



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, November 12, 2025 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

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.

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[FFSHPL Report to SHPLBOT 2025 11 12 Meeting](#)

4 - 5

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.

CEQA Determination: Not a CEQA project

6 - 13

Prepared By: Mara Strickler, City Librarian
[10 California Public Libraries Survey Fiscal 2026 answers](#)
[10.CCBoardReport 2025-October](#)
[2025.11 Print English](#)
[2025.11 Print Spanish](#)
[2526 Monthly Expense Report Library 11.7.25](#)

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 10/15/25 14 - 15

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

6. SCHEDULED MATTERS:

- 6.1. Discussion of Facilities Conditions

CEQA Determination: Not a CEQA project
Prepared By: Carlos Uribe, Assistant Public Works Operations Manager

- 6.2. Review of Municipal Code related to Library Board 16 - 19

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[Staff Report 2.52](#)
[St. Helena Municipal Code Chapter 2.52](#)

- 6.3. Review of Annual Public Library Survey 20

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian
[2024-25Infographic](#)

7. ADJOURNMENT

The next regular meeting is scheduled for December 10, 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 November 7, 2025.

Mara Strickler, Deputy Director of Community Services - Library
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

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

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

Friends & Foundation Purpose and Practice

Friends & Foundation, St. Helena Public Library (FFSHPL) is a public charity that benefits the St. Helena Public Library through fundraising and advocacy. The organization gathers and stewards donations and makes grants that enhance the Library's capacity beyond what is 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. The City Librarian and others in Library Leadership are our guides regarding what is needed. Much of our funding is restricted in how it can be used.

Learn more at www.shplfoundation.org

Board of Directors FY26

Officers: Lisa Camp, President; Kate Clavijo, Treasurer; Paige Pohlers Meek, Secretary

Directors at-large: Nathan Anulo; Rhonda Diaz Caldewey; Jason Daniels; Laura Levy Shatkin; Zia Wesley

Grants to Benefit the Library

Grateful for contributions from our community that enable us to do so, Friends & Foundation are excited to issue the following grants in fiscal year that ends in June 2026:

- Annual Support Grants: \$140,000 for established categories of expenses such as public program costs, printed materials, digital subscriptions and services, tech materials, and hourly staff who make evening and Saturday hours possible.
- Harris Opportunity Grants: two grants per year, for up to \$10,000 total. For one-time unbudgeted same-year expenses, each to be announced when awarded. This new grant type is funded by the Rosalie Harris Trust.

In response to input from City Librarian Mara Strickler, we are shaping Library Staff Learning Grants that are likely to begin in the fiscal year that ends June 2027. Such grants reflect the importance and value of cultivating the knowledge and skills of Library personnel.

In future years, Friends & Foundation looks forward to dialogue with Library Leadership backed up by earnest municipal support regarding when and how the Library might best benefit from Major Grants that would continue to address long-term needs of a full-service 21st-century Public Library.

FRIENDS&FOUNDATION ST. HELENA PUBLIC LIBRARY

Select Current Activities

- Next Ticketed Event: Originally planned for Thursday, November 13, the next ticketed event hosted by Friends & Foundation will take place on Thursday, March 26, 2026. Please save the date!

Tracking Local Conversations

The Friends & Foundation Board and staff are aware of the multi-faceted conversations going on regarding the City of St. Helena's finances, which may or may not affect the disposition and use of an array of municipal properties. Sites relevant to Library function have been referenced in those larger conversations and we are paying attention.

We are patient with our community as the broad dialogue advances. At this time, we refrain from taking any stance other than to reinforce the importance of a well-run and comprehensive Public Library in our community. Not only has the St. Helena Public Library served its community since the 19th Century, but also its role remains essential as we head deeper into the 21st Century. To know what a library of the future might need, it is key to consult with and learn from Library professionals; casual assumptions about how this unique and critical organization is run will detract from the great positive impact of our Library.

We continue with our work that benefits the Library's patrons, staff, and its full range of services. We support Library leadership and listen to library professionals' assessments of the short-, middle-, and long-term needs of the Library.

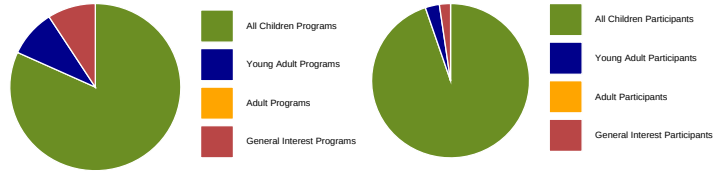
Do you have questions or comments? Are you curious about service on the Board of Directors? Be in touch!

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

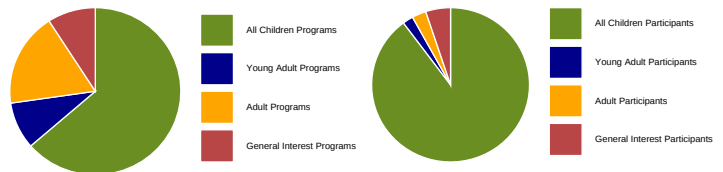
Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													13
Library Staff	Total hours volunteered in the reporting year	118	98	60	45									321
Library Services	Library Visits	5805	5197	5852	6727									23581
Library Services	Reference Transactions	471	506	402	442									1821
Library Services	Total Circulation of all physical items	10312	9786	9084	8823									38005
Library Services	Circulation of Children's Materials	5000	4604	4271	4173									18048
Library Services	Circulation of Non English Materials	268	167	148	164									747
Library Services	Circulation of internet-enabled devices	2	0	4	5									11
Library Services	Circulation of hotspots	3	4	5	3									15
Library Services	Circulation of all other Physical Items	46	50	43	23									162
Library Services	ILL Loans to others	1226	1283	1251	1256									5016
Library Services	ILL Loans received from others	2746	2748	2822	2815									11131
Library Services	eBook Circulation	851	1059	989	1086									3985
Library Services	eSerial Circulation	389	413	455	433									1690
Library Services	eAudio Circulation	1490	1241	1149	1063									4943
Library Services	eVideo Circulation	849	910	740	872									3371
Library Services	Total eMaterial Circulation	3579	3623	3333	3454									13989
Library Services	Total Circulation of Materials	13891	13409	12417	12277									51994
Library Services	Annual Uses of Public Internet Computers	400	368	357	346									1471
Library Services	Virtual Visits to the library website	5458	5321	5372	3307									19458
Library Services	Wireless Sessions Per Year	1273	1448	1736	1666									6294

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

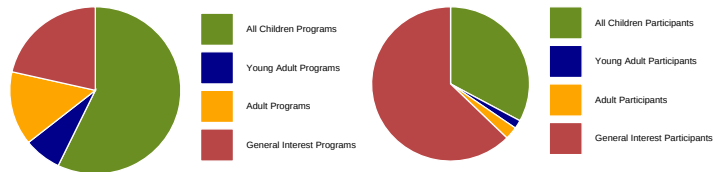
July					
Overview					
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants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



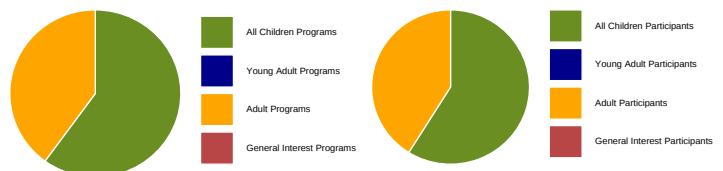
August					
Overview					
All Children Programs	7	63.64%	All Children Participants	247	89.82%
Young Adult Programs	1	9.09%	Young Adult Participants	6	2.18%
Adult Programs	2	18.18%	Adult Participants	8	2.91%
General Interest Programs	1	9.09%	General Interest Participants	14	5.09%
Total Programs	11		Total Participants	275	



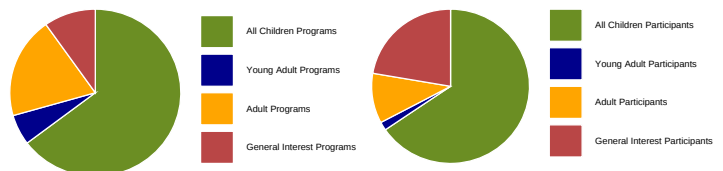
September					
Overview					
All Children Programs	8	57.14%	All Children Participants	186	32.92%
Young Adult Programs	1	7.14%	Young Adult Participants	10	1.77%
Adult Programs	2	14.29%	Adult Participants	15	2.65%
General Interest Programs	3	21.43%	General Interest Participants	354	62.65%
Total Programs	14		Total Participants	565	



October					
Overview					
All Children Programs	9	60%	All Children Participants	222	58.89%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	40%	Adult Participants	155	41.11%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	15		Total Participants	377	

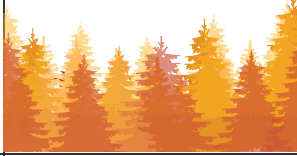


Year in Review					
Overview					
All Children Programs	33	64.71%	All Children Participants	1113	65.47%
Young Adult Programs	3	5.88%	Young Adult Participants	30	1.76%
Adult Programs	10	19.61%	Adult Participants	178	10.47%
General Interest Programs	5	9.8%	General Interest Participants	379	22.29%
Total Programs	51		Total Participants	1700	



NOVEMBER 2025

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4 Story Time 10:30am	5	6 Alexander the Great Lecture 4:00pm 	7	8
10	11  CLOSED FOR VETERANS DAY	12 Library Board Meeting 5:00pm Bracelet Making for Teens 3:00pm 	13 St. Helena, Then and Now: Kiwanis 4:30pm 	14 Nancy Dempster Artist Reception 4:30pm 	15
17	18 Story Time 10:30am	19 Graphic Novel Book Club 3:00pm 	20 Lotería - Family Game Night 4:30pm 	21	22
24	25 Story Time 10:30am	26	27	28  CLOSED FOR THANKSGIVING	29

St Helena Public Library

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

Library Hours

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

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

Sunday
Closed

myLIBRO

Download our app today!



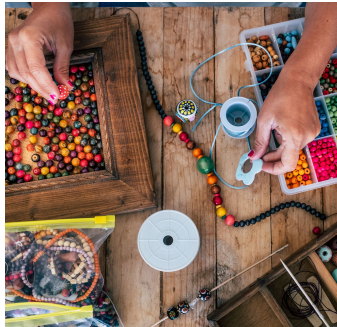
Legal Information Source

An online database designed to assist the general public in legal matters of all kinds.



Alexander the Great Lecture Thursday, November 6th 4:00 p.m. - 5:00 p.m.

Abigail Palmer will focus on the life and legacy of Alexander the Great. From his youth in Macedonia to the world that he made through his military conquests, we will discuss the personality and the deeds that gave Alexander the fame that endures to this day.



Bracelet Making for Teens Wednesday, November 12th 3:00 p.m. - 4:30 p.m.

Calling all teens going into 6th-12th grades! Join us for an afternoon of bracelet making, seasonal snacks, and good vibes! All material will be provided.



Nancy Dempster Artist Reception

Friday, November 14th
4:30 p.m. - 5:30 p.m.

"My abstract works begin with one stroke leading me to the next, as each piece inspires and challenges me to create the next one. Working on paper, canvas, or panels, I favor graphite, and water-based mixed media including acrylic, ink and watercolor."



Lotería - Family Game Night Thursday, November 20th 5:30 p.m. - 6:30 p.m.

Let's Play Lotería! Play a few rounds of Lotería and win prizes! Lotería is a traditional Mexican game combining cards and bingo. There will be snacks! For all ages!



St. Helena, Then and Now: Kiwanis

Thursday, November 13th
4:30 p.m. - 5:30 p.m.

Celebrate 75 years of service by the St. Helena Kiwanis Club! Learn about their work to support the community through the Library's display series, St. Helena, Then and Now. As a part of St. Helena's upcoming sesquicentennial, we are proud to recognize and celebrate the organizations that have helped make St. Helena. All are welcome!



November Closures November 11th & November 27-28

The Library will be closed on Thursday, November 11th for Veterans Day and November 27-28 for Thanksgiving.

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

noviembre 2025

BIBLIOTECA PÚBLICA DE ST. HELENA

lunes	martes	miércoles	jueves	viernes	sábado
					1
3	4 Cuentos y Manualidades 10:30am	5	6 Lectura sobre Alejandro Magno 4:00pm 	7	8
10	11  CERRADO POR DÍA DE LOS VETERANOS	12 Junta Directiva de la Biblioteca 5:00pm Bracelet Making for Teens 3:00pm 	13 St. Helena, antes y ahora: Kiwanis 4:30pm 	14 Recepción de la artista Nancy Dempster 4:30pm 	15
17	18 Cuentos y Manualidades 10:30am	19 Club de novelas gráficas 3:00pm 	20 Lotería - Noche de Juego en Familia 4:30pm 	21	22
24	25 Cuentos y Manualidades 10:30am	26	27	28 	29 CERRADO EL DÍA DE ACCIÓN DE GRACIAS

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

¡Descarga nuestra aplicación!



Legal Information Source

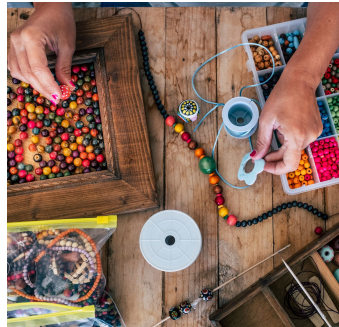
Una plataforma digital diseñada para ayudar al público en general en asuntos legales de todo tipo.



Lectura sobre Alejandro Magno

jueves 6 de noviembre
4:00 p.m. - 5:00 p.m.

Abigail Palmer hablará sobre la vida y el legado de Alejandro Magno. Desde su juventud en Macedonia hasta el mundo que creó a través de sus conquistas militares, analizaremos la personalidad y los hechos que le dieron a Alejandro la fama que permanece hasta el día de hoy. La lectura es en inglés.



Creación de pulseras para adolescentes

miércoles 12 de noviembre 3:30 p.m. - 4:30 p.m.

¡Llamando a todos los adolescentes de 6 a 12 grado!
¡Una tarde de pulseras, aperitivos y buen ambiente! Todo el material será incluido.



Recepción de la artista Nancy Dempster

viernes, 14 de noviembre
4:30 p.m. - 5:30 p.m.

"My abstract works begin with one stroke leading me to the next, as each piece inspires and challenges me to create the next one. Working on paper, canvas, or panels, I favor graphite, and water-based mixed media including acrylic, ink and watercolor."



Lotería - Noche de Juego en Familia

jueves 20 de noviembre
5:30 p.m. - 6:30 p.m.

¡A Jugar a la Lotería!
¡Juega unas rondas de Lotería y gana premios!
La lotería es un juego tradicional mexicano que combina cartas y bingo.
¡Habrá bocadillos!
¡Para todas las edades!



St. Helena, Then and Now: Kiwanis

jueves 13 de noviembre
4:30 p.m. - 5:30 p.m.

¡Celebra los 75 años de servicio del Club Kiwanis de St. Helena! Descubre cómo trabajan para apoyar a la comunidad a través de la serie de exposiciones de la biblioteca, St. Helena, antes y ahora. Como parte del próximo sesquicentenario de St. Helena, nos enorgullece reconocer y celebrar a las organizaciones que han contribuido a construir St. Helena. ¡Todos son bienvenidos!



Cierres en noviembre

11 de noviembre y
27-28 de noviembre

La biblioteca permanecerá cerrada el jueves 11 de noviembre por el Día de los Veteranos y del 27 al 28 de noviembre por el Día de Acción de Gracias.

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: 11/7/2025 10:59:17 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	141,589.97	281,561.03	66.54
101-46-00-20-20	TempPart Time	74,144.00	0.00	21,075.36	53,068.64	71.58
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	377.91	2,462.09	86.69
101-46-00-20-40	FICAMedicare	39,273.00	0.00	12,244.22	27,028.78	68.82
101-46-00-20-45	Employer PERS	37,152.00	0.00	10,976.58	26,175.42	70.45
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	31,623.15	99,120.85	75.81
101-46-00-20-61	Workers Comp	37,156.00	0.00	37,644.47	-488.47	-1.31
101-46-00-20-65	SDI	5,078.00	0.00	1,663.18	3,414.82	67.25
101-46-00-20-75	Deferred Comp	8,301.00	0.00	1,409.76	6,891.24	83.02
101-46-00-20-85	Auto Allowance	2,400.00	0.00	736.00	1,664.00	69.33
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	259,340.60	554,635.40	68.14
101-46-00-21-10	Communications	9,500.00	0.00	2,359.74	7,140.26	75.16
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	16,031.03	53,968.97	77.10
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	463.95	9,536.05	95.36
101-46-00-21-45	Other Contract Services	110,000.00	0.00	27,519.79	82,480.21	74.98
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	-1,200.00	8,200.00	117.14
21	Services	208,000.00	0.00	45,174.51	162,825.49	78.28
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	148.22	1,351.78	90.12
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	732.83	5,467.17	88.18
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	881.05	17,218.95	95.13
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	874.50	8,125.50	90.28
23	Maintenance	14,600.00	0.00	874.50	13,725.50	94.01
101-46-00-24-25	Taxes & Other Charges	12,500.00	0.00	10.52	12,489.48	99.92

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
24	Taxes, Insurances & Contributi	12,500.00	0.00	10.52	12,489.48	99.92
00	Administration	1,067,176.00	0.00	306,281.18	760,894.82	71.30
380	Friends and Foundation Library					
46	TempPart Time	60,000.00	0.00	21,450.18	38,549.82	64.25
380-46-00-20-20	Holiday Pay	2,710.00	0.00	515.02	2,194.98	81.00
380-46-00-20-40	FICAMedicare	4,797.00	0.00	1,680.30	3,116.70	64.97
20	Salaries & Benefits	67,507.00	0.00	23,645.50	43,861.50	64.97
380-46-00-21-10	Communications	2,093.00	0.00	268.68	1,824.32	87.16
21	Services	2,093.00	0.00	268.68	1,824.32	87.16
380-46-00-22-16	Library Materials	60,400.00	0.00	14,224.44	46,175.56	76.45
380-46-00-22-40	Programming	0.00	0.00	9,220.86	-9,220.86	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	535.00	1,965.00	78.60
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	23,980.30	46,419.70	65.94
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	47,894.48	102,105.52	68.07
382	Martin Estate Trust Library					
46	Software Maintenance	936.00	0.00	800.00	136.00	14.53
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 Materials	52,000.00	0.00	10,257.81	41,742.19	80.27
384-46-00-22-16						
22	Supplies	52,000.00	0.00	10,257.81	41,742.19	80.27
00	Administration	52,000.00	0.00	10,257.81	41,742.19	80.27
Grand Total		1,270,112.00	0.00	365,233.47	904,878.53	0.7124



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, October 15, 2025 @ 5:00 PM**

1. **CALL TO ORDER**
Vice Chair Casey called the meeting to order at 5:19:47 PM.
2. **ROLL CALL**
Chair: ~~Deborah Claymon Boeschon~~
Vice Chair: Gillian Casey
Trustees: Courtenay Fletcher, Jonathan Furuta, Dana Johnson, ~~Juana Navarro~~, Jack Stuart
Youth Advisory Member: ~~Jacob Zuniga~~
Staff Liaison: Mara Strickler, Deputy Director of Community Services – Library,
and Ashley Sylvester, Parks & Recreation Manager
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. **REPORTS BY STAFF COMMITTEE:**
 - 4.1. **The City Librarian reported the following:**
 - An overview of the opportunity grants from the Friends & Foundation, St. Helena Public Library, including potential projects.
 - A summary of the monthly expense report.
 - A summary of library use for the month prior.
 - A highlight of upcoming programs.
 - An update on staffing.

5. **CONSENT ITEMS:**

5.1 **Library Board of Trustees Meeting Minutes of 9/10/25**

Board Member Johnson made a motion to approve the minutes at 5:25:23 PM. Board Member Fletcher seconded the motion. The minutes were approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1 **Review of Summer Library Program**

The City Librarian presented an overview of the 2025 Summer Reading Program results and statistics. Board members discussed the information presented. Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena Public Library made a public comment.

6.2 **Review of 2425 Fiscal Report**

The City Librarian presented the 2425 Library Fiscal Report.

6.3 **Discussion of Library as it Relates to the Sale of City Properties**

Board members discussed the potential sale of city properties that could affect the Library. Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena Public Library made a public comment.

7. **ADJOURNMENT**

Vice Chair Casey adjourned the meeting at 6:19:54 PM.

APPROVED:

ATTEST:

Deborah Claymon Boeschen
Chair, Library Board

Mara Strickler
Deputy Director of Community
Services



Agenda Report to the Library Board

Agenda Section: SCHEDULED MATTERS

Department: Community Services – Library

DATE:	November 7, 2025
FROM:	Mara Strickler, Deputy Director of Community Services
SUBJECT:	Municipal Code related to the Library Board
RECOMMENDED ACTION:	Staff recommend that the Library Board consider advising City Council to adopt updated Municipal Code related to the Library Board, following full legal review.
PREVIOUS BOARD ACTION:	None
STATEMENT OF THE PURPOSE:	To bring the Municipal Code in line with current practice of Library operations.
FINANCIAL IMPACT:	None.

BACKGROUND:

Municipal Code related to the Library Board has not been updated to reflect changes in practice and procedure. Updating the Municipal Code would ensure clarity regarding the various roles and responsibilities related to Library operations and help to accomplish City Council, Goal 7: Optimize Organizational Effectiveness.

DISCUSSION:

Review of [Chapter 2.52 of the Municipal Code](#) was prompted by the reorganization of Library operations in 2024. The Code has been reviewed by several staff in various roles related to City and Library leadership. Recommended changes to the language are intended to clarify issues related to fiscal and organizational management, naming of the Library and the Board itself, and the role of the Library within the community.

Discussion items for consideration include the name of the Library, the role and name of the Library Board, areas of responsibility, the parameters of the annual report.

Impact on the City of St. Helena: To ensure transparency and trust in City operations, it is important that Municipal Code and existing practice and procedure are aligned.

ENVIRONMENTAL REVIEW:

This is not a CEQA project.

Chapter 2.52

BOARD OF LIBRARY TRUSTEES

Sections:

- 2.52.010** **Library established—Composition, and appointment of members—Term of board of library trustees.**
- 2.52.020** **Meetings of board—Quorum—Officers—Records.**
- 2.52.030** **Powers of board.**
- 2.52.040** **Annual report of board.**
- 2.52.050** **Library fund.**
- 2.52.060** **Free use of library.**
- 2.52.070** **Contract for lending books.**
- 2.52.080** **Title to library property.**

2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.

The free public library heretofore established and now maintained by the city shall be known as the “Dr. George J. Wood and Elsie M. Wood Library,” and shall be managed by a board of library trustees, consisting of seven members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for the purpose of staggering term expirations. Trustees shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents as trustees on a case-by-case basis, with the consent of the city council. Vacancies shall be filled by appointment of the unexpired term in the same manner as the original appointments are made. (Ord. 16-6 § 1 (Exh. A); Ord. 14-6 § 1; prior code § 8.1)

2.52.020 Meetings of board—Quorum—Officers—Records.

The board of library trustees shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by four trustees, by written notice served upon each member at least twenty-four (24) hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number chairperson, who shall serve for one year and until his or her successor is appointed, and in his or her absence, shall select a chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept. (Ord. 16-6 § 1 (Exh. A); prior code § 8.2)

2.52.030 Powers of board.

The board of library trustees shall have the power:

- A. Subject to approval and confirmation thereof by the city council, to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;
- B. To administer any trust declared or created for such library, and to receive by gift, devise or bequest and hold in trust or otherwise, property situated in the state or elsewhere, and where not otherwise provided, dispose of the same for the benefit of such library;
- C. To advise the city council in fixing the duties and powers of the library director;
- D. To review and approve the library's annual budget and to make recommendations to the city council, which may adopt, reject or modify the recommendation when it makes the final budget decision, and to purchase necessary books, journals, publications and other personal property;
- E. To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- F. To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe. (Ord. 16-6 § 1 (Exh. A); prior code § 8.3)

2.52.040 Annual report of board.

The board of library trustees shall, on or before the first Monday in April in each year, make a report to the legislative body of the municipality, giving the condition of the library on the first Monday in April, together with a statement of their proceedings for the year then ended, and forward a copy thereof to the state library at Sacramento. (Ord. 16-6 § 1 (Exh. A); prior code § 8.4)

2.52.050 Library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and be applied to the purpose authorized by this chapter. The library fund may consist of any combination of bank accounts, municipal budget accounts or trust funds. If such payment into the treasury should be inconsistent with the terms of any such gift, devise or bequest, the board shall provide for the safety and preservation of the same, and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest. Payments from the fund shall be ordered by the board of library trustees in the manner provided for the payment of other demands against the municipality. (Ord. 16-6 § 1 (Exh. A); Ord. 02-5 § 10; prior code § 8.6)

2.52.060 Free use of library.

The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council. (Ord. 16-6 § 1 (Exh. A); prior code § 8.7)

2.52.070 Contract for lending books.

The board of library trustees may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities. (Ord. 16-6 § 1 (Exh. A); prior code § 8.8)

2.52.080 Title to library property.

The title of all property acquired for the purpose of such library, when not inconsistent with the terms of its acquisition or otherwise designated, shall vest in the municipality in which the library is, and in the name of the municipal corporation, may be sued for and defended by action at law or otherwise. (Ord. 16-6 § 1 (Exh. A); prior code § 8.9)

The St. Helena Municipal Code is current through Ordinance 25-5, passed August 12, 2025.

Disclaimer: The city clerk's office has the official version of the St. Helena Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofsthenana.gov](http://www.cityofsthenana.gov)

[Hosted by General Code.](#)

The St. Helena Municipal Code is current through Ordinance 25-5, passed August 12, 2025.



ST. HELENA PUBLIC LIBRARY

Annual Report 24/25



The library had **2,332** open hours in 2024/2025!



7,180 people have a card at our library



66,469 people walked through our doors last year



In addition to **80,355** website visits



Print materials totaled **39,811**



The collection contained **50,862** items



There were **40,236** electronic materials circulated



Contributing to a total of **142,941** checkouts!



We lent our items to other libraries **10,190** times



Our service is delivered by **6.00** dedicated full time equivalent staff



5,549 Reference questions were asked



And borrowed **26,226** items from other libraries



154 total programs offered



4,957 people attended in total!

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

READ