Erica Bowman mientras nos guía por el verano y el fin de verano en nuestro viaje estacional.



Hora de Cuentos Drag Queen

sábado 14 de junio
1:00 p.m. - 2:00 p.m.

Celebraremos el Mes del Orgullo con la Hora de Cuentos Drag Queen, ¡presentada por Bella Aldama! Acompañanos para una divertida y fabulosa hora de cuentos donde todos los niños y familias se sentirán apoyados y tomados en cuenta. ¡Esperamos verlos a todos!



Espectáculo de circo con Coventry y Kaluza

jueves 24 de junio
4:00 p.m. - 5:00 p.m.

Natasha Kaluza y Jamie Coventry ofrecerán un espectáculo de circo interactivo de 45 minutos que incluirá malabares, acrobacias, música, comedia, hula hooping y trucos con perros. Diversión para toda la familia.

Eventos patrocinados por Friends & Foundation

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 6/6/2025 10:09:41 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	374,474.54	67,536.71	15.28
101-46-00-20-20	TempPart Time	73,386.60	0.00	55,722.05	17,664.55	24.07
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	1,578.89	1,090.21	40.85
101-46-00-20-40	FICAMedicare	38,391.15	0.00	33,356.39	5,034.76	13.11
101-46-00-20-45	Employer PERS	45,116.40	0.00	27,992.27	17,124.13	37.96
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	87,249.28	20,646.62	19.14
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	4,102.11	215.49	4.99
101-46-00-20-75	Deferred Comp	7,141.05	0.00	2,493.91	4,647.14	65.08
101-46-00-20-85	Auto Allowance	<u>2,520.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>820.00</u>	<u>32.54</u>
20	Salaries & Benefits	803,721.85	0.00	672,333.23	131,388.62	16.35
101-46-00-21-10	Communications	11,960.00	0.00	2,865.22	9,094.78	76.04
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	12,558.78	70,641.22	84.91
101-46-00-21-27	Equipment Lease Exp	10,400.00	0.00	1,963.13	8,436.87	81.12
101-46-00-21-45	Other Contract Services	80,830.26	17,162.64	67,753.78	-4,086.16	-5.06
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	87,307.68	89,439.94	46.12
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	894.94	665.06	42.63
101-46-00-22-15	Special Department Supplies	<u>6,240.00</u>	<u>0.00</u>	<u>1,785.83</u>	<u>4,454.17</u>	<u>71.38</u>
22	Supplies	15,496.00	0.00	2,680.77	12,815.23	82.70
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	764,146.68	253,279.79	24.48
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	57,696.81	3,968.64	6.44
380-46-00-20-37	Holiday Pay	3,088.05	0.00	2,633.97	454.08	14.70
380-46-00-20-40	FICAMedicare	<u>4,953.90</u>	<u>0.00</u>	<u>4,615.29</u>	<u>338.61</u>	<u>6.84</u>
20	Salaries & Benefits	69,707.40	0.00	64,946.07	4,761.33	6.83
380-46-00-21-10	Communications	<u>2,496.00</u>	<u>0.00</u>	<u>1,280.32</u>	<u>1,215.68</u>	<u>48.71</u>
21	Services	2,496.00	0.00	1,280.32	1,215.68	48.71
380-46-00-22-16	Library Materials	62,400.00	41,858.91	49,536.22	-28,995.13	-46.47
380-46-00-22-40	Programming	<u>15,600.00</u>	<u>0.00</u>	<u>10,925.62</u>	<u>4,674.38</u>	<u>29.96</u>
22	Supplies	78,000.00	41,858.91	60,461.84	-24,320.75	-31.18
380-46-00-23-35	Library Databases	<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	126,688.23	-8,343.74	-5.21
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>50,374.35</u>	<u>-3,597.88</u>	<u>-6.92</u>
22	Supplies	52,000.00	5,223.53	50,374.35	-3,597.88	-6.92
00	Administration	52,000.00	5,223.53	50,374.35	-3,597.88	-6.92

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,250,497.51	64,245.08	942,045.90	244,206.53	0.1953



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, May 14, 2025 @ 5:00 PM**

1. **CALL TO ORDER**

Chair, Deborah Claymon Boesch called the meeting to order at 5:03:38 PM.

2. **ROLL CALL**

Chair: Deborah Claymon Boesch

Vice Chair: Gillian Casey

Trustees: Courtenay Fletcher, Jonathan Furuta, Dana Johnson, ~~Juana Navarro~~, Jack Stuart

Youth Advisory Member: ~~Jacob Zuniga~~

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

Staff: Enedina Guerrero, Library Assistant

3. **PUBLIC FORUM**

Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena Public Library gave an update of the current activities of the Foundation.

4. **UPDATES FROM STAFF AND FUTURE AGENDA ITEMS:**

The Director of Community Services provided updates regarding departmental and municipal matters.

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

- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A highlight of programs in May.
- An update on the review of the Napa Valley Wine Library materials for archiving purposes.

The Deputy Director of Community Services of the Library proposed a future agenda item for consideration: Privacy and Confidentiality of Patrons Policy.

5. **CONSENT ITEMS:**

5.1. **Library Board of Trustees Meeting Minutes of 4/14/25**

Vice Chair Casey made a motion to approve the minutes at 5:34:29 PM. The motion was approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1. **Review of State of America's Libraries: A Snapshot of 2024**

The Deputy Director of Community Services gave an overview on the State of America's Libraries: A Snapshot of 2024, a report created by the American Library Association.

6.2. **Review of Photography, Filming, and Recording Policy**

The Deputy Director of Community Services presented a Photography, Filming, and Recording Policy. Board member Stuart made a motion to approve the Photography, Filming, and Recording Policy at 6:00:07 PM. The motion was approved by a quorum of those present.

Review of Workplan and Subcommittee Reports

Each Subcommittee gave a brief report of updates and the next steps.

7. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:25:42 PM.

APPROVED:

ATTEST:

Deborah Claymon Boeschen
Chair, Library Board

Mara Strickler
Deputy Director of Community Services

Library Board 25/26 Schedule - Subject to change depending upon Library business

July 9, 2025:

Officer appointments

Review Library's organizational chart

August 13, 2025:

Consider Privacy and Confidentiality Policy

Review Behavior Policy

Review Internet and Electronic Use Policy

September 10, 2025:

Review of Summer Library Program

Review and revise annual workplan and subcommittee assignments

October 15, 2025 (3rd Wednesday):

Review prior fiscal year's annual report

Review sunshine laws

November 12, 2025:

Review ADA checklist for existing facilities

December 10, 2025:

Review of Capital Improvement Projects and facilities concerns with Public Works

January 14, 2026:

Review budget and potential amendments

Review prospective legislation related to public libraries

February 11, 2026:

Review Mission and Vision Statements

Approve submission of language for National Library Week Proclamation

March 11, 2026:

Review annual report to City Council

April 8, 2026:

Review Board terms

May 12, 2026:

Review plans for Summer Library Program

June 10, 2026:

Recognition of service for any outgoing board members

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
- * Organizational Sustainability and Library Emergency Programs: Johnson & Stuart
- * Technology: Furuta & Johnson
- * Youth Engagement: Casey, Fletcher, & Navarro, as well as Zuniga