



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, March 11, 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@cityofstheleena.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, Kristina Skinner, 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
[26_02_California_Public_Libraries_Survey](#)
[26.02.CCBoardReport_2026-February](#)
[2026.03 Print English](#)
[2026.03 Print Spanish](#)
[26.03.02 Monthly Expense Report Library](#)

4 - 12

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 2/11/26

13 - 16

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[26.02.11 DRAFT Library Board Meeting Minutes](#)

[26.01.21 DRAFT Library Board Meeting Minutes](#)

6. SCHEDULED MATTERS:

6.1. Discussion of 2027 CIP priorities

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

6.2. Consideration of Privacy and Confidentiality Policy

17

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[Privacy and Confidentiality 2026 DRAFT](#)

6.3. Consideration of National Library Week Resolution

18

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[National Library Week-2026-Proclamation DRAFT](#)

6.4. Review and Revise Work Plan and Subcommittee Assignments

19

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

[2526 Workplan](#)

7. ADJOURNMENT

The next regular meeting is scheduled for April 8, 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 March 6, 2026.

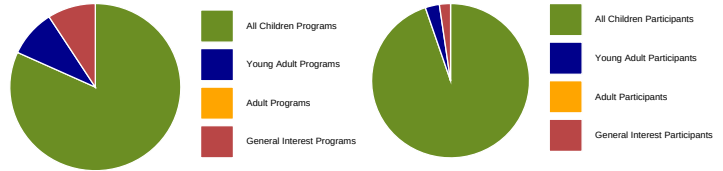
Mara Strickler, Deputy Director of Community Services - Library

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.

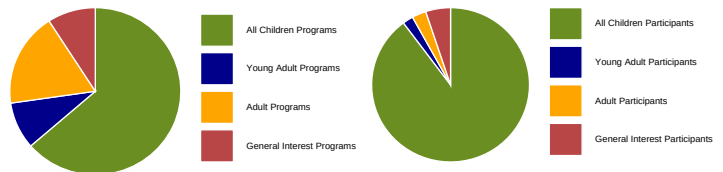
Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													24
Library Staff	Total hours volunteered in the reporting year	118	98	60	45	49	87	55	55					567
Library Services	Library Visits	5805	5197	5852	6727	5388	5266	3409	3328					41642
Library Services	Reference Transactions	471	506	402	442	334	375	404	279					3213
Library Services	Total Circulation of all physical items	10312	9786	9084	8823	8264	8587	7712	6890					69458
Library Services	Circulation of Children's Materials	5000	4604	4271	4173	3764	3669	3108	2743					31332
Library Services	Circulation of Non English Materials	268	167	148	164	112	144	131	108					1242
Library Services	Circulation of internet-enabled devices	2	0	4	5	2	4	4	4					25
Library Services	Circulation of hotspots	3	4	5	3	7	4	5	4					35
Library Services	Circulation of all other Physical Items	46	50	43	23	20	32	41	39					294
Library Services	ILL Loans to others	1226	1283	1251	1256	1132	1278	1158	1058					9642
Library Services	ILL Loans received from others	2746	2748	2822	2815	2579	2475	2487	2208					20880
Library Services	eBook Circulation	851	1059	989	1086	728	750	819	911					7193
Library Services	eSerial Circulation	389	413	455	433	361	418	460	450					3379
Library Services	eAudio Circulation	1490	1241	1149	1063	1507	1538	1606	1143					10737
Library Services	eVideo Circulation	849	910	740	872	886	746	736	777					6516
Library Services	Total eMaterial Circulation	3579	3623	3333	3454	3482	3452	3621	3281					27825
Library Services	Total Circulation of Materials	13891	13409	12417	12277	11746	12039	11333	10171					97283
Library Services	Annual Uses of Public Internet Computers	400	368	357	346	310	263	266	311					2621
Library Services	Virtual Visits to the library website	5458	5321	5372	3307	4627	3513	6171	4740					38509
Library Services	Wireless Sessions Per Year	1273	1448	1736	1666	1292	1568	1625	1387					12279

St. Helena Public Library July, 2025 - February, 2026

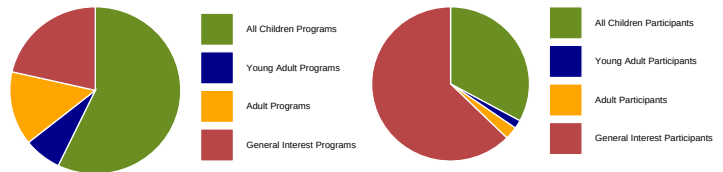
July					
Overview					
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants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



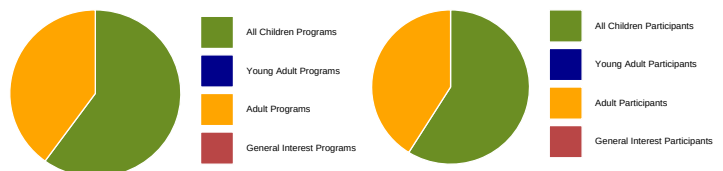
August					
Overview					
All Children Programs	7	63.64%	All Children Participants	247	89.82%
Young Adult Programs	1	9.09%	Young Adult Participants	6	2.18%
Adult Programs	2	18.18%	Adult Participants	8	2.91%
General Interest Programs	1	9.09%	General Interest Participants	14	5.09%
Total Programs	11		Total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



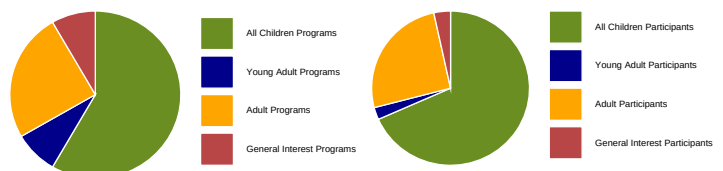
September					
Overview					
All Children Programs	8	57.14%	All Children Participants	186	32.92%
Young Adult Programs	1	7.14%	Young Adult Participants	10	1.77%
Adult Programs	2	14.29%	Adult Participants	15	2.65%
General Interest Programs	3	21.43%	General Interest Participants	354	62.65%
Total Programs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

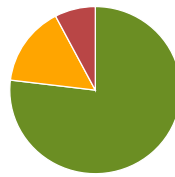


November					
Overview					
All Children Programs	7	58.33%	All Children Participants	160	68.38%
Young Adult Programs	1	8.33%	Young Adult Participants	6	2.56%
Adult Programs	3	25%	Adult Participants	60	25.64%
General Interest Programs	1	8.33%	General Interest Participants	8	3.42%
Total Programs	12		Total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

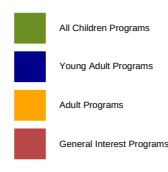
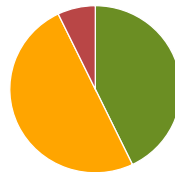


St. Helena Public Library July, 2025 - February, 2026

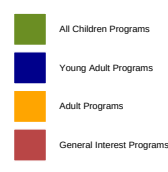
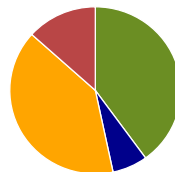
December					
Overview					
All Children Programs	10	76.92%	All Children Participants	312	61.3%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	15.38%	Adult Participants	107	21.02%
General Interest Programs	1	7.69%	General Interest Participants	90	17.68%
Total Programs	13		Total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



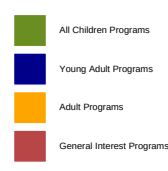
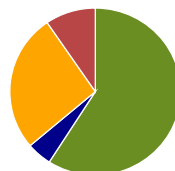
January					
Overview					
All Children Programs	6	42.86%	All Children Participants	189	45.99%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	7	50%	Adult Participants	214	52.07%
General Interest Programs	1	7.14%	General Interest Participants	8	1.95%
Total Programs	14		Total Participants	411	



February					
Overview					
All Children Programs	6	40%	All Children Participants	215	50.83%
Young Adult Programs	1	6.67%	Young Adult Participants	11	2.6%
Adult Programs	6	40%	Adult Participants	127	30.02%
General Interest Programs	2	13.33%	General Interest Participants	70	16.55%
Total Programs	15		Total Participants	423	



Year in Review					
Overview					
All Children Programs	62	59.05%	All Children Participants	1989	60.7%
Young Adult Programs	5	4.76%	Young Adult Participants	47	1.43%
Adult Programs	28	26.67%	Adult Participants	686	20.93%
General Interest Programs	10	9.52%	General Interest Participants	555	16.94%
Total Programs	105		Total Participants	3277	



MARCH 2026

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Story Time 10:30am	4	5 Craft & Chat: Modern Crochet 5:30pm 	6 Jane Pepe Artist Reception 4:30pm  St. Helena, Then & Now 5:00pm	7
9	10 Story Time 10:30am Kith & Kin Irish Music 4:00pm 	11 Library Board Meeting 5:00pm	12 Craft & Chat: Modern Crochet 5:30pm 	13	14 MusicTime in the Library 12:15pm 
16	17 Story Time 10:30am	18 Teen Hang Out 3:00pm 	19 Craft & Chat: Modern Crochet 5:30pm 	20 Viva Mariachi at Lyman Park 6:00pm 	21
23	24 Story Time 10:30am	25 Raices and Wine 5:30pm 	26 Craft & Chat: Modern Crochet 5:30pm 	27	28
30 City of St. Helena Water Forum 6:00pm	31  CLOSED FOR CESAR CHAVEZ DAY				

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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Classica offers premium content dedicated to classical music, opera, and ballet performances from around the world.



Jane Pepe Artist Reception

Friday, March 6th
4:30 p.m. - 5:30 p.m.

All are welcome to Jane Pepe's exhibit and reception, As Is - iPhone photography. These spontaneous photographs invite the viewer to stop, notice, and look deeply at the world around them. Each photo captures its subject as is. Refreshments will be served.

Upper Valley Women's Group



St. Helena, Then & Now

Friday, March 6th
5:00 p.m. - 7:00 p.m.

Celebrate the service of the Upper Valley Women's Group, formerly Federated Women! Learn about their work to support the community through the Library display series, St. Helena, Then and Now. As a part of the upcoming sesquicentennial, we are proud to recognize and celebrate the organizations that have helped make St. Helena. All are welcome!



Kith & Kin Irish Music

Tuesday, March 10th
4:00 p.m. - 5:00 p.m.

Kith & Kin, Napa Valley's own Celtic Band, performs traditional and contemporary Irish music featuring jigs, reels, ballads, and blarney accompanied by guitar, fiddle, accordion, mandolin, banjo, Irish bouzouki, and bodhran. This multitalented group will get you in the Irish spirit with gorgeous vocals & traditional Irish instrumental tunes.



MusicTime in the Library with Festival Napa Valley

Saturday, March 14th
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.



Teen Hang Out

Wednesday, March 18th
3:00 p.m. - 4:30 p.m.

6th - 12th graders are invited to the St. Helena Public Library the third Wednesday of the month for crafts, games, movies, and time to socialize and relax.

Hope to see you there!



Raices and Wine

Wednesday, March 25th
5:30 p.m. - 6:30 p.m.

Local wine producers will share their journeys, challenges, and achievements, telling us about their experiences as part of the Hispanic community in Napa Valley.

Join us in celebrating their stories and contributions to the wine industry. Bilingual event.

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

marzo 2026

BIBLIOTECA PÚBLICA DE ST. HELENA

lunes	martes	miércoles	jueves	viernes	sábado
2	3 Cuentos y Manualidades 10:30am	4	5 Crochet moderno: Manualidades y plática 5:30pm 	6 Jane Pepe Recepción de artista 4:30pm St. Helena, Then & Now 5:00pm 	7
9	10 Cuentos y Manualidades 10:30am Kith & Kin Música Irlandesa 4:00pm 	11 Junta Directiva de la Biblioteca 5:00pm	12 Crochet moderno: Manualidades y plática 5:30pm 	13	14 Hora de música en la biblioteca con el Festival Napa Valley 12:15pm 
16	17 Cuentos y Manualidades 10:30am	18 Convivio de adolescentes 3:00pm 	19 Crochet moderno: Manualidades y plática 5:30pm 	20 Viva Mariachi en Lyman Park 6:00pm 	21
23	24 Cuentos y Manualidades 10:30am	25 Raices y Wine 5:30pm 	26 Crochet moderno: Manualidades y plática 5:30pm 	27	28
30 Foro sobre el agua de la ciudad de St. Helena 6:00pm	31  CERRADO POR EL DÍA DE CESAR CHAVEZ DAY				

St Helena Public Library

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

Horario de biblioteca

lunes - viernes
10:00 a.m. - 6:00 p.m.

sábado
12:00 p.m. - 5:00 p.m.

domingo
cerrado

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mundo.



Jane Pepe Recepción de artista viernes 6 de marzo 4:30 p.m. - 5:30 p.m.

Todos están invitados a la muestra y recepción de Jane Pepe, As Is - fotografía con iPhone. Estas fotos espontáneas te invitan a parar, fijarte y mirar con atención el mundo que te rodea. Cada foto captura su tema tal como es. Se servirán refrescos.

Upper Valley Women's Group



St. Helena, ahora y antes viernes 6 de marzo 5:00 p.m. - 7:00 p.m.

¡Celebra el servicio brindado por el Grupo de Mujeres del Upper Valley, anteriormente conocido como Federated Women! Descubre su labor en apoyo a la comunidad a través de la serie de exposiciones de la biblioteca. ¡Todos son bienvenidos!



Kith & Kin Música Irlandesa martes 10 de marzo 4:00 p.m. - 5:00 p.m.

Kith & Kin, la banda celta del Valle de Napa, interpreta música irlandesa tradicional y contemporánea con jigs, reels, baladas y blarney acompañados con guitarra, violín, acordeón, mandolina, banjo, bouzouki irlandés y bodhran.



Hora de música en la biblioteca con el Festival Napa Valley sábado 14 de marzo 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.



Convivio de adolescentes miércoles 18 de marzo 3:00 p.m. - 4:30 p.m.

Los estudiantes entre 6.º y 12.º grado están invitados a la Biblioteca Pública de St. Helena el tercer miércoles de cada mes para disfrutar de manualidades, juegos, películas y pasar un rato socializando y relajándose. ¡Esperamos verlos allí!



Raices y Wine miércoles 25 de marzo 5:30 p.m. - 6:30 p.m.

Productores de vino locales compartirán su travesía, desafíos y logros, hablándonos de sus experiencias como parte de la comunidad hispana en Valle de Napa. Acompáñanos a celebrar sus historias y contribuciones en la industria del vino. Evento bilingüe.

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

General Ledger Monthly Operating Expense Rpt



User: kgarcia@cityofstheleena.gov
Printed: 3/2/2026 10:11:08 AM
Period 01 - 09
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	263,123.37	160,027.63	37.82
101-46-00-20-20	TempPart Time	74,144.00	0.00	39,793.04	34,350.96	46.33
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	1,245.47	1,594.53	56.15
101-46-00-20-40	FICAMedicare	39,273.00	0.00	23,055.61	16,217.39	41.29
101-46-00-20-45	Employer PERS	37,152.00	0.00	20,368.39	16,783.61	45.18
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	65,884.83	64,859.17	49.61
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	3,179.40	1,898.60	37.39
101-46-00-20-75	Deferred Comp	8,301.00	0.00	2,907.32	5,393.68	64.98
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,536.00	864.00	36.00
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	507,576.83	306,399.17	37.64
101-46-00-21-10	Communications	9,500.00	0.00	2,918.62	6,581.38	69.28
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	33,907.67	36,092.33	51.56
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,953.08	8,046.92	80.47
101-46-00-21-45	Other Contract Services	110,000.00	36,199.23	61,814.12	11,986.65	10.90
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	-1,293.67	8,293.67	118.48
21	Services	208,000.00	36,199.23	99,299.82	72,500.95	34.86
101-46-00-22-07	Copies	3,000.00	0.00	593.25	2,406.75	80.23
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	329.01	1,170.99	78.07
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	2,887.21	3,312.79	53.43
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	3,809.47	14,290.53	78.95
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	36,199.23	611,571.14	419,405.63	39.30
380	Friends and Foundation Library					
46						
380-46-00-20-20	TempPart Time	60,000.00	0.00	39,839.83	20,160.17	33.60
380-46-00-20-37	Holiday Pay	2,710.00	0.00	2,561.34	148.66	5.49
380-46-00-20-40	FICAMedicare	4,797.00	0.00	3,243.61	1,553.39	32.38
20	Salaries & Benefits	67,507.00	0.00	45,644.78	21,862.22	32.39
380-46-00-21-10	Communications	2,093.00	0.00	547.12	1,545.88	73.86
21	Services	2,093.00	0.00	547.12	1,545.88	73.86
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	24,106.10	36,293.90	60.09
380-46-00-22-40	Programming	0.00	0.00	10,484.86	-10,484.86	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	250.00	2,250.00	90.00
22	Supplies	70,400.00	0.00	37,813.93	32,586.07	46.29
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	84,005.83	65,994.17	44.00
382	Martin Estate Trust Library					
46						
382-46-00-23-35	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						
384-46-00-22-16	Library Materials	52,000.00	20,000.00	24,849.37	7,150.63	13.75
22	Supplies	52,000.00	20,000.00	24,849.37	7,150.63	13.75
00	Administration	52,000.00	20,000.00	24,849.37	7,150.63	13.75
Grand Total		1,270,112.00	56,199.23	721,226.34	492,686.43	0.3879



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
Wednesday, February 11, 2026 @ 5:00 PM**

1. CALL TO ORDER

Vice Chair Casey called the meeting to order at 5:05:35 PM.

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
and Ashley Sylvester, Director of Community Services

Staff: Enedina Guerrero, Library Assistant and Joe Joseph Leach, Assistant City
Manager/Director of Public Works/City Engineer

A QUORUM WAS NOT PRESENT; PUBLIC INFORMATION WAS SHARED AND
DISCUSSED. NO LEGAL ACTION WAS TAKEN BY THE BOARD.

3. PUBLIC FORUM

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

4. UPDATES FROM STAFF AND FUTURE AGENDA ITEMS:

4.1 The City Librarian reported the following:

- Kristina Skinner has been appointed to fill the open position on the Library Board.
- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A highlight of upcoming programs

5. **CONSENT ITEMS:**

5.1. **Library Board of Trustees Meeting Minutes of 1/21/26**

The consent item was rescheduled for the following meeting.

6. **SCHEDULED MATTERS:**

6.1. **Preliminary discussion of 2027 CIP priorities**

Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer presented information for recommended 2027 CIP priorities regarding the Library. Board members present discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

6.2. **Review of Student Success Cards**

The City Librarian presented information on the California State Library Student Success Cards for All program that the Library will be participating in. The Library anticipates the program will be implemented in the Fall of 2026.

6.3. **Consideration of Privacy and Confidentiality Policy**

The City Librarian presented a Draft for a Privacy and Confidentiality Policy. Board members present discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment. The item was tabled for the next meeting.

7. **ADJOURNMENT**

7.1 Vice Chair Casey adjourned the meeting at 6:10:20 PM.

APPROVED:

ATTEST:

Gillian Casey

Vice Chair, Library Board

Mara Strickler

Deputy Director of Community
Services - Library



**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**

1. **CALL TO ORDER**
Chair Claymon Boeschon called the meeting to order at 5:01:38 PM.
2. **ROLL CALL**
Chair: Deborah Claymon Boeschon
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
and Ashley Sylvester, Director of Community Services
Staff: Enedina Guerrero, Library Assistant
3. **PUBLIC FORUM**
Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena
Public Library gave an update of the current activities of the Foundation.
4. **UPDATES FROM STAFF AND FUTURE AGENDA ITEMS:**
 - 4.1. **The City Librarian reported the following:**
 - Due to Board Member Jonathan Furuta's resignation, there is now an opening for the Library Board. Applications for the position are currently open until filled.
 - Ashley Sylvester has assumed the role of the Director of Community Services. Official announcement to follow.
 - Staff created signage for the Teen Room Policy that will be shared with the Library staff at the next staff meeting.
 - An update on the transition from Solano to Napa Library systems that will tentatively be completed by the end of the fiscal year. The Library has also started creating public-facing materials for the transition.
 - A summary of the monthly expense report.
 - A summary of library use for the month prior.
 - A highlight of upcoming programs

5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of 12/10/25**
Vice Chair Casey made a motion to approve the minutes at 5:18:01 PM. The motion was seconded by Board Member Fletcher. The minutes were approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

- 6.1. **Preliminary discussion of 2027 CIP priorities**
The Library Board discussed potential priorities for the 2027 CIP. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.
- 6.2. **Consideration of municipal code related to Chapter 2.52**
The Library Board discussed the municipal code related to Chapter 2.52. FFSHPL Executive Director, Deanna M. Griffin and the FFSHPL President of the Board of Directors, Lisa Camp made a public comment.
- Board Member Stuart made a motion at 5:58:45 PM to make changes to the municipal code related to Chapter 2.52. Vice Chair Casey seconded the motion. A roll call vote was administered by Chair Claymon Boeschen at 5:59:06 PM. All voted in favor of the changes. The motion carried.
- 6.3. **Review of State budget pertaining to public libraries**
The City Librarian shared an update on the state budget and how it directly pertains to the Library. The Board members discussed the information presented. FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

7. **ADJOURNMENT**

- 7.1. Chair Claymon Boeschen adjourned the meeting at 6:11:46 PM.

APPROVED:

ATTEST:

Deborah Claymon Boeschen
Chair, Library Board

Mara Strickler
Deputy Director of Community
Services - Library



Privacy and Confidentiality Policy

Adopted by the Library Board, 0 00, 2000

This policy describes patron privacy and confidentiality rights, the steps that the St. Helena Public Library takes to respect and protect patron privacy when using the Library's resources, and how the Library manages personally identifiable information that may be collected.

In accordance with existing law, as well as the ethics and practices of the profession, the St. Helena Public Library is committed to the privacy and confidentiality of our patrons and visitors. The confidentiality of Library records is protected by [Section 7927.105](#) (formerly Section 6267) of the California Government Code. Additionally, in accordance with the [American Library Association's Code of Ethics](#), the St. Helena Public Library protects each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

Protected patron information and records include, but is not limited to the following:

- registration records, including any information required to obtain a Library card, including but not limited to name, address, telephone number, and email address
- circulation records, including any information which identifies the materials patrons have accessed or borrowed from the Library
- program registration and attendance
- computer registration and use history
- database search records
- reference interviews, including any information patrons provide for the purpose of locating particular resources or information
- interlibrary loan transactions

The City Librarian is designated as the lawful custodian of records. Any records requests should be submitted in writing to the City Librarian, along with any legal documentation, for review. It is the policy of the St. Helena Public Library not to release information that would reveal the identity of a Library patron who checked out or used certain materials or requested an item or information from the Library. Information concerning the account of a patron will be released to that person only, with the exemption that the lawful custodian may release information to the parent or guardian of a minor child only for the purposes of recovering overdue materials and settling accounts for late, lost, or damaged materials, and for other matters related to the recovery of material or charges incurred by minor children. Registration records are used by the Library to contact customers regarding Library issues, including overdue items, requested materials, program participation, etc. The St. Helena Public Library will not distribute or sell any patron information to a third party.

National Library Week 2026 Proclamation

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

WHEREAS, libraries provide the opportunity for everyone to pursue their interests and passions, allowing them to live their best life;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

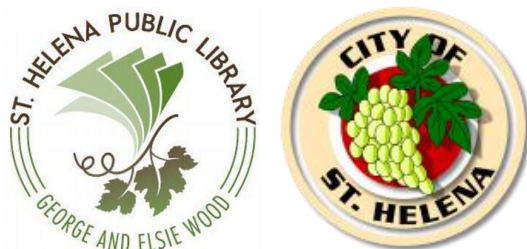
WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Paul Dohring, Mayor of the City of St. Helena, proclaim National Library Week, April 19-25, 2026. During this week, I encourage all residents to visit their library to find their joy amidst the wealth of resources available.



Mission of the St. Helena Public Library

Provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation.

Vision of the St. Helena Public Library

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

Board Priorities

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

Ongoing Subcommittees

2025-2626 Goals

Communications (Claymon Boeschen, Johnson and Stuart) – *Meets every other month on 3rd Tu at 5 pm*

Help convey the importance of the St. Helena Public Library to the community.

Provide input on development of brand identity and public relations.

Technology (Furuta and Johnson)

Provide input on changes to the Library's online presence, particularly the ILS and website.

Recommend ways to better evaluate the Library's social media presence.

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

Assist with engaging youth volunteers in caring for Pollinator Garden.

Recommend ways to enhance the Library's youth engagement across various platforms.