



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
St. Helena Library, 1492 Library Lane, St.  
Helena CA 94574  
Wednesday, December 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@cityofsthelena.gov](mailto:mstrickler@cityofsthelena.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.
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  
Prepared By: Mara Strickler, City Librarian  
[11 California Public Libraries Survey Fiscal 2026 answers](#)  
[11.CCBoardReport 2025-November](#)  
[2025.12 Print English](#)  
[2025.12 Print Spanish](#)

3 - 11

[2526 Monthly Expense Report Library\\_12.4.25](#)

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 11/12/25 12 - 13

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[25.11.12 DRAFT Library Board Meeting Minutes](#)

6. SCHEDULED MATTERS:

- 6.1. Review of Annual Public Library Survey 14

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[2024-25Infographic](#)

- 6.2. Review of Teen Room Policy 15

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[Teen Room Policy 2025](#)

- 6.3. Review of Municipal Code Related to Library Board 16 - 18

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[St. Helena Municipal Code Chapter 2.52](#)

7. ADJOURNMENT

The next regular meeting is scheduled for January 21, 2026 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 December 9, 2025.

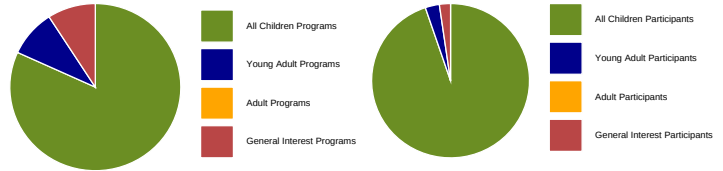
Mara Strickler, Deputy Director of Community Services - Library

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.

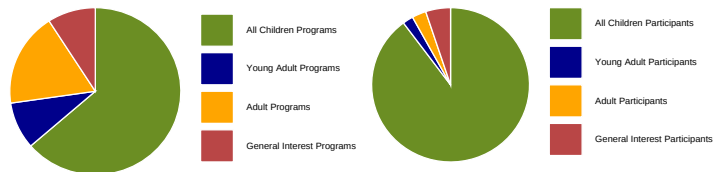
| Category         | FieldName                                     | Jul   | Aug   | Sep   | Oct   | Nov   | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD   |
|------------------|-----------------------------------------------|-------|-------|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-------|
| Library Staff    | Total number of volunteers                    |       |       |       | 0     |       |     |     |     |     |     |     |     | 18    |
| Library Staff    | Total hours volunteered in the reporting year | 118   | 98    | 60    | 45    | 49    |     |     |     |     |     |     |     | 370   |
| Library Services | Library Visits                                | 5805  | 5197  | 5852  | 6727  | 5388  |     |     |     |     |     |     |     | 28969 |
| Library Services | Reference Transactions                        | 471   | 506   | 402   | 442   | 334   |     |     |     |     |     |     |     | 2155  |
| Library Services | Total Circulation of all physical items       | 10312 | 9786  | 9084  | 8823  | 8264  |     |     |     |     |     |     |     | 46269 |
| Library Services | Circulation of Children's Materials           | 5000  | 4604  | 4271  | 4173  | 3764  |     |     |     |     |     |     |     | 21812 |
| Library Services | Circulation of Non English Materials          | 268   | 167   | 148   | 164   | 112   |     |     |     |     |     |     |     | 859   |
| Library Services | Circulation of internet-enabled devices       | 2     | 0     | 4     | 5     | 2     |     |     |     |     |     |     |     | 13    |
| Library Services | Circulation of hotspots                       | 3     | 4     | 5     | 3     | 7     |     |     |     |     |     |     |     | 22    |
| Library Services | Circulation of all other Physical Items       | 46    | 50    | 43    | 23    | 20    |     |     |     |     |     |     |     | 182   |
| Library Services | ILL Loans to others                           | 1226  | 1283  | 1251  | 1256  | 1132  |     |     |     |     |     |     |     | 6148  |
| Library Services | ILL Loans received from others                | 2746  | 2748  | 2822  | 2815  | 2579  |     |     |     |     |     |     |     | 13710 |
| Library Services | eBook Circulation                             | 851   | 1059  | 989   | 1086  | 728   |     |     |     |     |     |     |     | 4713  |
| Library Services | eSerial Circulation                           | 389   | 413   | 455   | 433   | 361   |     |     |     |     |     |     |     | 2051  |
| Library Services | eAudio Circulation                            | 1490  | 1241  | 1149  | 1063  | 1507  |     |     |     |     |     |     |     | 6450  |
| Library Services | eVideo Circulation                            | 849   | 910   | 740   | 872   | 886   |     |     |     |     |     |     |     | 4257  |
| Library Services | Total eMaterial Circulation                   | 3579  | 3623  | 3333  | 3454  | 3482  |     |     |     |     |     |     |     | 17471 |
| Library Services | Total Circulation of Materials                | 13891 | 13409 | 12417 | 12277 | 11746 |     |     |     |     |     |     |     | 63740 |
| Library Services | Annual Uses of Public Internet Computers      | 400   | 368   | 357   | 346   | 310   |     |     |     |     |     |     |     | 1781  |
| Library Services | Virtual Visits to the library website         | 5458  | 5321  | 5372  | 3307  | 4627  |     |     |     |     |     |     |     | 24085 |
| Library Services | Wireless Sessions Per Year                    | 1273  | 1448  | 1736  | 1666  | 1292  |     |     |     |     |     |     |     | 7415  |

## St. Helena Public Library July, 2025 - November, 2025

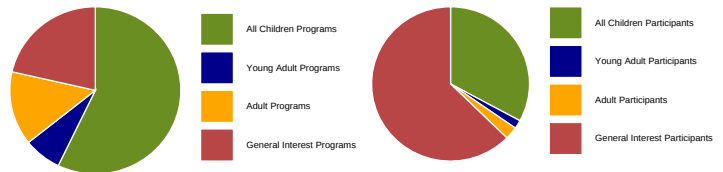
| July                      |    |        |                               |     |        |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview                  |    |        |                               |     |        |
| All Children Programs     | 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 |        |



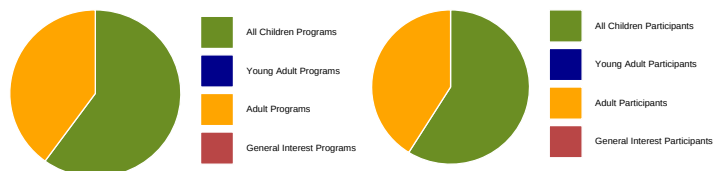
| August                    |    |        |                               |     |        |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview                  |    |        |                               |     |        |
| All Children Programs     | 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 |        |



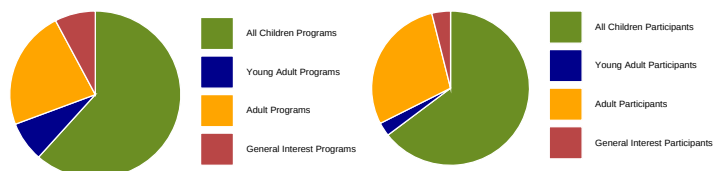
| September                 |    |        |                               |     |        |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview                  |    |        |                               |     |        |
| All Children Programs     | 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 |        |

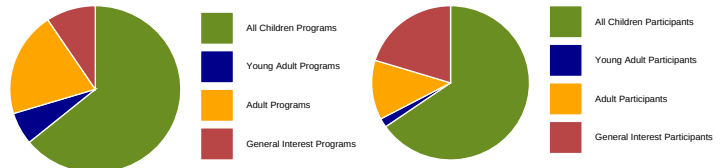


| November                  |    |        |                               |     |        |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview                  |    |        |                               |     |        |
| All Children Programs     | 8  | 61.54% | All Children Participants     | 135 | 64.59% |
| Young Adult Programs      | 1  | 7.69%  | Young Adult Participants      | 6   | 2.87%  |
| Adult Programs            | 3  | 23.08% | Adult Participants            | 60  | 28.71% |
| General Interest Programs | 1  | 7.69%  | General Interest Participants | 8   | 3.83%  |
| Total Programs            | 13 |        | Total Participants            | 209 |        |



**St. Helena Public Library**  
July, 2025 - November, 2025

| Year in Review            |    |        |                               |      |        |
|---------------------------|----|--------|-------------------------------|------|--------|
| Overview                  |    |        |                               |      |        |
| All Children Programs     | 41 | 64.06% | All Children Participants     | 1248 | 65.37% |
| Young Adult Programs      | 4  | 6.25%  | Young Adult Participants      | 36   | 1.89%  |
| Adult Programs            | 13 | 20.31% | Adult Participants            | 238  | 12.47% |
| General Interest Programs | 6  | 9.38%  | General Interest Participants | 387  | 20.27% |
| Total Programs            | 64 |        | Total Participants            | 1909 |        |



# DECEMBER 2025

ST. HELENA PUBLIC LIBRARY

| Monday                                                                                                                                        | Tuesday                                                                                                                                 | Wednesday                             | Thursday                                                                                                                                            | Friday                                                                                                                             | Saturday                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                             | 2<br>Story Time<br>10:30am                                                                                                              | 3<br>CLOSED UNTIL<br>2:00 PM          | 4<br>                                                            | 5<br>Rowland & Meezan<br>Art Show<br>4:00pm<br> | 6                                                                                                                                                                 |
| BOOKS ON WINE SALE - DURING REGULAR LIBRARY HOURS                                                                                             |                                                                                                                                         |                                       |                                                                                                                                                     |                                                                                                                                    |                                                                                                                                                                   |
| 8                                                                                                                                             | 9<br>Story Time<br>10:30am                                                                                                              | 10<br>Library Board Meeting<br>5:00pm | 11                                                                                                                                                  | 12                                                                                                                                 | 13<br>Music Time in the<br>Library with Festival<br>Napa Valley<br>12:15pm<br> |
| 15                                                                                                                                            | 16<br>Story Time with Santa<br>10:30am<br>             | 17                                    | 18<br>Festejo Comunitario<br>Posada (at City Hall)<br>7:00pm<br> | 19                                                                                                                                 | 20                                                                                                                                                                |
| 22<br> Holiday Crafts for<br>Children<br>3:30pm - 5:00 p.m. | 23<br>North Pole Review<br>Puppet Show<br>10:30am<br> | 24                                    | 25<br>                                                          | 26                                                                                                                                 | 27                                                                                                                                                                |
| CLOSED FOR CHRISTMAS 12/24 - 12/26                                                                                                            |                                                                                                                                         |                                       |                                                                                                                                                     |                                                                                                                                    |                                                                                                                                                                   |
| 29                                                                                                                                            | 30<br>Children's Movie<br>Matinee<br>3:00pm<br>      | 31                                    | 1<br><br>CLOSED FOR<br>THE NEW YEAR                            |                                                                                                                                    |                                                                                                                                                                   |

## 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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## Britannica School

Britannica School is the go-to site for learning more about any subject—for all grades and all reading abilities!



### Rowland & Meezan Art Show Friday, December 5th 4:00 p.m. - 5:00 p.m.

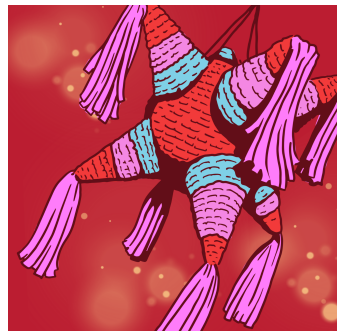
Linda Rowland is an artist who has lived, taught and created art in Napa Valley for over 50 years. Robin Meezan has enjoyed creating with her mom since she was little. This is their first show together highlighting their love of mixed media, pets, and community.



### Music Time in the Library with Festival Napa Valley

Saturday, December 13th  
12:15 p.m. - 1:15 p.m.

Playful, interactive concerts that encourage children (ages 2 - 8) and their families to discover different musical instruments while dancing & cheering along with musicians who use live music to tell stories or explore exciting themes.



### Festejo Comunitario Posada

Thursday, December 18th  
7:00 p.m. - 9:00 p.m.

Celebrate with us and experience a traditional posada with singing, food, and piñatas! This event will take place in the courtyard at City Hall, on 1088 College Avenue. For more information call 707-963-5244.



### Holiday Crafts for Children Monday, December 22nd 3:30 p.m. - 5:00 p.m.

Join us for fun holiday crafts in the children's room! All supplies provided, no registration required.



### North Pole Review Puppet Show

Tuesday, December 23rd  
10:30 a.m. - 11:30 a.m.

Fratello Marionette's show, The North Pole Review, is the perfect way to get into the holiday spirit. Puppeteers perform in full view of the audience. Perfect for the whole family!



### Children's Movie Matinee

Tuesday, December 30th  
3:00 p.m. - 4:30 p.m.

Join us for a wintery children's movie and seasonal snacks!

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

# diciembre 2025

BIBLIOTECA PÚBLICA DE ST. HELENA

| lunes                                                                                                                               | martes                                                                                                                                             | miércoles                                        | jueves                                                                                                                                           | viernes                                                                                                                                | sábado                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                   | 2<br>Cuentos y Manualidades<br>10:30am                                                                                                             | 3<br>CERRADO HASTA LAS<br>2:00 PM                | 4<br>                                                         | 5 Muestra de arte de Rowland & Meezan<br>4:00pm<br> | 6                                                                                                                                                                   |
| VENTA DE LIBROS SOBRE VINO - DURANTE LAS HORAS REGULARES DE LA BIBLIOTECA                                                           |                                                                                                                                                    |                                                  |                                                                                                                                                  |                                                                                                                                        |                                                                                                                                                                     |
| 8                                                                                                                                   | 9<br>Cuentos y Manualidades<br>10:30am                                                                                                             | 10<br>Junta Directiva de la Biblioteca<br>5:00pm | 11                                                                                                                                               | 12                                                                                                                                     | 13<br>Hora de música en la biblioteca con el Festival Napa Valley<br>12:15pm<br> |
| 15                                                                                                                                  | 16<br>Cuentos con Santa<br>10:30am<br>                            | 17                                               | 18<br>Festejo Comunitario Posada (en City Hall)<br>7:00pm<br> | 19                                                                                                                                     | 20                                                                                                                                                                  |
| 22<br> Manualidades festivas para niños<br>3:30pm | 23<br>Espectáculo de marionetas North Pole Review<br>10:30am<br> | 24                                               | 25<br>                                                       | 26                                                                                                                                     | 27                                                                                                                                                                  |
| CERRADO POR LA NAVIDAD - 12/24 - 12/26                                                                                              |                                                                                                                                                    |                                                  |                                                                                                                                                  |                                                                                                                                        |                                                                                                                                                                     |
| 29                                                                                                                                  | 30<br>Matiné de cine para niños<br>3:00pm<br>                   | 31                                               | 1<br><br>CERRADO POR EL AÑO NUEVO                           |                                                                                                                                        |                                                                                                                                                                     |

## 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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## Britannica School

Britannica School es el lugar ideal para aprender más sobre cualquier tema, ¡para todos los grados y todos los niveles de lectura!



### Muestra de arte de Rowland & Meezan viernes 5 de diciembre 4:00 p.m. - 5:00 p.m.

Linda Rowland es una artista que ha vivido, enseñado y creado arte en el valle de Napa durante más de 50 años. Robin Meezan ha disfrutado creando con su madre desde que era pequeña. Esta es su primera exposición conjunta, en la que destacan su amor por las técnicas mixtas, las mascotas y la comunidad.



### Manualidades festivas para niños

lunes 22 de diciembre  
3:30 p.m. - 5:00 p.m.

Ven a disfrutar de una tarde llena de color, creatividad. Habrá manualidades divertidas, materiales para crear decoraciones. ¡Prepárate usar tu imaginación y llevarte a casa tus propias creaciones, listas para estas fiestas!



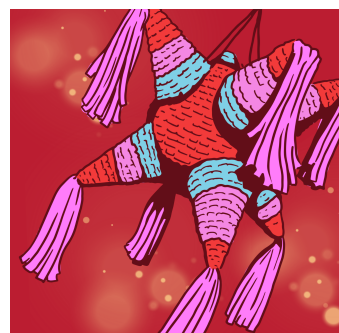
### Hora de música en la biblioteca con el Festival Napa Valley sábado 13 de diciembre 12:15 p.m. - 1:15 p.m.

Esta hora de música en la Biblioteca ofrece conciertos divertidos e interactivos para niños (de 2 a 8 años) y sus familias. Estas actuaciones atractivas animan a los asistentes a descubrir diferentes instrumentos musicales mientras bailan junto con los músicos en vivo para contar historias o explorar temas interesantes.



### Espectáculo de marionetas North Pole Review martes 23 de diciembre 10:30 a.m. - 11:30 a.m.

El espectáculo de Fratello Marionette, The North Pole Review, es la forma perfecta de entrar en el espíritu navideño. Los titiriteros actúan a plena vista del público. ¡Perfecto para toda la familia!



### Festejo Comunitario Posada jueves 18 de diciembre 7:00 p.m. - 9:00 p.m.

¡Festejemos juntos una posada con canciones, comida, y piñatas! Este evento tendrá lugar en el patio del City Hall, 1088 College Avenue. Para más información, llame 707-963-5244.



### Matiné de cine para niños martes 30 de diciembre 3:00 p.m. - 4:30 p.m.

¡Acompáñanos a ver una película para niños con espíritu de invierno y a disfrutar de unos bocadillos de la temporada!

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: 12/4/2025 4:37:11 PM  
Period 01 - 13  
Fiscal Year 2026

| Acct Number     | Description                    | Budget            | Encumbered  | YTD Spent         | Available Budget  | % of Budget Available |
|-----------------|--------------------------------|-------------------|-------------|-------------------|-------------------|-----------------------|
| <b>101</b>      | <b>General Fund</b>            |                   |             |                   |                   |                       |
| <b>46</b>       | <b>Library</b>                 |                   |             |                   |                   |                       |
| 101-46-00-20-10 | Salary-Regular                 | 423,151.00        | 0.00        | 174,721.38        | 248,429.62        | 58.71                 |
| 101-46-00-20-20 | TempPart Time                  | 74,144.00         | 0.00        | 25,257.32         | 48,886.68         | 65.93                 |
| 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        | 424.93            | 2,415.07          | 85.04                 |
| 101-46-00-20-40 | FICAMedicare                   | 39,273.00         | 0.00        | 15,106.23         | 24,166.77         | 61.54                 |
| 101-46-00-20-45 | Employer PERS                  | 37,152.00         | 0.00        | 13,601.50         | 23,550.50         | 63.39                 |
| 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        | 40,188.57         | 90,555.43         | 69.26                 |
| 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        | 2,061.36          | 3,016.64          | 59.41                 |
| 101-46-00-20-75 | Deferred Comp                  | 8,301.00          | 0.00        | 1,784.15          | 6,516.85          | 78.51                 |
| 101-46-00-20-85 | Auto Allowance                 | 2,400.00          | 0.00        | 936.00            | 1,464.00          | 61.00                 |
| 101-46-00-20-96 | Education Reimbursement        | 1,500.00          | 0.00        | 0.00              | 1,500.00          | 100.00                |
| <b>20</b>       | <b>Salaries &amp; Benefits</b> | <b>813,976.00</b> | <b>0.00</b> | <b>311,725.91</b> | <b>502,250.09</b> | <b>61.70</b>          |
| 101-46-00-21-10 | Communications                 | 9,500.00          | 0.00        | 2,499.39          | 7,000.61          | 73.69                 |
| 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        | 19,690.26         | 50,309.74         | 71.87                 |
| 101-46-00-21-27 | Equipment Lease Exp            | 10,000.00         | 0.00        | 787.04            | 9,212.96          | 92.13                 |
| 101-46-00-21-45 | Other Contract Services        | 110,000.00        | 0.00        | 29,309.79         | 80,690.21         | 73.35                 |
| 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                |
| <b>21</b>       | <b>Services</b>                | <b>208,000.00</b> | <b>0.00</b> | <b>51,086.48</b>  | <b>156,913.52</b> | <b>75.44</b>          |
| 101-46-00-22-07 | Copies                         | 3,000.00          | 0.00        | 31.47             | 2,968.53          | 98.95                 |
| 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        | 818.70            | 5,381.30          | 86.80                 |
| 101-46-00-22-16 | Library Materials              | 2,400.00          | 0.00        | 0.00              | 2,400.00          | 100.00                |
| <b>22</b>       | <b>Supplies</b>                | <b>18,100.00</b>  | <b>0.00</b> | <b>998.39</b>     | <b>17,101.61</b>  | <b>94.48</b>          |
| 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                 |
| <b>23</b>       | <b>Maintenance</b>             | <b>14,600.00</b>  | <b>0.00</b> | <b>874.50</b>     | <b>13,725.50</b>  | <b>94.01</b>          |
| 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       | 364,695.80 | 702,480.20       | 65.83                 |
| 380             | Friends and Foundation Library |              |            |            |                  |                       |
| 46              | TempPart Time                  | 60,000.00    | 0.00       | 26,481.44  | 33,518.56        | 55.86                 |
| 380-46-00-20-20 | Holiday Pay                    | 2,710.00     | 0.00       | 761.61     | 1,948.39         | 71.90                 |
| 380-46-00-20-40 | FICAMedicare                   | 4,797.00     | 0.00       | 2,084.04   | 2,712.96         | 56.56                 |
| 20              | Salaries & Benefits            | 67,507.00    | 0.00       | 29,327.09  | 38,179.91        | 56.56                 |
| 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       | 15,316.34  | 45,083.66        | 74.64                 |
| 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       | 25,072.20  | 45,327.80        | 64.39                 |
| 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       | 54,667.97  | 95,332.03        | 63.55                 |
| 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       | 13,633.12  | 38,366.88        | 73.78                 |
| 384-46-00-22-16 |                                |              |            |            |                  |                       |
| 22              | Supplies                       | 52,000.00    | 0.00       | 13,633.12  | 38,366.88        | 73.78                 |
| 00              | Administration                 | 52,000.00    | 0.00       | 13,633.12  | 38,366.88        | 73.78                 |
| Grand Total     |                                | 1,270,112.00 | 0.00       | 433,796.89 | 836,315.11       | 0.6585                |



**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**

1. **CALL TO ORDER**  
Chair Claymon Boeschon called the meeting to order at 5:00:27 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:**
    - The Library is receiving a donation of \$10,000 in 2026 from the Carnegie Foundation. A formal announcement to come.
    - The Library's main book supplier, Baker & Taylor is being dissolved. The Library will be using Ingram Content Group as their primary new provider.
    - A summary of the monthly expense report.
    - A summary of library use for the month prior.
    - A highlight of upcoming programs.
    - Library Assistant, Emma Pierce, will be leading Story Time during the leave of Youth Services Librarian, Mariah McGuire.
    - This year will be the last year of the Books on Wine Sale at the Library, which has supported the Library's Wine Collection.

5. **CONSENT ITEMS:**

5.1 **Library Board of Trustees Meeting Minutes of 10/15/25**

Vice Chair Casey made a motion to approve the minutes at 5:13:40 PM. Board Member Fletcher seconded the motion. The minutes were approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1 **Discussion of Facilities Conditions**

Carlos Uribe, Assistant Public Works Operations Manager, and Joe Leach, Assistant City Manager and Director of Public Works, gave a presentation on the overview of the Library building conditions, including what has been addressed, the ongoing needs, and scheduled projects. Board members discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

6.2 **Review of Municipal Code related to the Library Board**

The City Librarian presented a draft of the Municipal Code related to the Library. Board members discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

6.3 **Review of Annual Public Library Survey**

Item was tabled and will be reviewed at next month's Library Board meeting.

7. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:42:12 PM.

APPROVED:

ATTEST:

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Deborah Claymon Boeschen  
Chair, Library Board

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Mara Strickler  
Deputy Director of Community  
Services



# 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



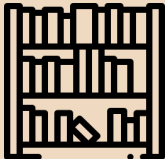
**66,469** people walked through our doors last year



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](mailto:director@shpl.org)



READ



## Teen Space Policy

*Adopted by the Library Board, December 10, 2025*

The St. Helena Public Library is committed to providing an inviting and safe space for teen patrons to engage in individual and group activities. Teens are encouraged to socialize, hang out, attend programs, and use Library resources. The following are guidelines for patrons to follow while using the Wood Room (Teen Room) in order to keep the space clean, safe, functional, and welcoming.

### I. MISSION AND OVERVIEW

1. The Wood Room is for patrons grades 6 – 12. While patrons of all ages are welcome to browse and check-out materials from the Teen Collection, the use of gaming consoles, furniture, and computers is exclusively for the use of patrons in grades 6 – 12.

### II. USAGE

All Library policies apply to the Wood Room:

1. While using the Wood Room, everyone is expected to respect the Library Behavior Policy and abide by the following:
  - Speak respectfully to fellow patrons and staff.
  - Use the furniture in the way in which it is intended and clean-up after yourself.
  - Keep your hands to yourself: no roughhousing or inappropriate physical contact
  - No defacing of the physical space, including graffiti, tearing of materials, scuffing of walls, etc.
  - Keep speech at a conversational level that is not disruptive to others.
  - Whether using Library or personal devices content should be rated PG/Teen or under, unless permission has been granted by Library Staff.
2. The door may remain closed so long as these expectations are followed. If these expectations are not respected, Library staff will provide one verbal reminder; if there are further behavioral violations, the patron will be expected to leave the Library for the remainder of the day.

### III. PROCEDURES

1. Parents and caregivers are responsible for determining the suitability of materials for their youth. Materials in the teen collection are selected for teen patrons. The collection should meet the needs of this entire age group; however, materials provided for a high school senior may not be appropriate for a 6<sup>th</sup> grader.
2. The Wood Room is not intended for tutoring or quiet study.

## 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)

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**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.](#)

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