



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, September 10, 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.

Members of the public and other parties are welcome to email their comments to the Staff Liaison Mara Strickler at mstrickler@cityofstheleena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the online agenda.

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, 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 09 10 Meeting](#)

4

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

[08 California Public Libraries Survey Fiscal 2026 answers](#)

[08.CCBoardReport 2025-August](#)

[2025.09 Print English](#)

[2025.09 Print Spanish](#)

[2425 Monthly Expense Report Library 9.5.25](#)

[2526 Monthly Expense Report Library 9.5.25](#)

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 8/13/25

16 - 17

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[25.08.13 DRAFT Library Board Meeting Minutes](#)

6. SCHEDULED MATTERS:

6.1. Community Emergency Response and the Public Library

18 - 46

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[Listos Disaster-Ready-Guide](#)

[NorthNet Prepare-guide](#)

[NorthNet Recover-guide](#)

[NorthNet Respond-guide](#)

[Value-of-Libraries-Crisis-Response-and-Community-Resilience](#)

6.2. Napa County MOU

47 - 68

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[St Helena Napa MOU](#)

[SHPL PSA for Unity and Innovative MMS](#)

6.3. Review and Revise Work Plan and Subcommittee Assignments

69

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[2526 Workplan DRAFT 8.13.25](#)

7. ADJOURNMENT

Immediately following adjournment, an informal gathering of the Library Board of the St. Helena Public Library will take place at Gott's. 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 attend.

The next regular meeting is scheduled for October 15, 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 September 5, 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, September 10, 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 learn from Library leadership about 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

Advocate For Public Libraries, Please!

ASAP! Please write and call your elected officials to send your personal message about the importance of Public Libraries. The federal Institute of Museum and Library Services (IMLS) was among agencies threatened by a March executive order. The order called to dismantle IMLS, the source of vital grants to libraries nationwide. The federal budgeting process is not yet final, and constituents' messages can sway lawmakers.

Simple and quick ways to call or email can be found at the American Library Association's Show up for our Libraries webpage.

Live link: [Show Up for Our Libraries | ALA](https://www.ala.org/advocacy/show-up-for-our-libraries)

<https://www.ala.org/advocacy/show-up-for-our-libraries>

Select Current Activities

- Autumn Ticketed Event Planning: FFSHPL Events Committee and staff are preparing for *Words & Wine* with compelling speakers at an enticing venue. Date is not yet confirmed but **please hold November 6!**

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.

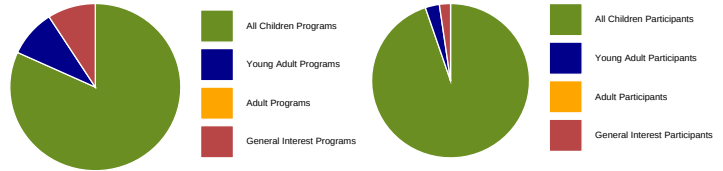
Yo hablo un poco de español.

Deanna M. Griffin, Executive Director
deanna.griffin@shplfoundation.org | 707 804 9675

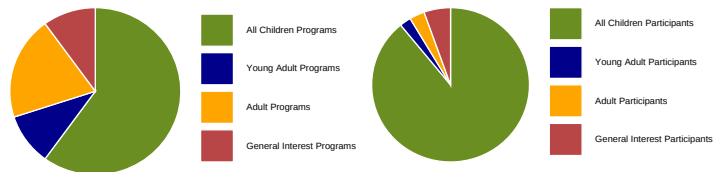
Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													13
Library Staff	Total hours volunteered in the reporting year	118	98											216
Library Services	Library Visits	5805	5197											11002
Library Services	Reference Transactions	471	506											977
Library Services	Total Circulation of all physical items	10312	9786											20098
Library Services	Circulation of Children's Materials	5000	4604											9604
Library Services	Circulation of Non English Materials	268	167											435
Library Services	Circulation of internet-enabled devices	2	0											2
Library Services	Circulation of hotspots	3	4											7
Library Services	Circulation of all other Physical Items	46	50											96
Library Services	ILL Loans to others	1226	1283											2509
Library Services	ILL Loans received from others	2746	2748											5494
Library Services	eBook Circulation	851	1059											1910
Library Services	eSerial Circulation	389	413											802
Library Services	eAudio Circulation	1490	1241											2731
Library Services	eVideo Circulation	849	910											1759
Library Services	Total eMaterial Circulation	3579	3623											7202
Library Services	Total Circulation of Materials	13891	13409											27300
Library Services	Annual Uses of Public Internet Computers	400	368											768
Library Services	Virtual Visits to the library website	5458	TBD											5458
Library Services	Wireless Sessions Per Year	1273	1448											2951

St. Helena Public Library July, 2025 - August, 2025

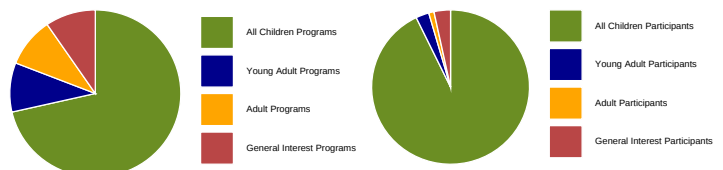
July					
Overview					
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants	483	



August					
Overview					
All Children Programs	6	60%	All Children Participants	229	89.11%
Young Adult Programs	1	10%	Young Adult Participants	6	2.33%
Adult Programs	2	20%	Adult Participants	8	3.11%
General Interest Programs	1	10%	General Interest Participants	14	5.45%
Total Programs	10		Total Participants	257	



Year in Review					
Overview					
All Children Programs	15	71.43%	All Children Participants	687	92.84%
Young Adult Programs	2	9.52%	Young Adult Participants	20	2.7%
Adult Programs	2	9.52%	Adult Participants	8	1.08%
General Interest Programs	2	9.52%	General Interest Participants	25	3.38%
Total Programs	21		Total Participants	740	



SEPTEMBER 2025

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CLOSED FOR LABOR DAY	2 Story Time 10:30am	3	4	5	6
8	9 Story Time 10:30am	10 Library Board Meeting 5:00pm	11 Bordados y Textiles Artist Reception 4:30pm 	12 Movie Matinee 4:00pm 	13
15	16 Story Time 10:30am Mexican Independence Day Celebration 5:30pm 	17 Graphic Novel Book Club 3:00pm 	18	19	20
22	23 Story Time 10:30am	24 Comic Class for Teens 3:30pm 	25 Sanando - Celebrando la llegada del otoño 5:30pm 	26 Movie Matinee 4:00pm 	27
29	30 Story Time 10:30am				

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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Bordados y Textiles Artist Reception

Thursday, September 11th
4:30 p.m. - 5:30 p.m.

"Bordados y Textiles" is a living tribute to the talent, dedication, and heritage of Latin American artisans. Each piece tells a unique story, woven with threads of memory, identity, and love for tradition.



Comic Class for Teens

Wednesday, September 24th
3:30 p.m. - 5:30 p.m.

In this fast-paced comics-making workshop, professional cartoonist Sophie Yanow will lead you through an exercise where we will create original characters and jump right in to drawing a story. For teens in grades 6-12. Registration required.



Mexican Independence Day Celebration

Tuesday, September 16th
5:30 p.m. - 8:00 p.m.

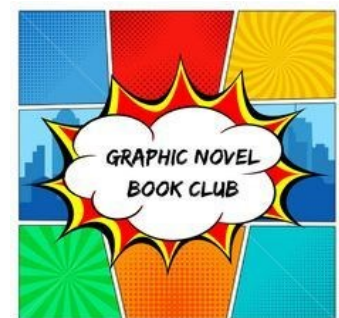
Celebrate Mexico's independence. Enjoy a festive afternoon at the library with music from Mariachi Juvenil Aguascalientes, Ballet Folclórico Quetzalen, crafts, food, and lots of fun. We will have the presence of The Mexican Consulate giving the traditional "Grito." This is a free event for the whole family!



Sanando-Celebrating the arrival of Fall

Thursday September 25th
5:30 p.m. - 7:00 p.m.

We invite you to live an experience of deep connection with nature in a special moment; the arrival of fall. This season of the year invites us to let go, to make space and to return to nature. It will be an encounter to pause, breathe, release emotions and reconnect with your inner peace. Event is in Spanish.



Graphic Novel Book Club

Wednesday, September 17th
3:00 p.m. - 4:00 p.m.

Does your 5th or 6th grader love reading comics? Register them for our graphic novel book club! We will meet once a month starting September 17. Books and snacks will be provided! Please email Mariah, at mariah@cityofsthelena.gov with your child's name and grade.



Movie Matinee

September 12th & 26th
4:00 p.m. - 5:30 p.m.

Join us for a movie matinee on Friday afternoon! Snacks will be provided. Title to be announced shortly.

Events Supported by the Friends & Foundation of the St. Helena Public Library

septiembre 2025

BIBLIOTECA PÚBLICA DE ST. HELENA

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cerrado por el Día del Trabajo	2 Cuentos y Manualidades 10:30am	3	4	5	6
8	9 Cuentos y Manualidades 10:30am	10 Junta Directiva de la Biblioteca 5:00pm	11 Bordados y Textiles Recepción de Artistas 4:30pm 	12 Matiné de cine 4:00pm 	13
15	16 Cuentos y Manualidades 10:30am Celebración del Día de la Independencia de México 5:30pm 	17 Club de Novelas Gráficas 3:00pm 	18	19	20
22	23 Cuentos y Manualidades 10:30am	24 Taller de dibujo para jóvenes 3:30pm 	25 Sanando - Celebrando la llegada del otoño 5:30pm 	26 Matiné de cine 4:00pm 	27
29	30 Cuentos y Manualidades 10:30am				

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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Bordados y Textiles Recepción de Artistas

jueves 11 de septiembre
4:30 p.m. - 5:30 p.m.

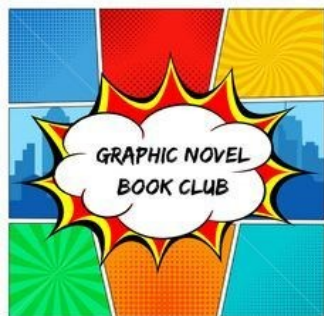
"Bordados y Textiles" Es un homenaje vivo al talento, la dedicación y la herencia de los artesanos de Latinoamérica. Cada pieza cuenta una historia única, tejida con hilos de memoria, identidad y amor por la tradición. El evento es bilingüe.



Celebración del Día de la Independencia de México

martes 16 de septiembre
5:30 p.m. - 8:00 p.m.

Celebra la independencia de México. Disfruta una tarde festiva en la biblioteca con música del Mariachi Juvenil Aguascalientes, Ballet Folclórico Quetzalen, manualidades y mucha diversión. Contaremos con la presencia del Consulado de México dando el tradicional "Grito". ¡Evento gratuito para toda la familia!



Graphic Novel Book Club

miércoles 17 de septiembre
3:00 p.m. - 4:00 p.m.

¿A su hijo de quinto o sexto grado le encanta leer cómics? ¡Inscríballo en nuestro club de lectura de novelas gráficas! Se proveerán libros y bocadillos! Envíe un correo electrónico a Mariah, a mariah@cityofsthelena.gov con el nombre y el grado de su hijo.



Taller de dibujo para jóvenes

miércoles, 24 de septiembre
3:30 p.m. - 5:30 p.m.

En este taller de creación de cómics, la dibujante profesional Sophie Yanow te guiará a través de un ejercicio en el que crearemos personajes originales y nos pondremos manos a la obra para dibujar una historia. Para jóvenes de 6° a 12° grado. Inscripción requerida.



Sanando-Celebrating the arrival of Fall

jueves 25 de septiembre
5:30 p.m. - 7:00 p.m.

Te invitamos a vivir una experiencia de conexión profunda con la naturaleza en un momento especial; la llegada del otoño. Esta estación del año nos invita a soltar, a hacer espacio y a volver a lo natural. El evento será en español.



Matiné de Cine

12 y 26 de septiembre
4:00 p.m. - 5:30 p.m.

¡Acompáñenos a una matinée de cine el viernes por la tarde! Se ofrecerán bocadillos. El título se anunciará en breve.

Eventos apoyados por los Amigos y la Fundación de la Biblioteca Pública de St. Helena

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 9/5/2025 10:58:01 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	406,640.43	35,370.82	8.00
101-46-00-20-20	TempPart Time	73,386.60	0.00	60,323.17	13,063.43	17.80
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	1,720.50	948.60	35.54
101-46-00-20-40	FICAMedicare	38,391.15	0.00	36,111.59	2,279.56	5.94
101-46-00-20-45	Employer PERS	45,116.40	0.00	30,445.04	14,671.36	32.52
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	95,494.68	12,401.22	11.49
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	4,477.39	-159.79	-3.70
101-46-00-20-75	Deferred Comp	7,141.05	0.00	2,768.30	4,372.75	61.23
101-46-00-20-85	Auto Allowance	<u>2,520.00</u>	<u>0.00</u>	<u>1,900.00</u>	<u>620.00</u>	<u>24.60</u>
20	Salaries & Benefits	803,721.85	0.00	723,544.89	80,176.96	9.98
101-46-00-21-10	Communications	11,960.00	0.00	17,632.08	-5,672.08	-47.43
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	32,202.91	50,997.09	61.29
101-46-00-21-27	Equipment Lease Exp	10,400.00	0.00	2,293.72	8,106.28	77.95
101-46-00-21-45	Other Contract Services	80,830.26	17,162.64	76,766.97	-13,099.35	-16.21
101-46-00-21-55	Training & Conference	<u>7,000.00</u>	<u>0.00</u>	<u>2,492.35</u>	<u>4,507.65</u>	<u>64.40</u>
21	Services	193,910.26	17,162.64	131,410.79	45,336.83	23.38
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	1,951.49	2,624.51	57.35
101-46-00-22-13	Office Supplies	1,560.00	0.00	1,302.36	257.64	16.52
101-46-00-22-15	Special Department Supplies	<u>6,240.00</u>	<u>0.00</u>	<u>4,276.58</u>	<u>1,963.42</u>	<u>31.47</u>
22	Supplies	15,496.00	0.00	7,530.43	7,965.57	51.40
101-46-00-23-35	Software Maintenance	<u>8,300.00</u>	<u>0.00</u>	<u>4,322.19</u>	<u>3,977.81</u>	<u>47.93</u>
23	Maintenance	8,300.00	0.00	4,322.19	3,977.81	47.93
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	866,808.30	150,618.17	14.56
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	62,448.18	-782.73	-1.27
380-46-00-20-37	Holiday Pay	3,088.05	0.00	2,873.42	214.63	6.95
380-46-00-20-40	FICAMedicare	<u>4,953.90</u>	<u>0.00</u>	<u>4,997.09</u>	<u>-43.19</u>	<u>-0.87</u>
20	Salaries & Benefits	69,707.40	0.00	70,318.69	-611.29	-0.88
380-46-00-21-10	Communications	<u>2,496.00</u>	<u>0.00</u>	<u>1,600.40</u>	<u>895.60</u>	<u>35.88</u>
21	Services	2,496.00	0.00	1,600.40	895.60	35.88
380-46-00-22-16	Library Materials	62,400.00	41,858.91	59,211.59	-38,670.50	-61.97
380-46-00-22-40	Programming	<u>15,600.00</u>	<u>0.00</u>	<u>14,181.85</u>	<u>1,418.15</u>	<u>9.09</u>
22	Supplies	78,000.00	41,858.91	73,393.44	-37,252.35	-47.76
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	145,312.53	-26,968.04	-16.83
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>56,453.50</u>	<u>-9,677.03</u>	<u>-18.61</u>
22	Supplies	52,000.00	5,223.53	56,453.50	-9,677.03	-18.61
00	Administration	52,000.00	5,223.53	56,453.50	-9,677.03	-18.61

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,250,497.51	64,245.08	1,069,410.97	116,841.46	0.0934

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 9/5/2025 10:55:27 AM
Period 01 - 13
Fiscal Year 2026

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	423,151.00	0.00	83,501.88	339,649.12	80.27
101-46-00-20-20	TempPart Time	74,144.00	0.00	13,066.81	61,077.19	82.38
101-46-00-20-30	Overtime	3,500.00	0.00	0.00	3,500.00	100.00
101-46-00-20-37	Holiday Pay	2,840.00	0.00	231.36	2,608.64	91.85
101-46-00-20-40	FICAMedicare	39,273.00	0.00	7,223.84	32,049.16	81.61
101-46-00-20-45	Employer PERS	37,152.00	0.00	6,432.38	30,719.62	82.69
101-46-00-20-47	PERS Unfunded Liability	48,737.00	0.00	0.00	48,737.00	100.00
101-46-00-20-55	Health Insurance	130,744.00	0.00	21,413.54	109,330.46	83.62
101-46-00-20-61	Workers Comp	37,156.00	0.00	0.00	37,156.00	100.00
101-46-00-20-65	SDI	5,078.00	0.00	973.54	4,104.46	80.83
101-46-00-20-75	Deferred Comp	8,301.00	0.00	935.98	7,365.02	88.72
101-46-00-20-85	Auto Allowance	2,400.00	0.00	500.00	1,900.00	79.17
101-46-00-20-96	Education Reimbursement	1,500.00	0.00	0.00	1,500.00	100.00
20	Salaries & Benefits	813,976.00	0.00	134,279.33	679,696.67	83.50
101-46-00-21-10	Communications	9,500.00	0.00	131.69	9,368.31	98.61
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	70,000.00	0.00	5,375.82	64,624.18	92.32
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	149.99	9,850.01	98.50
101-46-00-21-45	Other Contract Services	110,000.00	0.00	10,373.77	99,626.23	90.57
101-46-00-21-53	Memberships & Publications	1,000.00	0.00	0.00	1,000.00	100.00
101-46-00-21-55	Training & Conference	7,000.00	0.00	0.00	7,000.00	100.00
21	Services	208,000.00	0.00	16,031.27	191,968.73	92.29
101-46-00-22-07	Copies	3,000.00	0.00	0.00	3,000.00	100.00
101-46-00-22-12	Computer Equipment	5,000.00	0.00	0.00	5,000.00	100.00
101-46-00-22-13	Office Supplies	1,500.00	0.00	91.30	1,408.70	93.91
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	251.25	5,948.75	95.95
101-46-00-22-16	Library Materials	2,400.00	0.00	0.00	2,400.00	100.00
22	Supplies	18,100.00	0.00	342.55	17,757.45	98.11
101-46-00-23-11	Maint Office Equip	5,600.00	0.00	0.00	5,600.00	100.00
101-46-00-23-35	Software Maintenance	9,000.00	0.00	0.00	9,000.00	100.00
23	Maintenance	14,600.00	0.00	0.00	14,600.00	100.00
101-46-00-24-25	Taxes & Other Charges	12,500.00	0.00	0.00	12,500.00	100.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
24	Taxes, Insurances & Contributi	12,500.00	0.00	0.00	12,500.00	100.00
00	Administration	1,067,176.00	0.00	150,653.15	916,522.85	85.88
380	Friends and Foundation Library					
46	TempPart Time	60,000.00	0.00	13,128.13	46,871.87	78.12
380-46-00-20-20	Holiday Pay	2,710.00	0.00	257.51	2,452.49	90.50
380-46-00-20-40	FICAMedicare	4,797.00	0.00	1,023.99	3,773.01	78.65
20	Salaries & Benefits	67,507.00	0.00	14,409.63	53,097.37	78.65
380-46-00-21-10	Communications	2,093.00	0.00	160.04	1,932.96	92.35
21	Services	2,093.00	0.00	160.04	1,932.96	92.35
380-46-00-22-16	Library Materials	60,400.00	0.00	9,393.54	51,006.46	84.45
380-46-00-22-40	Programming	0.00	0.00	2,283.32	-2,283.32	0.00
380-46-00-22-41	Youth Programs	5,000.00	0.00	0.00	5,000.00	100.00
380-46-00-22-42	Spanish Language Programs	2,500.00	0.00	0.00	2,500.00	100.00
380-46-00-22-43	Adult Programs	2,500.00	0.00	0.00	2,500.00	100.00
22	Supplies	70,400.00	0.00	11,676.86	58,723.14	83.41
380-46-00-23-35	Software Maintenance	10,000.00	0.00	0.00	10,000.00	100.00
23	Maintenance	10,000.00	0.00	0.00	10,000.00	100.00
00	Administration	150,000.00	0.00	26,246.53	123,753.47	82.50
382	Martin Estate Trust Library					
46	Software Maintenance	936.00	0.00	0.00	936.00	100.00
23	Maintenance	936.00	0.00	0.00	936.00	100.00
00	Administration	936.00	0.00	0.00	936.00	100.00
384	Tweed Trust Library					
46	Library Materials	52,000.00	0.00	2,795.68	49,204.32	94.62
384-46-00-22-16						
22	Supplies	52,000.00	0.00	2,795.68	49,204.32	94.62
00	Administration	52,000.00	0.00	2,795.68	49,204.32	94.62
Grand Total		1,270,112.00	0.00	179,695.36	1,090,416.64	0.8585



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, August 13, 2025 @ 5:00 PM**

1. CALL TO ORDER

Chair, Deborah Claymon Boesch called the meeting to order at 5:04:55 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

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:

4.1 The Deputy Director of Community Services reported the following:

- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A summary of volunteer hours volunteer hours.
- A highlight of programs in August.
- An update on staffing changes.

5. **CONSENT ITEMS:**

5.1. Library Board of Trustees Meeting Minutes of 6/11/25

Vice Chair Casey made a motion to approve the minutes at 5:22:59 PM. The motion was approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1. Officer Appointments

Board Member Johnson made a motion to Re-Appoint Chair Claymon Boesch and Vice Chair Casey as a slate at 5:25:39 PM. The motion was approved by a quorum of those present.

6.2. Review of Library's Organizational Chart

The Deputy Director of Community Services presented an organizational chart of the Library staff. Board members discussed the information presented and Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena Public Library made a public comment.

6.3. Review and Revise Work Plan and Subcommittee Assignments

The board reviewed and revised the Work Plan Draft.

7. **ADJOURNMENT**

Chair Claymon Boesch adjourned the meeting at 6:34:37 PM.

APPROVED:

ATTEST:

Deborah Claymon Boesch
Chair, Library Board

Mara Strickler
Deputy Director of Community Services

IMPORTANT DOCUMENT. KEEP IN A SAFE PLACE.

DISASTER READY GUIDE



LISTOS CALIFORNIA:
ListosCalifornia.org



**OFFICE OF THE
GOVERNOR OF
CALIFORNIA:**
Gov.CA.gov



**GOVERNOR'S OFFICE
OF EMERGENCY
SERVICES:**
CalOES.CA.gov



ALSO AVAILABLE IN:
Español Tiếng Việt
中文 한국어
Filipino Lus Hmoob

SAFETY STEPS FOR ANY DISASTER



**1. GET ALERTS TO
KNOW WHAT TO DO**



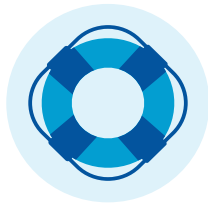
**2. PLAN TO PROTECT
YOUR PEOPLE**



**3. PACK A GO BAG
WITH THINGS YOU NEED**



**4. BUILD A STAY BOX
FOR WHEN YOU CAN'T LEAVE**



**5. HELP FRIENDS AND
NEIGHBORS GET READY**

1. GET ALERTS TO KNOW WHAT TO DO

Sign up to get your county alerts. Go to ListosCalifornia.org
You can also sign up for the **MyShake** earthquake warning app.



MY LOCAL COUNTY ALERT SYSTEM IS:

LOCAL ALERT SYSTEM

OTHER ALERT SYSTEMS

FIND A NEWS SOURCE YOU CAN TRUST

When a disaster strikes, you need to know what's happening and get updated information about what you should do and where you should go. There are many ways to get this information.



TELEVISION



RADIO



LANDLINE PHONE



CELL PHONE



EMAIL



SMARTPHONE



SOCIAL MEDIA



HAM RADIO

Find your local radio station for emergency alerts at ListosCalifornia.org.

RADIO STATIONS WHERE I LIVE/WORK:

EMERGENCY RESOURCE WEBSITES:

- CALOES.CA.GOV
State guides, alerts & resources
- LISTOSCALIFORNIA.ORG
Get more resources to be prepared
- READY.CA.GOV
Get more disaster specific tips to prepare

2. PLAN TO PROTECT YOUR PEOPLE: CONNECT & PROTECT



Think about who you want to connect with during an emergency. These may be family, neighbors, friends or caregivers. Write down their names and contact information. Share copies with everyone on your list.

Also pick one person outside the area where you live who won't be affected by your local disaster. You and your contacts might be able to check in as safe with that faraway relative or friend, and share where you are.

EMERGENCY CONTACTS

CONTACT NAME	
CELL PHONE	HOME PHONE
WORK/ SCHOOL	EMAIL
ADDRESS	
CONTACT NAME	
CELL PHONE	HOME PHONE
WORK/ SCHOOL	EMAIL
ADDRESS	
CONTACT NAME	
CELL PHONE	HOME PHONE
WORK/ SCHOOL	EMAIL
ADDRESS	



OUT OF TOWN CONTACT

OUT OF TOWN CONTACT NAME
CELL PHONE
HOME PHONE
WORK/SCHOOL
ADDRESS



Try **texting** if local phone calls can't get through during a disaster.

2. PLAN TO PROTECT YOUR PEOPLE: LOCAL RESOURCE DIRECTORY



As part of your **Connect & Protect** plan, you should also write down important phone numbers and websites of organizations that can help you in an emergency.

PUBLIC EMERGENCY CONTACTS

FIRE DEPARTMENT/CALFIRE

PHONE

WEBSITE

SHERIFF/POLICE DEPARTMENT

PHONE

WEBSITE

PUBLIC TRANSIT AGENCY

PHONE

WEBSITE

POWER COMPANY

PHONE

WEBSITE

GAS COMPANY

PHONE

WEBSITE

WATER COMPANY

PHONE

WEBSITE

COUNTY EMERGENCY AGENCY

PHONE

WEBSITE

SUPPORT ORGANIZATION

SUPPORT ORGANIZATION

PHONE

EMAIL

WEBSITE

SUPPORT ORGANIZATION

PHONE

WEBSITE

SUPPORT ORGANIZATION

PHONE

WEBSITE

2. PLAN TO PROTECT YOUR PEOPLE: EVACUATION ACTION



If you are not safe at home, work or school due to a disaster, you will need to go to a safe place and meet up with people you care about. Before a disaster, print or get a paper map. Because you may not have cell phone service, it may be helpful getting you to safety from where you are.



Be ready to go in the safest direction, to the nearest **safe place**, with little warning.



1. FOLLOW THE GUIDANCE OF LOCAL AUTHORITIES

They will share the latest information with news stations and know the best ways to keep you safe. Instructions might come from your fire department, sheriff or police department, or from elected officials, like mayors or supervisors.



2. LEARN QUICK EXITS FROM YOUR COMMUNITY

In a disaster, the road to safety may not be your usual route. Disasters may close roads and bus routes. Get familiar with more ways to escape during an emergency. Practice those trips with the people who would go with you. That way, you will know how to stick together in a real emergency.



3. BE READY TO GO TO YOUR SAFE PLACE

Have your **Connect & Protect** plan in place, your **Local Resource Directory** completed, and a go bag of supplies packed. Reach out to the people you care about, and who care about you. Decide if it is safe, and possible, to get to the home of family or friends. Make a family meet-up plan in case of separate evacuation. If not, find a public shelter.



Listen to the news and sign up for local alerts at ListosCalifornia.org

3. PACK A GO BAG WITH THINGS YOU NEED



Most disasters are unexpected and happen fast. You might not have time to shop, or even to pack. Pack up important items for each member of your household now, so you and your family will have what you need later.

TO PACK NOW

☒ DOCUMENTS

Copies of identification and insurance.

Deeds, titles, and other papers important to you

Photos of family and pets.



☒ CASH

Small bills \$1s & \$5s.

Save up a little at a time.



☒ MAP

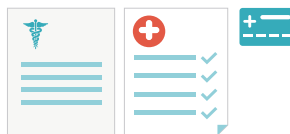
Mark different routes out of your neighborhood on a paper map.



☒ MEDICATIONS LIST

List all prescriptions.

Other important medical information.



☒ THIS GUIDE

Your completed Connect & Protect list and Local Resource Directory.

Your completed Grab & Go list.



PACK AS YOU LEAVE

☒ Wallet or purse and keys

☒ Phone and charger

☒ Medicine

☒ Mask



GRAB IF YOU HAVE

☒ Portable radio

☒ Flashlight

☒ First aid supplies

☒ Portable computer



*Checkboxes can be marked manually

4. BUILD A STAY BOX FOR WHEN YOU CAN'T LEAVE



In some disasters, you may be safer staying at home. In this case you might not have water to drink, to bathe or to flush the toilet. You might have no electricity to keep your food cold, turn on a light or charge your phone.

Add items to a Stay Box, for when you can't leave home. Prepare for at least **3 days** without water or electricity. Save up a little at a time, until you have enough for everyone in your household to get by. Remember any pets. If you already own a flashlight or a portable radio, keep it someplace easy to find.

TO PACK NOW

☒ WATER

Save up to 3 gallons per person, for drinking and washing.



☒ FOOD

Set aside foods that won't spoil and require no cooking

You know best what you and your family like to eat.



☒ TRASH BAGS

Set aside extra plastic bags, with ties, to use in a bucket for a toilet.



*Checkboxes can be marked manually

5. HELP FRIENDS AND NEIGHBORS GET READY

Think about who might be the first on the scene to help in your neighborhood during a disaster as you think about your answers to these questions:

WHO IS HOME IN YOUR HOUSEHOLD DURING THE DAY?



WHO IS AT HOME IN YOUR NEIGHBORHOODS THAT MIGHT BE AVAILABLE TO HELP YOU DURING THE DAY?

WHAT ABOUT AT NIGHT? ON A WEEKEND?

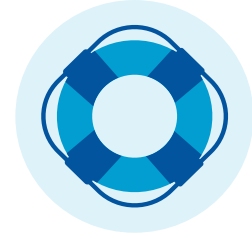
WHO IN YOUR NEIGHBORHOOD MIGHT NEED HELP?



Thinking through these things will help you to prepare and to start conversations with your neighbors.



Discuss these same questions with your neighbors, talk with them about what help they might need, and be willing to help where you can.



BASIC TIPS FOR ANY DISASTER



CARRY IDENTIFICATION



Families may get separated when disaster strikes.

- Everyone you care for should carry identification.
- Put written identification in children's school bags.
- Consider a medical alert tag or bracelet.
- Get pets updated tags and microchips.
- Photos of families and pets can help you reunite.

BUILD A NETWORK OF SUPPORT



Have a reliable backup plan in case of emergency.

- Talk with your neighbors about their needs, and yours.
- Discuss disaster plans with caregivers.
- Ask schools about plans to reunite parents and children.
- Plan ahead for skilled helpers to assist with evacuations.
- Share keys with trusted friends to rescue your pets.

HAVE EXTRA MEDICATIONS



Many people can't go three days without medications. Some need electricity to power equipment and devices.

- Carry extra medicine when you leave home.
- Photo (or carry) list of doctors and prescriptions.
- Ask pharmacy to renew 30-day prescription at 28 days.
- Save extra doses in your Go Bag.
- Keep medicine cold and charge equipment/devices.

REDUCE STRESS



Lessen physical and mental stress by planning ahead.

- Label equipment before evacuation
- Sign up for alerts from your power company
- Pack specialty medical and communication supplies
- Plan to comfort those with Alzheimer's or mental illness.

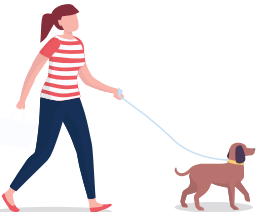
NOTES



TIPS FOR A VARIETY OF CIRCUMSTANCES

Disasters are challenging for everyone. Each of us has different needs in preparing for a disaster. You, or someone you care about, can benefit from planning ahead. Think now about ways to make the experience safe and comfortable for all.

READY TOGETHER

 PREGNANT WOMEN Ask your doctor how to get care or deliver during a disaster. Plan ahead to avoid bad air, toxic water and unsafe food. Tell staff at a shelter that you are pregnant.	 PARENTS OF INFANTS If you use formula, set aside plenty of clean water. Get or make a body sling to walk far with the baby. Know the safety plan of your child's caregiver.	 CAREGIVERS Create an emergency plan with your care recipient. Build a network of support beyond yourself. Help your care recipient pack needed supplies.
 PEOPLE WITH PETS Get your pet an ID tag and microchip if possible. Pack food, water, medicine and proof of immunization. Find which public shelters accept animals.	 OLDER ADULTS Carry family/caregiver contact information in your wallet. Post family and emergency numbers near your phones. Learn about your retirement community's emergency plans.	 RURAL COMMUNITIES Share alerts through phone trees and ham radio networks. Meet with neighbors and friends to discuss collaboration. Plan ahead for evacuating large animals.



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Talk with people you trust – at health clinics, schools, faith communities, health support groups, assisted living facilities, social service agencies, independent living centers. Here are some safety tips that might help.



PEOPLE WITH DEVELOPMENTAL DISABILITIES

Identify trusted allies to rely on in a disaster.

Make a plan together with this support network.

Practice your plan to help you feel safe.



PEOPLE WITH SPEECH/ COMMUNICATION DISABILITIES

Carry an instruction card on how to communicate with you.

Carry communication devices, phrase cards or picture boards.

Know how to replace your assistive device if damaged/lost.



PEOPLE WITH MOBILITY AND OTHER PHYSICAL DISABILITIES

Plan ahead with trusted allies for transportation.

Make a plan for damaged ramps/rails.

Evacuate as soon as possible to give you extra time to get out safely.



TRANSPORTATION CHALLENGED

Arrange carpooling if you must evacuate.

Ask if public transit may be free after a natural disaster.

Learn if ride share services will offer free rides to shelter.



PEOPLE WITH LIMITED ENGLISH

Find trusted community sources to talk to about safety options.

Ask bilingual youth to share safety steps with you.

Research which media you follow provide emergency alerts.



NEW CALIFORNIANS

Learn emergency system basics.

Ask your community how disasters here are different.

Find trusted sources in emergencies beyond the government.

BE DISASTER READY, CALIFORNIA

Doing small things today can make sure you, your family, friends, neighbors and loved ones are safe and cared for when disaster strikes. Below are life-saving tips for different types of disasters.

For more information visit ListosCalifornia.org and sign up for emergency alerts.

	 WILDFIRES	 WILDFIRE SMOKE
BEFORE	• Red Flag warning means prepare NOW. • Plan for no electricity. Don't use candles. • Get a bandana or mask to protect your lungs. • Check that your water hose is working. • Clean your gutters and remove brush near home.	• Check the Air Quality Index in your area by visiting airnow.gov • Get high quality face masks and air purifiers, if you can. • Prepare to help those with pre-existing conditions. • Plan ahead to stay indoors and keep children and pets inside as much as possible.
DURING	• Don't "wait and see" Leave when told! • Leave smoky areas quickly. • Close all doors and windows. Turn off your air conditioner. • Open or remove curtains, shades or blinds. • Prepare your pets for evacuation.	• If someone has difficulty breathing, call 9-1-1. • Keep your doors and windows closed. • Don't burn candles or lanterns inside, minimize use of stoves and fireplaces. • Turn off ventilation, keep outside air from entering.



 SEVERE STORMS	 FLOODS
• Be ready to evacuate. • Pay attention to any weather reports. • Remove dead trees and overhanging branches. • Prepare for any of your medical needs. • Sign up for alerts through your energy company.	• Keep your storm pipes and drains clear. • Move your valuable items to higher floors. • Get plastic tarps, sandbags to keep out water. • Keep your car gas tank at least half full. • Learn the best escape routes to higher ground.
• Find shelter and stay away from trees and power lines. • Stay inside your car if trapped in moving water. • Do not walk or drive through moving water. • If trapped, move to higher floors and call 9-1-1. • Slow down when driving in heavy wind.	• Don't "wait and see" Leave when told! • Never walk through moving water. • Never drive into flooded areas. • Watch for mudslides after wildfire. • Watch for tsunami on coast after earthquake.

BE DISASTER READY, CALIFORNIA

Doing small things today can make sure you, your family, friends, neighbors and loved ones are safe and cared for when disaster strikes. Below are life-saving tips for different types of disasters.

For more information visit ListosCalifornia.org and sign up for emergency alerts.

	 EXTREME HEAT	 FAST & COLD WATER
BEFORE	• Plan ahead to avoid direct sunlight outside. • Find local cooling centers. • Plan to check in with elderly friends, relatives, and neighbors. • Learn employee protections (water, rest, & shade). • Never leave anyone or pets in a parked car.	• Bring extra clothing to change into to stay warm. • Avoid slippery surfaces near moving water. • Have a designated lookout for children. • Stay alert and don't get distracted. • Bring or borrow a life vest.
DURING	• Stay hydrated, drink water early and often. • Watch for signs of heat illness. • Wear loose, light-colored clothing. • Wear sunscreen while you're outside. • Stay in air-conditioned buildings if possible.	• Wear a life vest near or in water. • Get out of cold water as quickly as possible. • Do not swim upstream. Avoid slipping in. • DON'T get in to save others, instead call 9-1-1.



 EARTHQUAKES	 POWER OUTAGE
• Secure your tall furniture to the walls. • Hang nothing heavy above a bed, sofa or chair. • Get the free MyShake app for earthquake warnings. • Practice earthquake safety drills. • Learn how to turn off gas, electricity and water.	• Prepare flashlights and lanterns – no candles. • Keep phone batteries fully charged. • Keep car gas tank at least half full. • Buy food that won't spoil and doesn't need cooking. • Buy ice to keep food or medicines in coolers.
• Don't rush outside. Get under a table or desk. • Stay in bed and cover head with a pillow. • Outside, move away from anything that could fall. • Pull over car and stop away from buildings, trees. • Be ready for aftershocks.	• Unplug your appliances and electronics to prevent damage. • Leave one light plugged in. • Keep your refrigerator and freezer closed. • Use generators, camp stoves and grills outdoors. • DO NOT use your gas stove for heat.

NOTES



NOTES





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PREPARE: Actions to take **before** a disaster strikes

When it comes to disaster preparedness, even a draft or preliminary plan is better than no plan. Any actions you take to prepare today will help your library respond and recover more effectively in the face of future disasters. Whether you have a few hours to start planning or several months, consider these steps identified by preparedness experts and NLS libraries who have first-hand disaster experience:



Assemble your team

- Identify an emergency coordinator who will help lead disaster planning efforts
- Gather a disaster response team of diverse library staff and volunteers, including a mix of senior and junior staff



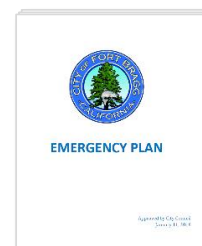
Identify your library's risk

- Learn more about your community's disaster history; talk to veteran staff members and volunteers about their experiences during past disasters
- Identify the most likely disaster scenarios that the library will encounter, such as wildfires, earthquakes, floods, etc.
- For each scenario, determine the most common risks, as well as the locations and groups that are most at risk



Review existing disaster response plans

- Familiarize yourself with disaster plans in place for your city or county
- Talk with city or county emergency staff about the library's role in existing plans
- If your library already has a disaster response plan, review it – identifying areas that need to be updated and content that may be missing



Engage the library community

- Bring a broader range of staff, volunteers and community members into the conversation
- Have the library's emergency coordinator or emergency team present what they have learned in assessing past disasters and upcoming risks
- Use a Recovering Together conversation guide to encourage discussion during staff and volunteer meetings



Invest in a library culture of mutual care and support

- Recognize the ways staff and volunteers support each other and community members on a daily basis and how that can serve more effective response to a disaster
- Regularly engage staff and volunteers in conversations about personal and organizational values
- Invite staff and volunteers to reflect on how the library's core values should be put into action during a disaster
- Schedule mental health or disaster psychology training for staff and volunteers; coordinate with city and county health departments to see if training is available locally



...an order-based system can be really hard when you're in a crisis where there aren't always easy answers...**Instead, we need to cultivate and teach empathy.** – NLS Library Director





Cultivate community partnerships

- ☐ Identify existing and potential community partners, such as the groups you work with on summer reading, after-school programming, family literacy or library-based health services
- ☐ Consider the full range of partners that might work with the library during and after a disaster
 - City or county departments
 - Friends of the library
 - Public agencies
 - Schools and colleges
 - Nonprofit organizations
 - Faith-based institutions
 - Neighborhood associations
 - Individual community leaders
- ☐ Use a Recovering Together [conversation guide](#) to discuss potential roles with a community partner



Develop a disaster response plan

While disaster plans should be based on a library's unique needs, all plans should address the following topics:

1

Immediate emergency response

- ☐ Create accessible library-wide and branch specific [emergency action plans](#) (EAPs)
- ☐ Coordinate with city and county emergency plans
- ☐ Identify and train those who will lead emergency response efforts and identify staff roles and responsibilities for different scenarios (e.g., evacuation, shelter-in-place or lockdown)
- ☐ Consider how the library's utility, maintenance and facility needs will be impacted by a disaster

2

Continuity of library operations during a disaster

- ☐ Identify roles and responsibilities for staff and volunteers, including how decisions will be made if library leaders are unavailable
- ☐ Determine how services and programming will be adjusted, given possible disaster scenarios
- ☐ Coordinate with city or county emergency officials to clarify what is expected of library staff during a disaster (i.e. working at an emergency operations center or with another department)

3

Communications

- ☐ Develop a communications plan with input from city or county public information officers (PIOs)
- ☐ Determine how the library will communicate with key audiences (*see list to the right*)
- ☐ Plan for how critical information will be shared accurately and consistently across channels

Key Library Audiences

- Staff
- Volunteers
- City or county leadership
- Community partners
- Patrons and the broader public, including non-English speakers

4

Dissemination and training

- ☐ Share the library's [disaster response plan](#) in both full and summarized, [pocket-size](#) formats
- ☐ Hold regular trainings and preparedness drills, including practice evacuations
- ☐ Engage the entire library community in preparedness planning; invite additional feedback
- ☐ Encourage members of the [disaster response team](#) to share their findings with staff and volunteers directly – messages are more likely to be heard when they come from trusted peers

** This project was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.* The information above has been assembled based on guidance from NLS member libraries and recommendations from state and federal disaster preparedness sources.*

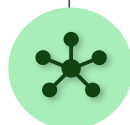
RECOVER: Actions to take **after** a disaster strikes

Depending on the severity of a disaster, the recovery process may last for a period of days, weeks, months or years. In the case of extreme disasters, life may not “return to normal.” No matter how serious the challenge, the library’s unique role as a trusted convener and source of information can help the community to recover. The following disaster recovery steps have been identified by preparedness experts and NLS libraries who have first-hand disaster experience:



Reopen library facilities

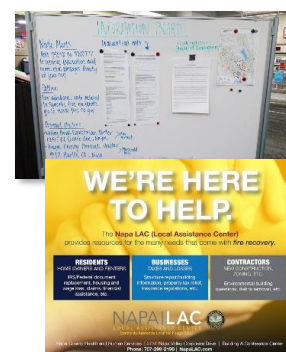
- ☐ Coordinate with city or county officials, as well as facilities, building and maintenance staff to ensure that library buildings are safe for reopening
- ☐ Develop checklists and a plan to guide reopening efforts



Connect patrons with recovery tools, resources and supports

Following a disaster, community members need help from sources they trust. Patrons may come to the library for information on a wide range of recovery-related topics, including local resources, financial assistance, and insurance claims. They may need help navigating complex applications and may spend more time than usual at computer workstations.

- ☐ Offer printed and digital copies of resources to meet the needs of those who may be without internet service; set up a “recovery resource table” where patrons can go for information
- ☐ Connect patrons with local recovery centers and nonprofit groups that can help
- ☐ Consider the needs of non-English speakers; offer help from bilingual staff or volunteers; provide resources that are bilingual or written in a patrons’ native language, when possible
- ☐ Create dedicated “recovery workstations” where patrons can fill out online applications, print forms or make copies; provide a space for patrons to charge their cell phones or laptops
- ☐ Promote local, state and federal disaster recovery resources, including grants from federal agencies, such as the Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA)
- ☐ Consider hosting speakers or workshops on recovery topics, such as:
 - o Mental health supports
 - o Navigating the insurance claim process
 - o Applying for financial assistance



Hold the space for recovery

The library’s role as a meeting place and community space may take on additional importance in the aftermath of a disaster.

- ☐ Reach out to the members of local groups who may need a place to gather
- ☐ Provide learning spaces for students, parents and teachers who may be displaced
- ☐ Offer library meeting rooms for disaster recovery purposes, such as city or county business, disaster assistance or counseling



As a library staff we became a part of the front line of recovery...The library itself offered refuge and peace for Camp Fire survivors – *Library Assistant with Butte County Library*





Help the community heal

Remember that disasters affect every person differently. During the recovery phase, community members may be eager to share their stories or may exhibit signs of post-traumatic stress. Promote activities that bring the community together and encourage collective healing.

- ☐ Invite the community to celebrate the reopening of library facilities
- ☐ Create opportunities for expressions of grief, celebration and thanks:
 - Collect “thank you” messages for first responders
 - Ask community members to share something they are thankful for or to add messages to a community “gratitude tree”
 - Encourage community members to tell their own stories of recovery; gather stories and artifacts for a future exhibit or special collection
- ☐ Integrate healing reflection activities into existing library programs, such as storytimes, conversation clubs or library literacy services
- ☐ Promote mental health supports through flyers, special programs and passive activities
- ☐ Encourage staff and volunteers to provide mental health resources to those who may be struggling; provide calming passive activities, such as coloring, painting, puzzles or games



Help the library heal

Members of the library team may also be affected by a disaster. And while it may be cathartic for community members to share their disaster experiences, it can be hard for staff and volunteers to hear these stories on a daily basis. Create opportunities for the library team to talk internally about how they are doing and align specific assignments to match staff member's own healing needs.

- ☐ Hold daily check-ins for staff and volunteers; encourage people to share how they are feeling across multiple domains (physically, intellectually, emotionally, socially and spiritually)
- ☐ Promote a buddy system, where staff and volunteers help recognize when another team member needs additional support
- ☐ Host guest speakers or counselors who can help staff manage the emotional toll of recovery



Coordinate with community partners

- ☐ Align library recovery efforts with city and county staff, local nonprofits and community organizations; invite representatives from these groups to set up a table in the library
- ☐ Work with local groups to co-promote recovery resources and activities
- ☐ Promote actions that community members can take to support recovery, such as volunteering, fundraising/donating money, or assisting with community education efforts



Recognize that needs will change

- ☐ Plan for how the library can support recovery in the short, medium and long-term
- ☐ As the broader community “returns to normal,” continue to offer assistance to patrons in need
- ☐ Stay connected with local agencies and community groups that will provide long-term assistance
- ☐ Consider creating standing disaster recovery collections that patrons can access at any time

** This project was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.* The information above has been assembled based on guidance from NLS member libraries and recommendations from the Federal Emergency Management Agency (FEMA), U.S. Department of Health and Human Services, National Child Traumatic Stress Network, and British Columbia Provincial Emergencies Program.*

RESPOND: Actions to take **during** a disaster

The library's first priority in a disaster is always human life. From the moment a disaster strikes to the time that it is resolved, libraries are thinking about how to keep patrons, staff and volunteers safe. While programming and service delivery may be secondary, libraries have also found creative ways to support their communities even as disasters unfold. The following response steps have been identified by preparedness experts and NLS libraries who have first-hand disaster experience:



Implement your disaster response plan

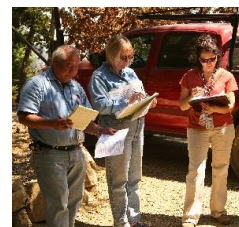
Disasters may occur suddenly and without warning. Regular drills and practice before a disaster strikes will help staff and volunteers to implement the plan even in worst-case scenarios. As a disaster unfolds, put library-wide and branch specific emergency action plans (EAPs) into action:

- ☐ If someone is injured or an emergency originates in the library, immediately call 911
- ☐ Determine whether it is appropriate to evacuate, shelter in place or lockdown library facilities
- ☐ Remind staff and volunteers of their roles and responsibilities during a disaster
- ☐ Always act in a way that prioritizes safety and human life – *books and materials can be replaced, lives cannot*
- ☐ If evacuation is warranted, do not return to library facilities until approval has been given from city or county officials



Coordinate continuity of library operations

- ☐ Immediately convene the library's emergency coordinator, disaster response team and senior staff when safe to do so
- ☐ Review and discuss how the disaster response plan will be implemented
- ☐ Coordinate with city or county emergency officials
- ☐ Revisit roles and responsibilities for staff and volunteers
- ☐ Identify immediate actions items
- ☐ Determine how services and programming should be adjusted during the disaster



Secure critical documents and collections

Depending on the disaster, it may be some time before staff and volunteers can safely access library facilities.

- ☐ If feasible, secure emergency contacts, vital records and log-in information for the library's online accounts before evacuating
- ☐ Determine whether it is appropriate to move technology, special collections or other library materials to a safer location
- ☐ Do not move or attempt to clean materials that have already been damaged
 - o Damage from smoke, ash or water should be addressed by a qualified salvage expert



When there is a disaster, libraries are a natural place for people to turn...During the last power shut off, we ended up with more people in the library than the recovery centers. – *NLS Library Director*





Implement the library's communications plan

- ☐ Reach out to city or county leadership; coordinate with communication staff, such as public information officers (PIOs)
- ☐ Determine how the library will communicate with staff, volunteers, patrons and the broader public – including who will approve messages before they are sent out
- ☐ Share and promote accurate information using the library's website, newsletters and social media accounts, as well as through partner groups
- ☐ Provide updates about changes to library services



Provide services during a disaster

The duration and severity of a disaster, safety concerns, staff capacity and community needs should all be considered when determining how to provide services during a disaster. If conditions permit, programs may be offered at alternate locations or moved online. The following are a few ways that NLS libraries have provided services during recent disasters:

- ☐ Provide internet access through branch WiFi services and WiFi hotspots, if possible
- ☐ Offer virtual storytimes via Instagram, Facebook or YouTube
- ☐ Deliver library programming where people are:
 - Hold storytimes and programs at unaffected library branches or other locations, such as community centers, agency offices or disaster recovery centers
 - Deploy the bookmobile to support displaced residents
 - Provide books and "activity boxes" to organizations supporting disaster response efforts
- ☐ Promote resources and services via the library's website, including:
 - E-library services (ebooks, audiobooks, magazines, etc.)
 - Education and e-learning tools, such as online homework help
 - Resources for families, businesses and those affected by a disaster



Support broader disaster response efforts

Library staff may also be asked to support city or countywide emergency operations if they are considered "essential employees" or if a disaster is prolonged

- ☐ Coordinate with city or county officials to clarify what is expected of library staff during a disaster
- ☐ Promote volunteer opportunities, without pressuring anyone to participate; remember that staff and volunteers may also be affected by a disaster
- ☐ Ensure that staff are assigned appropriately; roles and responsibilities should reflect staff members' personal capacities and ability levels
- ☐ Provide frequent check ins and mental health supports to those working during a disaster



Prepare for the recovery phase

- ☐ As a disaster abates, engage staff, volunteers and partners in transitioning to recovery
- ☐ Revisit the library's recovery plans and make changes, as needed, based on community needs

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CRISIS RESPONSE AND COMMUNITY RESILIENCE

California's geography and biodiversity is stunning, but brings with it drought and wildfires, storms and flooding, earthquakes, and seasonal extremes of temperature.

Libraries are categorized as essential services by the Federal Emergency Management Agency.¹ Library workers are "second responders" and "information first responders."² California's public libraries help their communities be better prepared, more responsive, and more resilient when crisis happens.

When community members are displaced from their homes, separated from loved ones, or struggling with other effects of disasters, libraries provide essential resources. Libraries help their communities charge cell phones, connect to Wi-Fi, and access food and water. Public internet terminals connect community members to family, friends, insurance providers, and other agencies.³

Seventy-nine of California's 185 library jurisdictions report providing crisis support to their community during the 2018–2019 fiscal year.^a

RESPONDING TO CRISIS

- Librarians and disaster response agents whose libraries and communities have experienced earthquake, flooding, hurricane, mudslide, tornado, wildfire, and winter storm confirm that libraries enhance community resilience in four key areas: economic development, social capital, information and communication, and community competence, which includes flexibility, creativity, and problem-solving.⁴
- Often, claims for insurance and disaster relief funding can only be filed online and require up-to-date internet browser software. With 24,000 internet terminals, plus equipment like photocopiers and printers, California's public libraries provide essential resources during and after disasters.⁵
- A National Library of Medicine project examined the disaster response efforts of libraries, finding that *"librarians' abilities to evaluate, organize, and disseminate accurate information made them ideal partners for emergency planners and disaster response agencies."*⁶



- Heat emergencies are increasingly common in California. Between 1998 and 2014, heat emergencies caused more deaths than all other declared disaster events combined.⁷ Public libraries provide a place for people to take shelter, cool off, breathe better-quality air, and drink water. As one Public Health Emergency Preparedness Coordinator said: *"The biggest issue we have is that when we open cooling centers or encourage people to use public air-conditioned places they are very underutilized unless they are places people regularly go to, like the library."*⁸

CASE STUDY: NAPA COUNTY LIBRARY

Between summer 2014 and fall 2018, Northern California experienced two major natural disasters that tested the Napa County Library's resources and response capacity.

On August 24, 2014, a magnitude 6.0 earthquake caused one death, at least 200 injuries, and an estimated \$1 billion in damage. In the quake's aftermath, county departments used the library as a temporary hub for vital functions, including Child Support Services, the Public Defender, and the District Attorney. Library staff assisted with recovery efforts by working in the Local Assistance Center. County departments relied on the library as a partner and a bridge to hard-to-reach clients for public services.

Before the community could fully recover from the earthquake, wildfires broke out in Napa and Sonoma counties in October 2017. The Tubbs fire ultimately burned for over three weeks across nearly 37,000 acres of Napa, Sonoma, and Lake Counties. Dozens of people were killed and five percent of homes in the area (over 4,600 homes) were destroyed. The relationships, trust, and results gained through partnerships built after the earthquake positioned the library to play an essential role as the wildfires raged. The County Executive Office, as lead in the Emergency Operations Center, tasked the library

with keeping the community informed. Fires took out phone lines, cable, and internet connections for the vast majority of residents, making the library their lifeline for safety, health, and welfare updates. Library staff signed residents up for NIXLE, the text-based emergency notification system used by CalFire and county agencies, and registered residents on the Red Cross-sponsored Safe & Well website, enabling family members to make sure their loved ones were safe. With access to internet and phone service limited, printed copies of maps, hazard notifications, and health alerts were posted on whiteboards in library lobbies.

In later months, when power and internet across the county were shut down for public safety during extreme weather conditions, libraries remained open and online. They experienced a 92 percent increase in door count, with individuals and business owners alike pouring through the doors to use power strips, charging stations, laptops, and printers. Many patrons reported that the library was the first place they thought to go when they needed help; others learned about library services and programs while they waited for an available power outlet.

Danis Kreimeier, Napa County Librarian
(ret.)

NorthNet Library System has created libraryrecovery.org, a resource-rich website to help libraries and their communities prepare for, respond to, and recover from disasters.



NOTES

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2. Stricker, Michele. 2019. "Ports in a Storm: The Role of the Public Library in Times of Crisis." *Collaborative Librarianship* 11, no. 1: 11–16. <https://digitalcommons.du.edu/cgi/viewcontent.cgi?article=1406&context=collaborativelibrarianship>.
3. Hagar, Chris. 2015. "Public Library Partnerships with Local Agencies to Meet Community Disaster Preparedness and Response Needs." In *Proceedings of the ISCRAM 2015 Conference* (Kristiansand, Norway, May 24–27, 2015). http://idl.iscram.org/files/chrishagar/2015/1276_ChrisHagar2015.pdf.
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5. Counting Opinions. N.d. "Summary Report: 2018–19." Toronto, ON: Counting Opinions. <https://www.countingopinions.com/pireports/report.php?b2f208d620414747f0abbd034d539cc3&live>.
6. Featherstone, Robin M., Becky J. Lyon, and Angela B. Ruffin. 2008. "Library Roles in Disaster Response: An Oral History Project by the National Library of Medicine." *Journal of the Medical Library Association* 96, no. 4: 343–350. <https://doi.org/10.3163/1536-5050.96.4.009>.
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8. Seville, Aleka, and Nik Steinberg. 2016. California Heat & Health Project. Berkeley, CA: Four Twenty Seven. http://427mt.com/wp-content/uploads/2017/01/427_CA_HeatHealth_DecisionTool_UserNeedsAssessment-1.pdf.
- a. Counting Opinions. N.d. "Summary Report: 2018–19." Toronto, ON: Counting Opinions. <https://www.countingopinions.com/pireports/report.php?b2f208d620414747f0abbd034d539cc3&live>.

Value of Libraries photo credits: Christian Koszka, Terry Lorant, Becky Ruppel, and the California public libraries that contributed photographs of their programs and activities.

NAPA COUNTY AGREEMENT NUMBER 260116B

MEMORADUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on this 9th day of September, 2025, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" on behalf of Napa County Library CITY OF ST. HELENA, hereinafter referred to as "CITY" on behalf of St. Helena Public Library located at 1492 Library Lane, St. Helena, CA, 94574.

RECITALS

WHEREAS, on December 19, 2023 COUNTY entered into a contract with Innovative Interfaces Incorporated for Polaris, an Integrated Library system "ILS" and Unity Courier; and

WHEREAS, having a ILS system creates the need of courier services for library materials between the COUNTY and the CITY; and

WHEREAS, the CITY requested to have their cost built into the COUNTY's agreement with Innovative Interfaces Incorporated and Unity Courier; and

WHEREAS, the ILS system and cooperation between COUNTY and the CITY creates opportunities for services and products at cost savings for both libraries; and

WHEREAS, the CITY requests that COUNTY develop a pricing structure for Polaris and Courier services and to purchase services and/or products on its behalf.

TERMS

NOW, THEREFORE, the parties agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire on June 30, 2029, unless terminated earlier in accordance with Paragraph 5.
2. **Maximum Amount.** The Maximum payments under this Agreement shall be a total of one hundred and ten thousand, one hundred forty-three dollars and fifty four cents (\$110,143.54) for professional services and products based upon services actually rendered and expenses actually incurred.
3. **E-mail or Written Consent Required.** Upon the e-mail or written consent of the persons designated in Paragraph 6, Napa County Library, on behalf of COUNTY, may purchase library courier services and other products and services on behalf of the CITY.

4. **Reimbursement for Services and Products.** Reimbursement for Services and Products will follow the formula outlined in Exhibit "A" attached hereto and incorporated by this reference herein.
5. **Termination.** This Agreement may be terminated by COUNTY or by the CITY for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least 30 days prior to the effective date for Unity Courier services, or by March each fiscal year to cancel Innovative Interfaces Polaris subscription. Innovative Interfaces contract term runs from July 1st thru June 30th of each fiscal year with payment due in July. Innovative Interfaces Incorporated requires 90 days' notice before annual billing to terminate services. However, ST. HELENA PUBLIC LIBRARY shall still be required to pay for the cost of products and services made pursuant to this agreement before the effective termination.
6. **Notices.** All notices required or authorized by this Agreement shall be in e-mail or in writing. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY

Anthony Halstead
Director of Library Services
580 Coombs Street
Napa, CA 94559

CITY

Mara Strickler
Deputy Director, Community Services - Library
1492 Library Lane
St. Helena CA 94574

7. **Indemnification/Hold Harmless.** To the full extent permitted by law, COUNTY and the CITY shall each defend, indemnify and hold harmless each other as well as their respective officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, employees, volunteers, or contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.
8. **Amendments.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

9. **Insurance.** The CITY shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:
 - (a) **Workers' Compensation Insurance.** To the extent required by law during the term of this Agreement, the CITY shall provide workers' compensation insurance for the performance of any of the CITY 's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.
 - (b) **Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, **issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better or equivalent self-insurance:**
 - (1) **General Liability.** Each party shall obtain and maintain in full force and effect during the term of this Agreement commercial or comprehensive general liability insurance coverage (personal injury and property damage) of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit per occurrence, either issued by a company admitted to do business in the State of California and having an A.M. Best Rating of no less than A:VII or by self-insurance satisfactory to other party's risk manager or employee designated by that party to perform such function, or by a combination thereof, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of that party under this Agreement except for acts or omissions performed in strict compliance with express direction the other party's governing board, officers or personnel. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.
 - (2) **Comprehensive Automobile Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement a comprehensive automobile liability insurance policy (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with that party's activities under this Agreement of not less than TWO MILLION DOLLARS (\$2,000,000)combined single limit per occurrence.
 - (c) **Certificates of Coverage.** Insurance coverages referenced in 7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by the CITY with the Anthony Halstead prior to commencement of performance of any of the CITY 's duties.
 - (1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that

only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) Waiver of Subrogation and Additional Insured Endorsements. The CITY shall file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation for the Workers Compensation insurance coverage,

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of the CITY not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of the CITY under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY.

(4) Upon request by COUNTY's Risk Manager, the CITY shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(5) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to COUNTY's Risk Manager.

10. **Interpretation.** This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California.

11. **Conflict of Interest.** By executing this Agreement, the COUNTY hereby determines that the CITY has been hired to perform a range of duties so limited in scope as to not be required to comply with such disclosure obligation.

12. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

13. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

14. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.
15. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

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IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

By _____
ANIL COMELO, City Manager

“CITY”

NAPA COUNTY, a political subdivision of
the State of California

By _____
ANNE COTTRELL, Chair, Board of Supervisors

“COUNTY”

APPROVED AS TO FORM Office of County Counsel By: _____ County Counsel Date: _____	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____ Deputy Clerk of the Board	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors By: _____
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**EXHBIT “A”
COMPENSATION**

Unity Rate Schedule		Year1	Year2	Year3	Year4
Location Name & Days:		7/1/2025	7/1/2026	7/1/2027	7/1/2028
St. Helena Public Library (M thru F)		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Monthly Courier Cost		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Annual Courier Cost		\$ 8,880.00	\$ 9,324.00	\$ 9,600.00	\$ 10,044.00
Annual Fuel Surcharge (Estimate)		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Total Cost:		\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00
Polaris Rate Schedule					
Term:	Polaris	NCL	NVC	SCC	SHPL
7/1/2024-6/30/2025	\$104,213.03	\$85,277.52	\$9,754.34	\$9,181.17	
7/1/2025-6/30/2026	\$106,667.26	\$87,285.82	\$9,984.06	\$9,397.39	\$8,000.00
7/1/2026-6/30/2027	\$110,400.61	\$90,340.82	\$10,333.50	\$9,726.29	\$8,280.00
7/1/2027-6/30/2028	\$114,264.63	\$93,502.75	\$10,695.17	\$10,066.71	\$8,569.80
7/1/2028-6/30/2029	\$118,263.91	\$96,775.36	\$11,069.50	\$10,419.05	\$8,869.74
Totals	\$553,809.44	\$453,182.26	\$51,836.56	\$48,790.61	\$33,719.54
SHPL Cost for Services:	Year 1	Year 2	Year 3	Year 4	Maximum
Unity Cost	\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00	\$ 42,648.00
Polaris Cost	\$8,000.00	\$8,280.00	\$8,569.80	\$8,869.74	\$ 33,719.54
Polaris Implementation	\$31,800.00				\$31,800.00
Reimplement Link +	\$9,926.00				\$9,926.00
Napa Library credit Polaris Implementation (25%)	(\$7,950.00)				(\$7,950.00)
	\$ 51,856.00	\$ 18,804.00	\$ 19,369.80	\$ 20,113.74	\$ 110,143.54

The Library Director or their designee are authorized to approve changes in categorical expenditures as long as the total contract amount does not exceed the Agreement Maximum

**NAPA COUNTY AGREEMENT NO. 260116B
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into in Napa County, California, this 7th day of October, 2025, (“Effective Date”) by and between Napa County, a political subdivision of the State of California, hereinafter referred to as “County,” and City of St Helena on behalf of St Helena Public Library, whose address is 1492 Library Lane, St. Helena, CA, 94574, hereinafter referred to as “CITY”

RECITALS

- A. CITY, on behalf of St. Helena Public Library requested to have their cost of Innovative Interfaces Incorporated and Unity Courier built into the COUNTY’s agreement.
- B. COUNTY has developed a pricing structure for Innovative Interfaces Incorporated Polaris subscription and Unity Courier services for CITY, on behalf of St. Helena Public Library.
- C. COUNTY and CITY agree as follows:

AGREEMENT

ARTICLE I – SCOPE OF SERVICES

- 1.1 Scope of Services.** Reimbursement for Services and Products will follow the formula outlined in Exhibit “A” attached hereto and incorporated by this reference herein, and in accordance with the Contract Documents. The Contract Documents consist of this Agreement and its Exhibits, the Request for Proposals or Qualifications issued by County (if any).
- 1.2 Schedule.** COUNTY shall invoice CITY on a quarterly basis for Unity Courier costs and annually for Innovative Interfaces Incorporated Polaris subscription with the schedule set forth in Exhibit A.

ARTICLE II – DURATION OF AGREEMENT

- 2.1 Term of the Agreement.** The term of this Agreement shall begin on the Effective Date entered on page 1 of this Agreement. This Agreement shall expire on June 30, 2029 unless terminated earlier in accordance with this Article.
- 2.2 Suspension for Convenience.** County may suspend all or any portion of CITY’s performance under this Agreement at its sole option and for its convenience at no cost for a

period of time not to exceed 60 days. County must give 10 days prior written notice to CITY of such suspension. County may rescind the suspension prior to or at 60 days by providing CITY with written notice of the rescission, at which time CITY will be required to resume performance in compliance with the terms and provisions of this Agreement.

2.3 Termination. This Agreement may be terminated by COUNTY or by CITY for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least 30 days prior to the effective date for Unity Courier services, or by March each fiscal year to cancel Innovative Interfaces Polaris subscription. Innovative Interfaces contract term runs from July 1st thru June 30th of each fiscal year with payment due in July. Innovative Interfaces Incorporated requires 90 days' notice before annual billing to terminate services. However, CITY shall still be required to pay for the cost of products and services made pursuant to this agreement before the effective termination. No refunds or prorated costs for Innovative Interfaces Incorporated annual billing will be provided.

2.4 Purchasing Agent's Authority. The County Purchasing Agent or their designee is hereby authorized to make all decisions and take all actions required under this Article to suspend or terminate this Agreement.

ARTICLE III – COMPENSATION

3.1 Amount of Compensation. CITY shall pay COUNTY for subscription and services, as follows:

3.1.1 Rates. CITY shall pay COUNTY according to the compensation and fee schedule set forth in Exhibit A.

3.1.2 Maximum Amount. Notwithstanding, the maximum payments under this Agreement shall not exceed a total of one hundred and ten thousand, one hundred forty-three dollars and fifty four cents (\$110,143.54); for Innovative Interfaces Incorporated Polaris subscription and Unity Courier services provided for CITY.

3.2 Payment Process. COUNTY will submit one invoice per quarter, in arrears for services provided by Unity Courier, and the beginning of each fiscal year for Innovative Interfaces Incorporated Polaris subscription.

3.2.1 Expenses. If the Agreement provides for reimbursement of expenses, invoices shall describe the nature and cost of the expense.

ARTICLE IV – INSURANCE

4.1 Insurance. Prior to commencing the scope of services, CITY shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the insurance coverage set forth in Exhibit C.

4.2 Inclusion in Subcontracts. CITY shall require its subcontractors and any other entity or person providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in Exhibit C.

ARTICLE V – INDEMNIFICATION

5.1 Indemnification and Hold Harmless. To the fullest extent permitted by law, CITY shall defend at its own expense, indemnify, and hold harmless County and its officers, agents, employees, volunteers, and representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney’s fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising from all acts or omissions of CITY or its officers, agents, employees, volunteers, CITYs and subcontractor in providing services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses to the extent arising from the active or sole negligence or willful misconduct of County. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement.

5.2 Design Professionals. To the extent CITY is providing the services of a “design professional” as defined in California Civil Code section 2782, County acknowledges that CITY’s obligations under paragraph 5.1 may be limited under Civil Code Section 2782.8.

5.3 Effect of Insurance. The provisions of this Article are not limited by the requirements of Article IV related to insurance.

5.4 Enforcement Costs. CITY shall reimburse any and all costs County incurs enforcing the indemnity, hold harmless, and defense provisions set forth in this Article.

5.5 Survival. This Article shall survive termination or expiration of this Agreement and continue in effect so long as a viable claim may exist.

ARTICLE VI – MANDATORY COUNTY PROVISIONS

6.1 Compliance with County Policies. CITY shall comply, and require its employees and subcontractor to comply, with the following policies, copies of which are available on County's website at <https://www.countyofnapa.org/771/Purchasing> and are hereby incorporated by reference.

6.1.1 Napa County "Waste Source Reduction and Recycled Product Content Procurement Policy," which is found in the Napa County Policy Manual Part I, Section 8D.

6.1.2 Napa County "Discrimination, Harassment and Retaliation Prevention Policy," which is found in the Napa County Policy Manual Part I, Section 37K.

6.1.3 Napa County "Drug and Alcohol Policy," which is found in the Napa County Policy Manual Part I, Section 37O.

6.1.4 "Napa County Information Technology Use and Security Policy" which is found in the Napa County Policy Manual Part I, Section 31A.

6.1.5 Napa County "Workplace Violence Policy," which is found in the Napa County Policy Manual Part I, Section 37U.

6.2 Inducement of County Employees. CITY shall not permit its officers, agents, or employees to engage in any activities during the performance of any of services under this Agreement that would interfere with compliance or induce violation of these policies by County employees or CITYs.

ARTICLE VII – COMPLIANCE WITH LAWS

7.1 Compliance with Controlling Law. CITY shall comply with all laws, ordinances, regulations, and policies of federal, California, and local governments applicable to this Agreement. CITY shall comply immediately with all directives issued by County or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations.

7.2 Conflict of Interest. CITY acknowledges that they are aware of the provisions of Government Code sections 1090, et seq., and sections 87100, et seq., relating to conflict of interest of public officers and employees. CITY hereby covenants that it presently has no interest not disclosed to County and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of the scope of services under this Agreement. CITY further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. Violation of this paragraph by CITY is a material breach of this Agreement which may result in termination of the Agreement for cause.

7.3 Taxes. CITY shall file federal and state tax returns or applicable withholding documents and pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement. CITY shall be solely liable and responsible to make such withholdings and pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. CITY shall indemnify and hold County harmless from any liability it may incur to the United States or the State of California if CITY fails to pay or withhold, when due, all such taxes and obligations. If County is audited for compliance regarding any withholding or other applicable taxes or amounts, CITY shall furnish County with proof of payment of taxes or withholdings on those earnings within 10 business days after notice from County.

ARTICLE VIII – DISPUTE RESOLUTION

8.1 Mandatory Non-binding Mediation. If a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, the parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation through Judicial Arbitration and Mediation Services (JAMS) or any other neutral organization agreed to by the parties. To initiate mediation, the initiating party shall send written notice of its request for mediation to the opposing party. Mediation is mandatory before either party may initiate litigation or have recourse in a court of law.

8.2 Mediation Costs. The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

8.3 Selection of Mediator. A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator may be selected from lists furnished by JAMS or any other agreed upon mediator. The parties shall endeavor to agree on a mediator within 10 business days, unless a longer period is mutually agreed to in writing by CITY and County. If the parties cannot agree on a mediator, JAMS or other neutral organization shall select the mediator.

8.4 Conduct of Mediation Sessions. Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, or admissions will be confidential to the proceedings and will be subject to Evidence Code section 1152. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though County's recommendation of settlement may be subject to the approval of the Board of Supervisors. Either party may have attorney(s), witnesses, or expert(s) present. Either party may request a list of witnesses and notification whether attorney(s) will be present.

8.5 Mediation Results. Any resultant agreements from mediation shall be documented in writing. Mediation results and documentation, by themselves, shall be "non-binding" and

inadmissible for any purpose in any legal proceeding, unless such admission into evidence is otherwise agreed to in writing by both parties. Mediators shall not be subject to any subpoena or liability, and their files and actions shall not be subject to discovery.

ARTICLE IX – GENERAL PROVISIONS

9.1 Access to Records/Retention. CITY shall provide County with access to CITY’s records which are reasonably necessary for County to review or audit CITY’s compliance with the provisions of this Agreement. CITY shall provide such access within 10 business days after written request by County, either by providing copies of the requested records to County or allowing County to inspect and photocopy the records at CITY’s place of business where the records are kept. CITY shall maintain all records related to this Agreement for at least four years after expiration or termination of this Agreement.

9.2 Notices. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval, or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY

Anthony Halstead
Director of Library Services
Coombs Street
Napa, CA 94559

CITY, St Helena Public Library

Mara Strickler
Deputy Director of Community
Services - Library
492 Library Lane
St. Helena CA 94574

9.3 Independent Contractors. CITY and its subcontractor, if any, are independent contractors and not agents of County. Any provisions of this Agreement that may appear to give County any right to direct CITY concerning the details of performing the scope of services, or to exercise any control over such performance, shall mean only that CITY shall follow the direction of County concerning the end results of the performance.

9.4 Contract Interpretation. This Agreement and all Contract Documents shall be deemed to be made under, and shall be construed in accordance with and governed by, the laws of the State of California without regard to the conflicts or choice of law provisions thereof. It is the intent of the Contract Documents to completely describe the goods and services to be provided. Any work, materials, or equipment that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result shall be supplied whether or not specifically called for or identified in the Contract

Documents. When words or phrases which have a well-known technical or industry or trade meaning are used to describe work, materials, equipment, goods, or services such words or phrases shall be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the order of precedence shall be in descending order as set forth below (the document in paragraph 9.4.1 having the highest precedence). Provisions of the Contract Documents addressing the same subject which are consistent but have different degrees of specificity shall not be considered to be in conflict, and the more specific language shall control. Order of Precedence:

- 9.4.1 This Agreement.
- 9.4.2 The Exhibits to this Agreement.
- 9.4.3 The RFQ or RFP issued by County.
- 9.4.4 CITY's proposal or statement of qualifications.

9.5 Drafting Ambiguities. The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms, and conditions of this Agreement, and the decision of whether to seek advice of legal counsel with respect to this Agreement is the sole responsibility of each party. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement.

9.6 Third Party Beneficiaries. Unless expressly set forth in this Agreement, none of the provisions of this Agreement are intended to benefit any third party not specifically referenced herein. No person other than County and CITY shall have the right to enforce any of the provisions of this Agreement.

9.7 Force Majeure. In the event either party's performance is delayed due to causes which are outside the control of both parties and their subcontractor, contractors and employees, and could not be avoided by the exercise of due care, which may include, but is not limited to, delays by regulating agencies, wars, floods, adverse weather conditions, labor disputes, unusual delay in transportation, epidemics abroad, earthquakes, fires, terrorism, incidence of disease or other illness that reaches outbreak, epidemic and/or pandemic proportions, unusual delay in deliveries, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in their time for performance equivalent to the length of delay. Neither party will be entitled to compensation from the other for force majeure events. The party claiming its performance is delayed must demonstrate to the reasonable satisfaction of the other party that a force majeure event is causing the delay; the mere occurrence of a force majeure event is insufficient to extend the time for performance.

9.8 Confidentiality of Services. All services performed by CITY and any subcontractor, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by CITY, are for the sole use of County. Neither the documents nor their contents shall be released by CITY or any subCITY to any third party

without the prior written consent of County. Contractor shall not disclose records or other information provided by County under this Agreement to any third party, except as necessary to perform the scope of services, unless the records or information: (1) were publicly known, or otherwise known to CITY, at the time it was disclosed to CITY by County; (2) subsequently become publicly known through no act or omission of CITY; or (3) otherwise become known to CITY other than through disclosure by County.

9.9 Insolvency. CITY shall notify County if CITY enters into bankruptcy proceedings. This notification shall be furnished within five days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of County contract numbers and contracting offices for all County contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Agreement.

9.10 Attorney's Fees. If either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action. This paragraph does not apply to attorney's fees or costs incurred during mediation.

9.11 Venue. This Agreement is made and entered into in Napa County, California. Venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa. Venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Northern District of California.

9.12 Exhibits Incorporated. All Exhibits referenced in this Agreement are hereby incorporated into the Agreement by this reference.

9.13 County Powers. Nothing contained in this Agreement shall be construed as a limitation upon the powers of County as a subdivision of the State of California. Nothing in this Agreement shall be interpreted as limiting the rights and obligations of County in its governmental or regulatory capacity.

9.14 Survival of Obligations. All indemnifications, warranties, guarantees and other obligations that by their nature involve performance after the early termination or expiration of this Agreement or after completion and acceptance of the scope of services, shall survive the early termination or expiration of this Agreement. Such obligations include, but are not limited to, paragraphs 1.4 (Correction of Deficient Services), 9.1 (Access to Records/Retention), 9.8 (Confidentiality of Services), and Article VIII (Dispute Resolution). Obligations related to insurance or indemnity shall continue in full force and effect after the date of early termination or

expiration, but only with regard to acts or omissions that occurred during the term of the Agreement.

9.15 Severability. Should any provision of this Agreement be held invalid or illegal by a court of competent jurisdiction, such invalidity or illegality shall not invalidate the whole of this Agreement, but rather, the Agreement shall be construed as if it did not contain the invalid or illegal provision, and the rights and obligations of the parties shall be construed and enforced accordingly, except to the extent that enforcement of this Agreement without the invalidated provision would materially and adversely impact either or both parties' consideration for entering into this Agreement.

9.16 Amendment/Modification. This Agreement may be modified or amended only in writing and with the prior written consent of both parties. Failure of CITY to secure such authorization in writing in advance of performing any extra or changed work shall constitute a waiver of any and all rights to adjustment in compensation or contract time.

9.17 No Waivers. Any failure by either party to insist upon the strict performance by the other of any obligation of this Agreement, or any failure to exercise any right or remedy for a breach of any term or condition of this Agreement, shall not constitute a waiver of any such failure to perform or breach of any term or condition. A waiver must be express and in writing. The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

9.18 No Assignments. CITY may not assign the obligations under this Agreement, nor any monies due or to become due under this Agreement, without County's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Agreement at County's sole discretion. In no event shall any putative assignment create a contractual relationship between County and any putative assignee.

9.19 Successors in Interest. All rights and obligations created by this Agreement shall be in force and effect whether or not any parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any party's successor in interest.

9.20 Entirety of Contract. This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

9.21 Counterparts. This Agreement may be executed in counterparts, which when taken together, shall constitute a single signed original as though all parties had executed the same page.

IN WITNESS WHEREOF, this Agreement is executed by County, acting by and through the Director of Library Services, and by CITY through its duly authorized officer(s).

City of St Helena on behalf of St Helena Public Library

By _____
Anil Comelo, City Manager

“CITY”

NAPA COUNTY, a political subdivision of
the State of California

By _____
ANNE COTTRELL, Chair, Board of Supervisors

“COUNTY”

APPROVED AS TO FORM Office of County Counsel By: _____ Deputy County Counsel Date: _____	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors By: _____
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	Deputy Clerk of the Board	
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EXHIBIT A
COST SCHEDULE

Unity Rate Schedule		Year1	Year2	Year3	Year4
Location Name & Days:		7/1/2025	7/1/2026	7/1/2027	7/1/2028
St. Helena Public Library (M thru F)		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Monthly Courier Cost		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Annual Courier Cost		\$ 8,880.00	\$ 9,324.00	\$ 9,600.00	\$ 10,044.00
Annual Fuel Surcharge (Estimate)		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Total Cost:		\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00
Polaris Rate Schedule					
Term:	Polaris	NCL	NVC	SCC	SHPL
7/1/2024-6/30/2025	\$104,213.03	\$85,277.52	\$9,754.34	\$9,181.17	
7/1/2025-6/30/2026	\$106,667.26	\$87,285.82	\$9,984.06	\$9,397.39	\$8,000.00
7/1/2026-6/30/2027	\$110,400.61	\$90,340.82	\$10,333.50	\$9,726.29	\$8,280.00
7/1/2027-6/30/2028	\$114,264.63	\$93,502.75	\$10,695.17	\$10,066.71	\$8,569.80
7/1/2028-6/30/2029	\$118,263.91	\$96,775.36	\$11,069.50	\$10,419.05	\$8,869.74
Totals	\$553,809.44	\$453,182.26	\$51,836.56	\$48,790.61	\$33,719.54
SHPL Cost for Services:	Year 1	Year 2	Year 3	Year 4	Maximum
Unity Cost	\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00	\$ 42,648.00
Polaris Cost	\$8,000.00	\$8,280.00	\$8,569.80	\$8,869.74	\$ 33,719.54
Polaris Implementation	\$31,800.00				\$31,800.00
Reimplement Link +	\$9,926.00				\$9,926.00
Napa Library credit Polaris Implementation (25%)	(\$7,950.00)				(\$7,950.00)
	\$ 51,856.00	\$ 18,804.00	\$ 19,369.80	\$ 20,113.74	\$ 110,143.54

EXHIBIT C INSURANCE REQUIREMENTS

C.1 Workers Compensation Insurance. To the extent required by law during the term of this Agreement, CITY shall provide workers compensation insurance for the performance of any of CITY's duties under this Agreement as required by the State of California with statutory limits, and employer's liability insurance with a limit of no less than TWO MILLION DOLLARS (\$2,000,000) per accident for bodily injury or disease, all with a waiver of subrogation. CITY shall provide County with certification of all such coverages upon request by County's Risk Manager.

C.2 Liability Insurance. CITY shall obtain and maintain in full force and effect during the term of this Agreement the following occurrence-based liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:

C.2.1 General Liability. Commercial general liability (CGL) insurance coverage (personal injury and property damage) of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CITY or any officer, agent, or employee of CITY under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

C.2.2 Professional Liability/Errors and Omissions. Professional liability (or errors and omissions) insurance for all activities of CITY arising out of or in connection with this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per claim. If the coverage includes an aggregate limit the aggregate limit shall be no less than twice the per occurrence limit.

C.2.3 Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with CITY's business of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence. Coverage shall be business auto insurance coverage using Insurance Services Office (ISO) form number CA 0001 06 92 including symbol 1 (any Auto) or the exact equivalent. If CITY owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in paragraph C.2.1, above. If CITY or CITY's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, CITY shall provide evidence of personal auto liability coverage for each such person upon request.

C.3 Certificates of Coverage. All insurance coverages referenced in paragraph C.2, above, shall be evidenced by one or more certificates of coverage or, with the consent of County's Risk Manager, demonstrated by other evidence of coverage acceptable to County's Risk Manager, which shall be filed by CITY with the County Department administering this Agreement prior to commencement of the Scope of Services.

C.3.1 Notice of Cancellation. The certificate(s) or other evidence of coverage shall reference this Agreement by its County number or title and department; shall be kept current during the term of this Agreement; shall provide that County shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium.

C.3.2 Multiple Insureds. The certificate(s) shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

C.3.3 Waiver of Subrogation and Additional Insured Endorsements. For the commercial general liability insurance coverage referenced in subparagraph C.2.1 and, for the comprehensive automobile liability insurance coverage referenced in subparagraph C.2.3 where the vehicles are covered by a commercial policy rather than a personal policy, CITY shall also file with the evidence of coverage an endorsement from the insurance provider naming Napa County, its officers, employees, agents, and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, CITY shall file an endorsement waiving subrogation with the evidence of coverage.

C.3.4 Additional Requirements. The certificate or other evidence of coverage shall provide that if the same policy applies to activities of CITY not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of County shall pertain only to liability for activities of CITY under this Agreement, and that the insurance provided is primary coverage to County with respect to any insurance or self-insurance programs maintained by County. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

C.4 Copies of Policies. Upon request by County's Risk Manager, CITY shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

C.5 Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be subject to approval by County's Risk Manager, which approval shall not be denied unless the County's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of CITY by this Agreement. At the option of and upon request by County's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects County, its officers, employees, agents, and volunteers or CITY shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.



Mission of the St. Helena Public Library

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.

Vision of the St. Helena Public Library

To foster the spirit of exploration, lifelong learning, joy of reading, and pursuit of information and knowledge for all and strives to support the growth of the community through education and empowerment.

Board Priorities

1. Long-term efficacy, relevancy, and impact of Library services.
2. High-Level review of Library operations.
3. Policy adoption and review.
4. Convey community perspectives to Library staff.
5. Site needs, use of space, and the visitor experience.
6. Coordinate with FFSHPL.

Ongoing Subcommittees

2025-2626 Goals

Communications (Claymon Boeschen, Johnson and Stuart) - *Meets*

Help convey the importance of the St. Helena Public Library to the community.
Provide input on development of brand identity and public relations.

Technology (Furuta and Johnson) - *Meets*

Provide input on changes to the Library's online presence, particularly the ILS and website.
Recommend ways to better evaluate the Library's social media presence.

Youth Engagement (Casey, Fletcher, Navarro, and Zuniga) - *Meets every other first Thursday at 5:15 pm*

Assist with engaging youth volunteers in caring for Pollinator Garden.
Recommend ways to enhance the Library's youth engagement across various platforms.