



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, January 21, 2026 @ 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. All public comments must be received three hours prior to the meeting. 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, 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. [12 California Public Libraries Survey Fiscal 2026 answers](#)
[12.CCBoardReport 2025-December](#)
[2026.01 Print English](#)
[2026.01 Print Spanish](#)
[26.01.06 Monthly Expense Report Library](#)
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered

3 - 11

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 12/10/25

12 - 13

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[25.12.10 DRAFT Library Board Meeting Minutes](#)

6. SCHEDULED MATTERS:

6.1. Preliminary discussion of 2027 CIP priorities

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

6.2. Consideration of municipal code related to Chapter 2.52

14 - 17

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

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

[Staff Report 2.52](#)

6.3. Review of State budget pertaining to public libraries

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

7. ADJOURNMENT

The next regular meeting is scheduled for February 11 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 January 16, 2026.

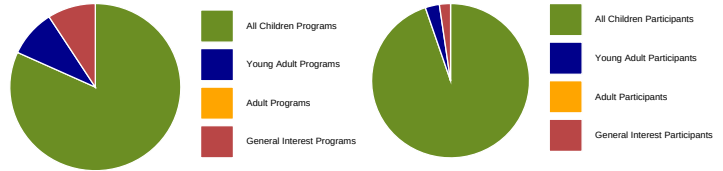
Mara Strickler, Deputy Director of Community Services - Library

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.

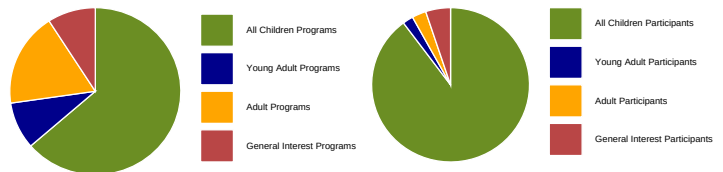
Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													22
Library Staff	Total hours volunteered in the reporting year	118	98	60	45	49	87							457
Library Services	Library Visits	5805	5197	5852	6727	5388	5266							34816
Library Services	Reference Transactions	471	506	402	442	334	375							2530
Library Services	Total Circulation of all physical items	10312	9786	9084	8823	8264	8587							54856
Library Services	Circulation of Children's Materials	5000	4604	4271	4173	3764	3669							25481
Library Services	Circulation of Non English Materials	268	167	148	164	112	144							1003
Library Services	Circulation of internet-enabled devices	2	0	4	5	2	4							17
Library Services	Circulation of hotspots	3	4	5	3	7	4							26
Library Services	Circulation of all other Physical Items	46	50	43	23	20	51							233
Library Services	ILL Loans to others	1226	1283	1251	1256	1132	1278							7426
Library Services	ILL Loans received from others	2746	2748	2822	2815	2579	2475							16185
Library Services	eBook Circulation	851	1059	989	1086	728	750							5463
Library Services	eSerial Circulation	389	413	455	433	361	418							2469
Library Services	eAudio Circulation	1490	1241	1149	1063	1507	1538							7988
Library Services	eVideo Circulation	849	910	740	872	886	746							5003
Library Services	Total eMaterial Circulation	3579	3623	3333	3454	3482	3452							20923
Library Services	Total Circulation of Materials	13891	13409	12417	12277	11746	12039							75779
Library Services	Annual Uses of Public Internet Computers	400	368	357	346	310	263							2044
Library Services	Virtual Visits to the library website	5458	5321	5372	3307	4627	3513							27598
Library Services	Wireless Sessions Per Year	1273	1448	1736	1666	1292	1568							9200

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

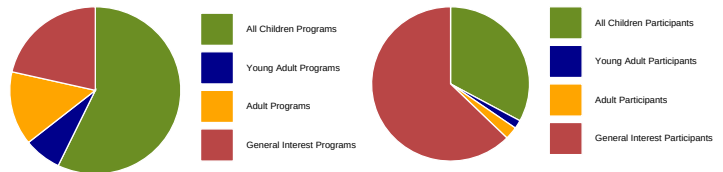
July					
Overview					
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants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



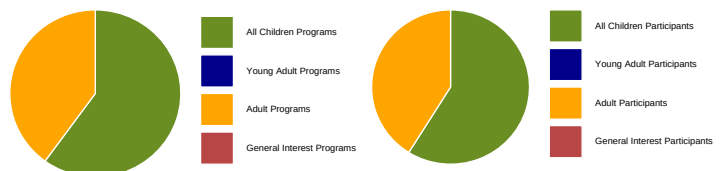
August					
Overview					
All Children Programs	7	63.64%	All Children Participants	247	89.82%
Young Adult Programs	1	9.09%	Young Adult Participants	6	2.18%
Adult Programs	2	18.18%	Adult Participants	8	2.91%
General Interest Programs	1	9.09%	General Interest Participants	14	5.09%
Total Programs	11		Total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



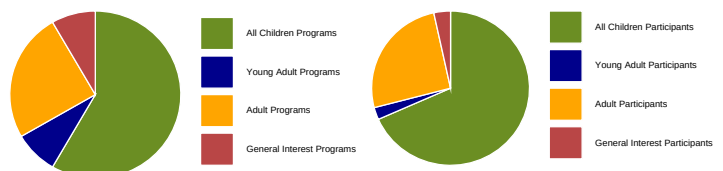
September					
Overview					
All Children Programs	8	57.14%	All Children Participants	186	32.92%
Young Adult Programs	1	7.14%	Young Adult Participants	10	1.77%
Adult Programs	2	14.29%	Adult Participants	15	2.65%
General Interest Programs	3	21.43%	General Interest Participants	354	62.65%
Total Programs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

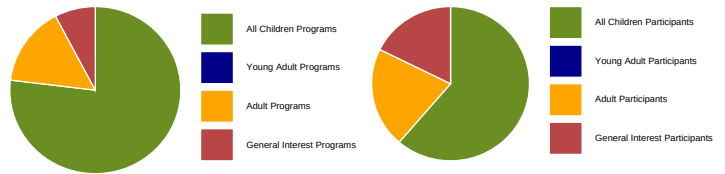


November					
Overview					
All Children Programs	7	58.33%	All Children Participants	160	68.38%
Young Adult Programs	1	8.33%	Young Adult Participants	6	2.56%
Adult Programs	3	25%	Adult Participants	60	25.64%
General Interest Programs	1	8.33%	General Interest Participants	8	3.42%
Total Programs	12		Total Participants	234	

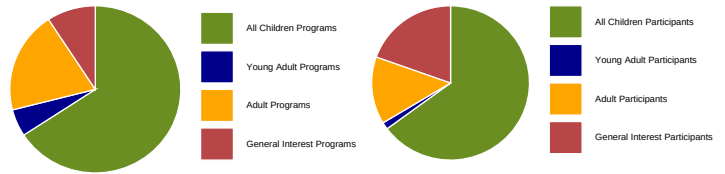


St. Helena Public Library
July, 2025 - December, 2025

December					
Overview					
All Children Programs	10	76.92%	All Children Participants	312	61.3%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	15.38%	Adult Participants	107	21.02%
General Interest Programs	1	7.69%	General Interest Participants	90	17.68%
Total Programs	13		Total Participants	509	



Year in Review					
Overview					
All Children Programs	50	65.79%	All Children Participants	1585	64.88%
Young Adult Programs	4	5.26%	Young Adult Participants	36	1.47%
Adult Programs	15	19.74%	Adult Participants	345	14.12%
General Interest Programs	7	9.21%	General Interest Participants	477	19.53%
Total Programs	76		Total Participants	2443	



JANUARY 2026

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  CLOSED FOR THE NEW YEAR	2	3
5	6 Story Time 10:30am	7	8 Craft & Chat: Modern Crochet 5:30pm 	9 Creative Collective Art Show 4:30pm 	10 Music Time in the Library with Festival Napa Valley 12:15pm 
			Vision Board Workshop - During regular Library Hours		
12	13 Story Time 10:30am Evan Galbraith Jazz Quartet 4:00pm 	14	15 Craft & Chat: Modern Crochet 5:30pm 	16	17
19 CLOSED FOR MARTIN LUTHER KING JR DAY	20 Story Time 10:30am St. Helena, Then and Now: Odd Fellows 4:30pm	21 Library Board Meeting 5:00pm	22 Craft & Chat: Modern Crochet 5:30pm 	23	24
26	27 Story Time 10:30am	28	29 Craft & Chat: Modern Crochet 5:30pm 	30	31

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!



Healthfinder

Healthfinder is a consumer-oriented site has resources on a wide range of health topics selected from over 1,600 government and non-profit organizations to bring you the best, most reliable health information on the Internet.



Craft & Chat: Modern Crochet
Every Thursday,
beginning January 8th
5:30 p.m. - 7:00 p.m.

We're beginning our new crafting program with a series on Modern Crochet! It's fun, easy, and lends itself to a wide variety of projects such as purses, hats, blankets, and endless fiber possibilities. For Adults. Register online.



Vision Board 2026
Friday, January 9th &
Saturday, January 10th
During Regular Library Hours
Come and create your very own vision for 2026! Supplies are provided.



Creative Collective Art Show
Friday, January 9th
4:30 p.m. - 5:30 p.m.
FIVE VOICES — A Shared Journey in Art. What began in friendship and love of art evolved through honest critique and encouragement. Each of us brings a different voice, yet collectively, our work reflects the joy of creating and seeing — Linda Benton, Chris Kennedy, Shannon Murray Kuleto, Linnea Pearson, Judith Rowlings Sainato.



Music Time in the Library with Festival Napa Valley
Saturday, January 10th
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.



Evan Galbraith Jazz Quartet
Tuesday, January 13th
4:00 p.m. - 5:00 p.m.
The Evan Galbraith Quartet will perform classic jazz and blues tunes. The program includes an educational component designed to engage audiences of all ages. Based in Napa Valley, the band regularly performs at local venues and private events throughout California Wine Country.



Story Time
Every Tuesday
10:30 a.m.

This fun and interactive learning environment is suited for children infant - 6 years old but older children are always welcome. Come for the stories, rhymes and crafts! A place to play, learn and grow!

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

enero 2026

BIBLIOTECA PÚBLICA DE ST. HELENA

lunes	martes	miércoles	jueves	viernes	sábado
			1  CERRADO POR EL AÑO NUEVO	2	3
5	6 Cuentos y Manualidades 10:30am	7	8 Crochet moderno: Manualidades y plática 5:30pm 	9 Creative Collective Muestra de Arte 4:30pm 	10 Hora de música en la biblioteca con el Festival Napa Valley 12:15pm 
Tablero de Metas - Durante el horario regular de la biblioteca					
12	13 Cuentos y Manualidades 10:30am El Cuarteto de Jazz Evan Galbraith 4:00pm 	14	15 Crochet moderno: Manualidades y plática 5:30pm 	16	17
19 CERRADO POR EL DÍA DE MARTIN LUTHER KING JR.	20 Cuentos y Manualidades 10:30am St. Helena, antes y ahora: Odd Fellows 4:30pm	21 Junta Directiva de la Biblioteca 5:00pm	22 Crochet moderno: Manualidades y plática 5:30pm 	23	24
26	27 Cuentos y Manualidades 10:30am	28	29 Crochet moderno: Manualidades y plática 5:30pm 	30	31

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!



Healthfiner

Un sitio que ofrece recursos sobre una gran variedad de temas relacionados con la salud, seleccionados entre más de 1600 organizaciones gubernamentales y sin fines de lucro.



Crochet moderno: Manualidades y plática

Todos los jueves,
a partir de el 8 de enero
5:30 p.m. - 7:00 p.m.

¡Comenzamos nuestro nuevo programa de manualidades con una serie sobre tejido moderno a ganchillo! Es divertido, fácil y se presta a una amplia variedad de proyectos, como bolsos, gorros, mantas y un sinfín de posibilidades con fibras. Regístrese por línea.



Tablero de Metas 2026

viernes 9 de enero y
sábado 10 enero
durante el horario regular de la biblioteca

Ven a crear tu visión para 2026!
Los materiales están incluidos.



Creative Collective Muestra de Arte

viernes 9 de enero
4:30 p.m. - 5:30 p.m.

CINCO VOCES: un viaje compartido a través del arte. Lo que comenzó como una amistad y un amor por el arte evolucionó a través de críticas sinceras y palabras de ánimo. Cada uno de nosotros tiene una voz diferente, pero, colectivamente, nuestro trabajo refleja la alegría de crear y ver: Linda Benton, Chris Kennedy, Shannon Murray Kuleto, Linnea Pearson y Judith Rowlings Sainato.



Hora de música en la biblioteca con el Festival Napa Valley

sábado 10 de enero
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.



El Cuarteto de Jazz Evan Galbraith

martes 13 de enero
4:00 p.m. - 5:00 p.m.

El Cuarteto Evan Galbraith interpretará temas clásicos de jazz y blues. El programa incluye un componente educativo diseñado para atraer a audiencias de todas las edades.



Cuentos y Manualidades

Todos los martes a las
10:30 a.m.

Acompáñenos en la sala de los niños para divertirse con un cuento y una actividad de manualidades. Para todos los niños.

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: 1/16/2026 11:53:14 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	222,028.87	201,122.13	47.53
101-46-00-20-20	TempPart Time	74,144.00	0.00	32,008.21	42,135.79	56.83
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	1,128.25	1,711.75	60.27
101-46-00-20-40	FICAMedicare	39,273.00	0.00	19,301.44	19,971.56	50.85
101-46-00-20-45	Employer PERS	37,152.00	0.00	17,029.75	20,122.25	54.16
101-46-00-20-47	PERS Unfunded Liability	48,737.00	0.00	48,838.93	-101.93	-0.21
101-46-00-20-55	Health Insurance	130,744.00	0.00	53,036.69	77,707.31	59.43
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	2,644.17	2,433.83	47.93
101-46-00-20-75	Deferred Comp	8,301.00	0.00	2,345.74	5,955.26	71.74
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,236.00	1,164.00	48.50
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	437,242.52	376,733.48	46.28
101-46-00-21-10	Communications	9,500.00	0.00	2,775.94	6,724.06	70.78
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	23,543.04	46,456.96	66.37
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,467.29	8,532.71	85.33
101-46-00-21-45	Other Contract Services	110,000.00	42,948.00	36,432.55	30,619.45	27.84
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	-1,425.00	8,425.00	120.36
21	Services	208,000.00	42,948.00	62,793.82	102,258.18	49.16
101-46-00-22-07	Copies	3,000.00	0.00	507.40	2,492.60	83.09
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	300.53	1,199.47	79.96
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	2,665.16	3,534.84	57.01
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	3,473.09	14,626.91	80.81
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	42,948.00	504,394.45	519,833.55	48.71
380	Friends and Foundation Library					
46	TempPart Time	60,000.00	0.00	33,024.18	26,975.82	44.96
380-46-00-20-20	Holiday Pay	2,710.00	0.00	2,303.83	406.17	14.99
380-46-00-20-40	FICAMedicare	4,797.00	0.00	2,702.52	2,094.48	43.66
20	Salaries & Benefits	67,507.00	0.00	38,030.53	29,476.47	43.66
380-46-00-21-10	Communications	2,093.00	0.00	396.82	1,696.18	81.04
21	Services	2,093.00	0.00	396.82	1,696.18	81.04
380-46-00-22-15	Special Department Supplies	0.00	0.00	188.97	-188.97	0.00
380-46-00-22-16	Library Materials	60,400.00	0.00	19,235.50	41,164.50	68.15
380-46-00-22-40	Programming	0.00	0.00	10,149.86	-10,149.86	0.00
380-46-00-22-41	Youth Programs	5,000.00	0.00	600.00	4,400.00	88.00
380-46-00-22-42	Spanish Language Programs	2,500.00	0.00	2,184.00	316.00	12.64
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	32,358.33	38,041.67	54.04
380-46-00-23-35	Software Maitenance	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	70,785.68	79,214.32	52.81
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	20,000.00	20,394.85	11,605.15	22.32
384-46-00-22-16						
22	Supplies	52,000.00	20,000.00	20,394.85	11,605.15	22.32
00	Administration	52,000.00	20,000.00	20,394.85	11,605.15	22.32
Grand Total		1,270,112.00	62,948.00	596,374.98	610,789.02	0.4809



**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**

1. CALL TO ORDER

Chair Claymon Boeschon called the meeting to order at 5:01:16 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. The FFSHPL is in communication with City Administration about their proposal to have a facility assessment of the Library.

4. UPDATES FROM STAFF AND FUTURE AGENDA ITEMS:

4.1. The City Librarian reported the following:

- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A highlight of upcoming programs.
- Due to staff capacity and space constraints, the Library's 3D printer has been given to the Napa Library, where it will be available for public use.
- An update on recent action by City Council related to the Adam Street site.

5. **CONSENT ITEMS:**

5.1. **Library Board of Trustees Meeting Minutes of 11/12/25**

Vice Chair Casey made a motion to approve the minutes at 5:18:08 PM. Board Member Furuta seconded the motion. The minutes were approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1. **Review of Annual Public Library Survey**

The City Librarian presented the Annual Public Library Survey for 24/25 and included a comparison to data from previous years. Board members discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

6.2. **Review of Teen Room Policy**

The City Librarian presented a Teen Room Policy Draft. The Board discussed the information presented. Chair Claymon Boeschen made a motion to approve the Teen Room policy with recommended changes at 5:48:09 PM. Vice Chair Casey seconded the motion. The Teen Room Policy was approved by a quorum of those present. Staff agreed to bring public-facing materials to the Board for next month's meeting.

6.3. **Review of Municipal Code Related to Library Board**

The City Librarian presented a review of the Draft for the Municipal Code related to the Library. Board members discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment. The Board tabled the item for next month's meeting.

7. **ADJOURNMENT**

Vice Chair Casey adjourned the meeting at 6:28:34 PM.

APPROVED:

ATTEST:

Gillian Casey
Vice Chair, Library Board

Mara Strickler
Deputy Director of
Community Services - Library

Chapter 2.52

BOARD OF LIBRARY TRUSTEES

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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.](#)

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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.