



**City of St. Helena
Library Board of Trustees Regular Meeting
Wednesday, April 8, 2026 @ 5:00 PM
St. Helena Public Library
1492 Library Lane, St. Helena CA**

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.

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

3.1. Board of Directors of Friends & Foundation Report

4. REPORTS BY STAFF/COMMITTEE

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. General Library Updates

5. CONSENT ITEMS

5.1. Library Board of Trustees Meeting Minutes of 3/11/26

6. SCHEDULED ITEMS

6.1. Consideration of municipal code related to Chapter 2.52

Prepared By: Mara Strickler, City Librarian

6.2. Consideration of Privacy and Confidentiality Policy

Prepared By: Mara Strickler, City Librarian

6.3. Consider Work Plan and Subcommittee Assignments

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next regular meeting is scheduled for May 13, 2026, at 5:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on April 3, 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 this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

FRIENDS&FOUNDATION

ST. HELENA PUBLIC LIBRARY

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

St. Helena Public Library Board of Trustees Board: Wednesday, April 8, 2026

Friends & Foundation Purpose and Practice

Friends & Foundation, St. Helena Public Library (FFSHPL) is a public charity that benefits the St. Helena Public Library through fundraising and advocacy. The organization gathers and stewards donations and makes grants that enhance the Library's capacity beyond municipal allocations.

The Foundation's aim is to add to the lives of all who use Library, now and in the future. The City Librarian and others in Library Leadership are our guides regarding what is needed. Much of our funding is restricted in how it can be used. Learn more at www.shplfoundation.org

Board of Directors

Officers: Lisa Camp, President; Laura M. Fontana, Vice President; Kate Clavijo, Treasurer; Paige Pohlers Meek, Secretary. Directors at-large: Nathan Anulo; Jason Daniels; Rhonda Diaz Caldewey; Laura Levy Shatkin; Richard Winn

Select Current Activities

Words & Wine: Reflections of a Vintner This sold-out event raised almost \$7,000 to benefit the Library. Valley icons winemaker Tor Kenward and grape grower Andy Beckstoffer reminisced and reported on the evolution of their fields since the 1970s and shared their thoughts about current and future things to watch for. Guests enjoyed extraordinary vintages from TOR Wines; fresh, savory, and sweet delights from Marks the Spot Fine Food; and a gorgeous evening at the Beckstoffer Vineyards Farm Center, nestled among the vines in Rutherford. This March 19 event is the most recent in a series of fundraisers presented by Friends & Foundation.

Annual Appeal for FY26 is wrapping up this month and has been successful overall, though we invite charitable contributions year-round. No gift too small or too large. <https://www.shplfoundation.org/donate>

FSHPL Board of Directors

Laura M. Fontana was elected to the Vice President role at our March Board meeting. We are looking forward to adding more Board members who bring interest and skills to advance our work. Please contact Deanna Griffin if you are curious!

FRIENDS&FOUNDATION

ST. HELENA PUBLIC LIBRARY

Grants to Benefit the Library

Current Fiscal Year (July 2025-June 2026)

- Final distribution of our FY26 Annual Support grant of \$140,000 is in motion right now, headed to the City of St. Helena into a restricted fund (City Fund 380 for those interested!).
- A new grant type in FY26 is the Harris Opportunity Grant. At our March meeting, the Friends and Foundation Board approved this year's applications from Library Leadership. More info to come!

Reflecting input from City Librarian Mara Strickler about Library capacity, Friends & Foundation Board will formalize review of proposed grants for FY27 :

- Custom Grant to fund a proposed comprehensive site assessment to complement the City's 2017 and early 2026 building-systems studies of the SHPL structure on Library lane. This F & F-proposed assessment would be conducted by an independent third party firm that specializes in public library facilities.
- Library Staff Learning Grants to begin FY27. Such grants reflect the importance and value of cultivating ongoing professional development, and growth in knowledge and skills of Library personnel.
- Harris Opportunity Grants for FY27 become available in July this year.
- Annual Support Grant allocation for FY27 is on schedule to rise.

Friends & Foundation engages in dialogue with Library Leadership to learn about what is most needed and can be implemented. When there is clear municipal support to carry out the use of proposed F & F grants, we are listening. How the Library might best benefit from Major Grants remains to be seen. We look forward to working together on such topics.

Questions or comments? Curious about service on the Board of Directors? Be in touch!

Deanna M. Griffin, Executive Director

deanna.griffin@shplfoundation.org | 707 804 9675



Agendas Report to the Library Board of Trustees

Agenda Section: REPORTS BY STAFF/COMMITTEE

Department: St. Helena Public Library

DATE:	April 8, 2026
FROM:	Mara Strickler, City Librarian
SUBJECT:	General Library Updates
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	
CEQA DETERMINATION:	

BACKGROUND:

DISCUSSION:

ENVIRONMENTAL REVIEW:

GOAL:

DOCUMENTS ATTACHMENTS:

1. 26_03_California Public Libraries Survey
2. 26.03.CCBoardReport_2026-March
3. 2026.04 Print English
4. 2026.04 Print Spanish
5. 26.04.03 Monthly Expense Report Library

Category	FieldName
Library Staff	Total number of volunteers
Library Staff	Total hours volunteered in the reporting year
Library Services	Library Visits
Library Services	Reference Transactions
Library Services	Total Circulation of all physical items
Library Services	Circulation of Children's Materials
Library Services	Circulation of Non English Materials
Library Services	Circulation of internet-enabled devices
Library Services	Circulation of hotspots
Library Services	Circulation of all other Physical Items
Library Services	ILL Loans to others
Library Services	ILL Loans received from others
Library Services	eBook Circulation
Library Services	eSerial Circulation
Library Services	eAudio Circulation
Library Services	eVideo Circulation
Library Services	Total eMaterial Circulation
Library Services	Total Circulation of Materials
Library Services	Annual Uses of Public Internet Computers
Library Services	Virtual Visits to the library website
Library Services	Wireless Sessions Per Year

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
												25
118	98	60	45	49	87	55	55	70				637
5805	5197	5852	6727	5388	5266	3409	3328	3825				44976
471	506	402	442	334	375	404	279	280				3493
10312	9786	9084	8823	8264	8587	7712	6890	6858				76316
5000	4604	4271	4173	3764	3669	3108	2743	2783				34115
268	167	148	164	112	144	131	108	143				1385
2	0	4	5	2	4	4	4	3				28
3	4	5	3	7	4	5	4	2				37
46	50	43	23	20	32	41	39	40				334
1226	1283	1251	1256	1132	1278	1158	1058	871				10513
2746	2748	2822	2815	2579	2475	2487	2208	1907				22787
851	1059	989	1086	728	750	819	911	766				7959
389	413	455	433	361	418	460	450	528				3907
1490	1241	1149	1063	1507	1538	1606	1143	1443				12180
849	910	740	872	886	746	736	777	698				7214
3579	3623	3333	3454	3482	3452	3621	3281	3435				31260
13891	13409	12417	12277	11746	12039	11333	10171	10293				107576
400	368	357	346	310	263	266	311	396				3017
5458	5321	5372	3307	4627	3513	6171	4740	1466				39975
1273	1448	1736	1666	1292	1568	1625	1387	1639				13736

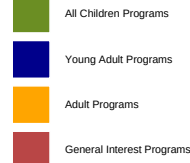
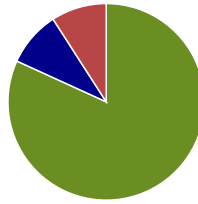
St. Helena Public Library

July, 2025 - March, 2026

July

Overview

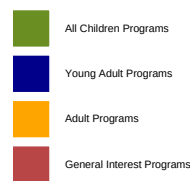
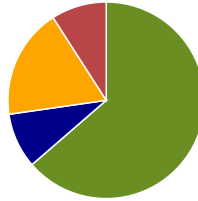
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants	483	



August

Overview

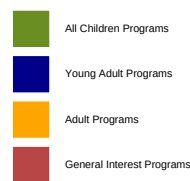
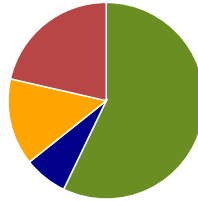
All Children Programs	7	63.64%	All Children Participants	247	89.82%
Young Adult Programs	1	9.09%	Young Adult Participants	6	2.18%
Adult Programs	2	18.18%	Adult Participants	8	2.91%
General Interest Programs	1	9.09%	General Interest Participants	14	5.09%
Total Programs	11		Total Participants	275	



September

Overview

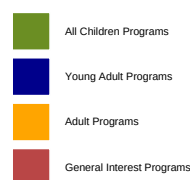
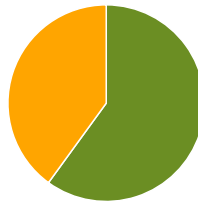
All Children Programs	8	57.14%	All Children Participants	186	32.92%
Young Adult Programs	1	7.14%	Young Adult Participants	10	1.77%
Adult Programs	2	14.29%	Adult Participants	15	2.65%
General Interest Programs	3	21.43%	General Interest Participants	354	62.65%
Total Programs	14		Total Participants	565	



October

Overview

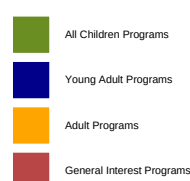
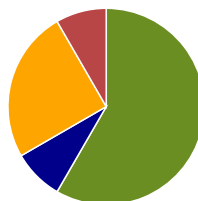
All Children Programs	9	60%	All Children Participants	222	58.89%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	40%	Adult Participants	155	41.11%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	15		Total Participants	377	



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	



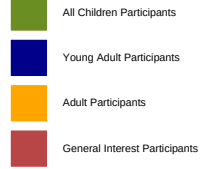
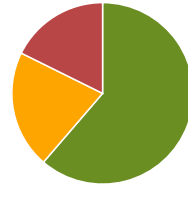
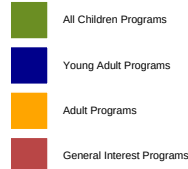
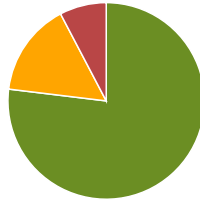
St. Helena Public Library

July, 2025 - March, 2026

December

Overview

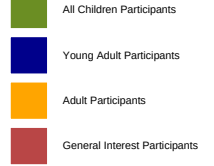
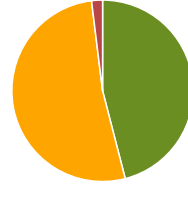
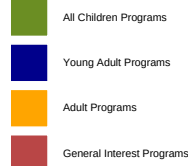
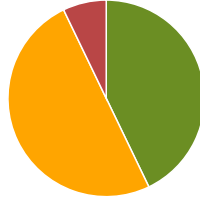
All Children Programs	10	76.92%	All Children Participants	312	61.3%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	15.38%	Adult Participants	107	21.02%
General Interest Programs	1	7.69%	General Interest Participants	90	17.68%
Total Programs	13		Total Participants	509	



January

Overview

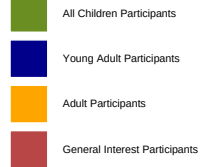
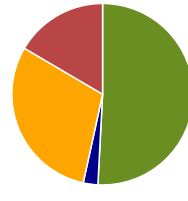
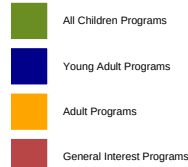
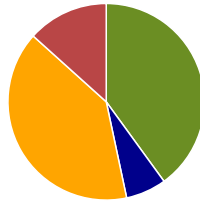
All Children Programs	6	42.86%	All Children Participants	189	45.99%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	7	50%	Adult Participants	214	52.07%
General Interest Programs	1	7.14%	General Interest Participants	8	1.95%
Total Programs	14		Total Participants	411	



February

Overview

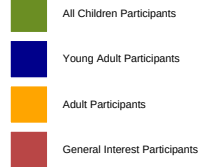
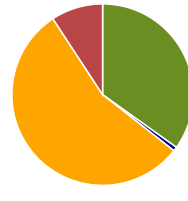
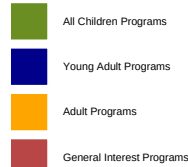
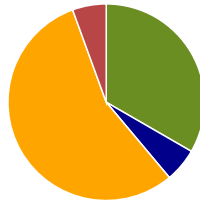
All Children Programs	6	40%	All Children Participants	215	50.83%
Young Adult Programs	1	6.67%	Young Adult Participants	11	2.6%
Adult Programs	6	40%	Adult Participants	127	30.02%
General Interest Programs	2	13.33%	General Interest Participants	70	16.55%
Total Programs	15		Total Participants	423	



March

Overview

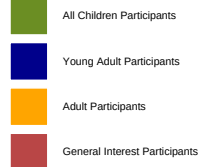
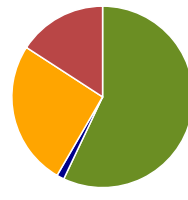
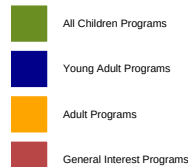
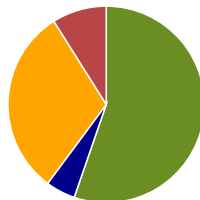
All Children Programs	6	33.33%	All Children Participants	189	34.87%
Young Adult Programs	1	5.56%	Young Adult Participants	4	0.74%
Adult Programs	10	55.56%	Adult Participants	299	55.17%
General Interest Programs	1	5.56%	General Interest Participants	50	9.23%
Total Programs	18		Total Participants	542	



Year in Review

Overview

All Children Programs	68	55.28%	All Children Participants	2178	57.03%
Young Adult Programs	6	4.88%	Young Adult Participants	51	1.34%
Adult Programs	38	30.89%	Adult Participants	985	25.79%
General Interest Programs	11	8.94%	General Interest Participants	605	15.84%
Total Programs	123		Total Participants	3819	



APRIL 2026

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Craft & Chat: Modern Crochet 5:30pm 	3	4
6	7 Story Time 10:30am St. Helena, Then & Now: Rotary Club 5:30pm	8 World Folk Music with Sofia Talvik 5:00pm  Library Board Meeting 5:00pm	9 Craft & Chat: Modern Crochet 5:30pm 	10	11 Kids Rock U 12:30pm 
13	14 Story Time 10:30am	15 Teen Hang Out 3:00pm 	16 Craft & Chat: Modern Crochet 5:30pm 	17 Jacob Zuniga: Artist Reception 4:30pm 	18
20	21 Story Time 10:30am Seed Saving for Climate Adaptation 4:00 p.m. 	22	23 Craft & Chat: Modern Crochet 5:30pm  Stevenson Poetry Night 5:00pm 	24	25
27	28	29 Día del Niño 5:00 p.m. 	30	Jacob Zuniga: Artist Reception Friday, April 17th from 4:30 p.m. to 5:30 p.m. Jacob Zuniga, a talented 18-year old artist born in El Salvador, has already developed a remarkable body of work that celebrates both nature and spirituality. This exhibit is representative of their diverse media, from embroidery to linoleum prints to oil painted landscapes.	

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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St. Helena, Then & Now: Rotary Club

Tuesday, April 7th
5:30 p.m. - 7:00 p.m.

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



Seed Saving for Climate Adaptation

Tuesday, April 21st
4:00 p.m. - 5:00 p.m.

Join Lauren Muscatine and learn how to use the seed library and how to save seeds from one bean variety— the Kosovo bean!



World Folk Music with Sofia Talvik Wednesday, April 8th

4:00 p.m. - 5:00 p.m.

Sofia Talvik is a rare artist and an avid storyteller with a voice comparable to giants like Joni Mitchell, Judy Collins, Buffy Sainte-Marie and others. Her delicate songs are performed in an intimate way, showing off Sofia's angelic voice enhanced only by a tasteful mix of harmonies & accompanied by the steady picking of her acoustic guitar and the rhythm section consisting of her own two feet, bells and a stomp box.



Stevenson Poetry Night Thursday, April 23rd

5:00 p.m. - 6:00 p.m.

Join the Library and the Robert Louis Stevenson Museum in celebrating spoken word and the poetry of Robert Louis Stevenson! The evening will highlight several of Stevenson's poems and offer the opportunity for other poets to perform their works.



Kids Rock U

Saturday, April 11th
12:30 p.m. - 1:30 p.m.

With influences of rock, blues, ballads, folk, jazz and pop, this program, presented by Luke Montgomery uniquely reflects and celebrates the lives of children growing up today. The music is innovative, intelligent, and irresistibly appealing to both kids and their parents. Perfect for kids 0-5 and their grownups!



Día del Niño

Wednesday, April 29th
5:00 p.m. - 7:00 p.m.

Let's Celebrate Children's Day! This year, we invite all children to an amazing adventure full of superheroes and magic. Come spend a day where heroes come to life and reading becomes your superpower! Imagine, laugh, dream, and become a superhero for a day!

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

lunes	martes	miércoles	jueves	viernes	sábado
		1	2 Crochet moderno: Manualidades y plática 5:30pm 	3	4
6	7 Cuentos y Manualidades 10:30am St. Helena, ahora y antes: Rotary Club 5:30pm	8 Música folk del mundo con Sofia Talvik  5:00pm Junta Directiva de la Biblioteca 5:00pm	9 Crochet moderno: Manualidades y plática 5:30pm 	10	11 Rock para niños 12:30pm 
13	14 Cuentos y Manualidades 10:30am	15 Convivio de adolescentes 3:00pm  	16 Crochet moderno: Manualidades y plática 5:30pm 	17 Jacob Zuniga: Recepción de artista 4:30pm 	18
20	21 Cuentos y Manualidades 10:30am Conservación de semillas para la adaptación al clima 4:00 p.m.	22	23 Crochet moderno: Manualidades y plática 5:30pm  Stevenson Noche de Poesía  5:00pm	24	25
27	28	29 Día del Niño 5:00 p.m. 	30	Jacob Zuniga: Recepción de artista viernes, 17 de abril de 4:30 p.m. a 5:30 p.m. Jacob Zuniga, un talentoso artista de 18 años nacido en El Salvador, ya ha desarrollado una notable colección de obras que rinden homenaje tanto a la naturaleza como a la espiritualidad. Esta exposición es representativa de sus diversos medios, desde el bordado hasta los grabados en linóleo y los paisajes pintados al óleo.	

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

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St. Helena, ahora y antes: Rotary Club

martes 7 de abril
5:30 p.m. - 7:00 p.m.

¡Celebra el servicio del Rotary Club de St. Helena! Descubre su trabajo en apoyo de la comunidad. Como parte de la celebración del sesquicentenario de la ciudad, nos enorgullece reconocer y homenajear a las organizaciones que han contribuido a la creación de St. Helena. ¡Todos son bienvenidos!



Conservación de semillas para la adaptación al clima

martes 21 de abril
4:00 p.m. - 5:00 p.m.

Acompaña a Lauren Muscatine y aprende a utilizar la biblioteca de semillas y a conservar las semillas de una variedad de frijol: ¡el frijol de Kosovo!

El programa será en inglés.



Música folk del mundo con Sofia Talvik

miércoles 8 de abril
4:00 p.m. - 5:00 p.m.

Sofia Talvik es una artista excepcional y una narradora apasionada, con una voz comparable a la de grandes figuras como Joni Mitchell, Judy Collins, Buffy Sainte-Marie y otras.



Stevenson Noche de Poesía

jueves 23 de abril
5:00 p.m. - 6:00 p.m.

Acompaña a la Biblioteca y al Museo Robert Louis Stevenson en la celebración de la palabra recitada y la poesía de Robert Louis Stevenson. El evento incluirá varios poemas de Stevenson y ofrecerá a otros poetas la oportunidad de recitar sus obras.



Rock para niños

sábado 11 de abril
12:30 p.m. - 1:30 p.m.

Con influencias del rock, blues, baladas, folk, jazz y pop, este programa, presentado por Luke Montgomery, refleja y celebra de forma única la vida de los niños que crecen hoy en día. La música es innovadora, inteligente y irresistiblemente atractiva tanto para los niños como para sus padres. ¡Perfecto para niños de 0 a 5 años y sus adultos!



Día del Niño

miércoles 29 de abril
5:00 p.m. - 7:00 p.m.

¡Celebremos El Día del Niño! Este año, honramos a todos los niños y niñas con una aventura llena de superhéroes y magia. Ven a un día donde los héroes cobran vida y la lectura es tu superpoder. ¡Imagina, ríe, sueña y conviértete en un superhéroe por un día!

General Ledger Monthly Operating Expense Rpt



User: mstrickler@shpl.org
Printed: 4/3/2026 1:25:31 PM
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	304,217.87	118,933.13	28.11
101-46-00-20-20	TempPart Time	74,144.00	0.00	47,724.39	26,419.61	35.63
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	26,812.01	12,460.99	31.73
101-46-00-20-45	Employer PERS	37,152.00	0.00	23,707.03	13,444.97	36.19
101-46-00-20-47	PERS Unfunded Liability	48,737.00	0.00	48,736.93	0.07	0.00
101-46-00-20-55	Health Insurance	130,744.00	0.00	78,732.95	52,011.05	39.78
101-46-00-20-61	Workers Comp	37,156.00	0.00	37,156.47	-0.47	0.00
101-46-00-20-65	SDI	5,078.00	0.00	3,714.63	1,363.37	26.85
101-46-00-20-75	Deferred Comp	8,301.00	0.00	3,464.63	4,836.37	58.26
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,836.00	564.00	23.50
101-46-00-20-96	Education Reimbursement	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>100.00</u>
20	Salaries & Benefits	813,976.00	0.00	577,348.38	236,627.62	29.07
101-46-00-21-10	Communications	9,500.00	0.00	3,053.54	6,446.46	67.86
101-46-00-21-15	Postage	500.00	0.00	53.42	446.58	89.32
101-46-00-21-22	Utilities	70,000.00	0.00	38,291.84	31,708.16	45.30
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	2,281.77	7,718.23	77.18
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	<u>7,000.00</u>	<u>0.00</u>	<u>-505.16</u>	<u>7,505.16</u>	<u>107.22</u>
21	Services	208,000.00	36,199.23	104,989.53	66,811.24	32.12
101-46-00-22-07	Copies	3,000.00	0.00	692.65	2,307.35	76.91
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	389.26	1,110.74	74.05
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	3,157.48	3,042.52	49.07
101-46-00-22-16	Library Materials	<u>2,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,400.00</u>	<u>100.00</u>
22	Supplies	18,100.00	0.00	4,239.39	13,860.61	76.58
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	<u>9,000.00</u>	<u>0.00</u>	<u>874.50</u>	<u>8,125.50</u>	<u>90.28</u>
23	Maintenance	14,600.00	0.00	874.50	13,725.50	94.01
101-46-00-24-25	Taxes & Other Charges	<u>12,500.00</u>	<u>0.00</u>	<u>10.52</u>	<u>12,489.48</u>	<u>99.92</u>

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	687,462.32	343,514.45	32.19
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	60,000.00	0.00	46,921.38	13,078.62	21.80
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	<u>4,797.00</u>	<u>0.00</u>	<u>3,785.34</u>	<u>1,011.66</u>	<u>21.09</u>
20	Salaries & Benefits	67,507.00	0.00	53,268.06	14,238.94	21.09
380-46-00-21-10	Communications	<u>2,093.00</u>	<u>0.00</u>	<u>547.12</u>	<u>1,545.88</u>	<u>73.86</u>
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	26,874.93	33,525.07	55.51
380-46-00-22-40	Programming	0.00	0.00	10,717.21	-10,717.21	0.00
380-46-00-22-41	Youth Programs	5,000.00	0.00	725.21	4,274.79	85.50
380-46-00-22-42	Spanish Language Programs	2,500.00	0.00	2,463.72	36.28	1.45
380-46-00-22-43	Adult Programs	<u>2,500.00</u>	<u>0.00</u>	<u>250.00</u>	<u>2,250.00</u>	<u>90.00</u>
22	Supplies	70,400.00	0.00	41,220.04	29,179.96	41.45
380-46-00-23-35	Software Maintenance	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>100.00</u>
23	Maintenance	10,000.00	0.00	0.00	10,000.00	100.00
00	Administration	150,000.00	0.00	95,035.22	54,964.78	36.64
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>936.00</u>	<u>0.00</u>	<u>800.00</u>	<u>136.00</u>	<u>14.53</u>
23	Maintenance	936.00	0.00	800.00	136.00	14.53
00	Administration	936.00	0.00	800.00	136.00	14.53
384	Tweed Trust					
46	Library					
384-46-00-22-16	Library Materials	<u>52,000.00</u>	<u>20,000.00</u>	<u>30,227.14</u>	<u>1,772.86</u>	<u>3.41</u>
22	Supplies	52,000.00	20,000.00	30,227.14	1,772.86	3.41
00	Administration	52,000.00	20,000.00	30,227.14	1,772.86	3.41
Grand Total		1,270,112.00	56,199.23	813,524.68	400,388.09	0.3152



**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**

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, ~~Dana Johnson~~, Juana Navarro, Kristina Skinner, Jack Stuart

Youth Advisory Member: ~~Jacob Zuniga~~

Staff Liaison: Mara Strickler, Deputy Director of Community Services - Library

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

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:

- The City Clerk will swear in Kristina Skinner as a Board Member at the next Library Board meeting.
- An update on the Municipal Code regarding the Library.
- An update on the Integrated Library System migration.
- 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 & 2/11/26**

Vice Chair Casey made a motion at 5:16:30 PM to approve the minutes of 1/21/26. Board Member Fletcher seconded the motion. The minutes were approved by a quorum of those present.

Board Member Fletcher made a motion at 5:16:59 PM to approve the minutes of 2/11/26. Board Member Stuart seconded the motion. The minutes were approved by a quorum of those present.

6. **SCHEDULED MATTERS:**

6.1. **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. The Library Board discussed the information presented and their potential recommendations. Chair Claymon Boeschen made a motion at 6:13:09PM to recommend the following as CIP priorities: the roofing, HVAC, and plumbing. The motion was seconded by Board Member Casey. The recommendations were approved by a quorum of those present.

FFSHPL Executive Director, Deanna M. Griffin, made a public comment.

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

The item was rescheduled for next month's meeting.

6.3. **Consideration of National Library Week Resolution**

The City Librarian presented a draft for a National Library Week Resolution that would serve as a proclamation. The Board discussed the draft presented. Vice Chair Casey made a motion at 6:20:28 PM to approve the draft of the National Library Week Resolution. Chair Claymon Boeschen seconded the motion. The National Library Week Resolution was approved by a quorum of those present.

6.4. **Review and Revise Work Plan and Subcommittee Assignments**

The Board discussed potential changes to the Work Plan and current Subcommittee Assignments. The City Librarian made recommendations for changes in Subcommittee Assignments.

7. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:26:01PM.

Deborah Claymon Boeschen

Chair, Library Board

Mara Strickler

Deputy Director of Community Services
Library



Agendas Report to the Library Board of Trustees

Agenda Section: SCHEDULED ITEMS

Department: St. Helena Public Library

DATE:	April 8, 2026
FROM:	Mara Strickler, City Librarian
SUBJECT:	Consideration of municipal code related to Chapter 2.52
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	
CEQA DETERMINATION:	

BACKGROUND:

Chapter 2.52 of the Municipal Code was last amended by City Council on 7/8/14 and again on 3/23/16. The implementation of the Community Services Department in 2024 prompted City staff, in coordination with the Library Board of Trustees, to review Municipal Code Section 2.52. During this review, inconsistencies between the Municipal Code and current operational practices were identified. Additional recommended revisions have been identified in accordance with the Municipal Libraries Act of the State of California's Education Code

18900: <https://www.library.ca.gov/uploads/2026/02/California-Library-Laws-2026.pdf>

DISCUSSION:

The recommended revisions will help ensure compliance with the Municipal Libraries Act, make clear roles and responsibilities, and guide the work of the Board on an ongoing basis.

ENVIRONMENTAL REVIEW:

Not a CEQA Project (CEQA Guidelines §15378)

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

1. St. Helena Municipal Code Chapter 2.52_2026_DRAFT

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 [St. Helena Public Library](#) ~~“Dr. George J. Wood and Elsie M. Wood Library,”~~ and shall be managed by a board of library trustees, consisting of ~~five~~ [seven](#) members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for ~~three~~ [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 [with the approval of a majority of](#) ~~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 [president](#) ~~chairperson~~, who shall serve for one year and until [their](#) ~~his or her~~ successor is appointed, and in [their](#) ~~his or her~~ absence, shall select a [president](#) ~~chairperson~~ pro tem or vice-[president](#) ~~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 [on the strategic direction and priorities of the library](#); ~~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, make an annual report to the City Council on or before August 31 each year, providing a report on the condition of the library for the previous year ending June 30, a summary of their proceedings and notable work plan items for the current and upcoming terms. ~~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)~~

2.52.05060 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)~~

2.52.06080 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.cityofsthelena.gov](http://www.cityofsthelena.gov)

[Hosted by General Code.](#)



Agendas Report to the Library Board of Trustees

Agenda Section: SCHEDULED ITEMS

Department: St. Helena Public Library

DATE:	April 8, 2026
FROM:	Mara Strickler, City Librarian
SUBJECT:	Consideration of Privacy and Confidentiality Policy
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	
CEQA DETERMINATION:	Not a CEQA Project (CEQA Guidelines §15378)

BACKGROUND:

DISCUSSION:

ENVIRONMENTAL REVIEW:

GOAL:

DOCUMENTS ATTACHMENTS:

1. Privacy and Confidentiality 2026_DRAFT



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.



Agendas Report to the Library Board of Trustees

Agenda Section: SCHEDULED ITEMS

Department: St. Helena Public Library

DATE:	April 8, 2026
FROM:	Mara Strickler, City Librarian
SUBJECT:	Consider Work Plan and Subcommittee Assignments
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	
CEQA DETERMINATION:	

BACKGROUND:

DISCUSSION:

ENVIRONMENTAL REVIEW:

GOAL:

DOCUMENTS ATTACHMENTS:

1. 2526 Workplan



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 Boesch, 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.