



**City of St. Helena
Library Board of Trustees Regular Meeting
Wednesday, June 10, 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

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 5/13/26

6. SCHEDULED ITEMS

6.1. Consideration of proposed resolution regarding Municipal Code 2.52

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Mara Strickler, City Librarian

Recommendation: The Board of the St. Helena Public Library and City staff recommend that the City Council conduct the first reading and introduce by title only the changes to Chapter 2.52 of the City's Municipal Code which govern the Board. By doing so, the Municipal Code would more accurately reflect the current duties and responsibilities of the Library Board.

6.2. Library Staff Transition

6.3. Recognition of Outgoing Board Members

7. FUTURE AGENDA ITEMS

7.1. Future Agenda Items (Informational Only)

The following items are tentatively scheduled for upcoming Library Board meetings and are subject to change. No action will be taken.

Future Agenda Items (Informational Only)

The following items are tentatively scheduled for upcoming Library Board meetings and are subject to change. No action will be taken.

July 8, 2026:

Officer Appointments

Visioning Exercise

August 12, 2026:

Review of Library's organizational chart

Review annual report to City Council

8. ADJOURNMENT

The next Regular Library Board of Trustees meeting is scheduled for July 8, 2026.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on June 5, 2026.

Mara Strickler, Deputy Director of Community Services - Library

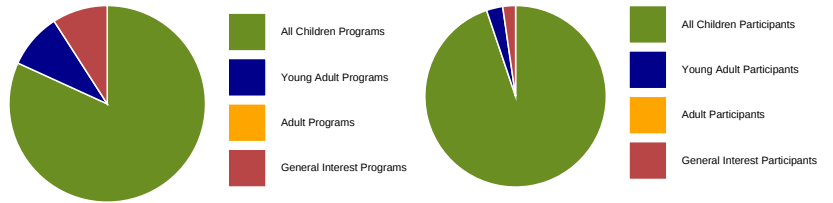
In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Category	FieldName	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Library Staff	Total number of volunteers													25
Library Staff	Total hours volunteered in the reporting year	118	98	60	45	49	87	55	55	70	54	62		753
Library Services	Library Visits	5805	5197	5852	6727	5388	5266	3409	3328	3825	3659	3543		52167
Library Services	Reference Transactions	471	506	402	442	334	375	404	279	280	345	273		4111
Library Services	Total Circulation of all physical items	10312	9786	9084	8823	8264	8587	7712	6890	6858	3616	3729		83661
Library Services	Circulation of Children's Materials	5000	4604	4271	4173	3764	3669	3108	2743	2783	1686	1805		37606
Library Services	Circulation of Non English Materials	268	167	148	164	112	144	131	108	143	60	65		1510
Library Services	Circulation of internet-enabled devices	2	0	4	5	2	4	4	4	3	2	2		32
Library Services	Circulation of hotspots	3	4	5	3	7	4	5	4	2	3	3		43
Library Services	Circulation of all other Physical Items	46	50	43	23	20	32	41	39	40	26	27		387
Library Services	ILL Loans to others	1226	1283	1251	1256	1132	1278	1158	1058	871	249	553		11315
Library Services	ILL Loans received from others	2746	2748	2822	2815	2579	2475	2487	2208	1907	730	1073		24590
Library Services	eBook Circulation	851	1059	989	1086	728	750	819	911	766	759	697		9415
Library Services	eSerial Circulation	389	413	455	433	361	418	460	450	528	295	224		4426
Library Services	eAudio Circulation	1490	1241	1149	1063	1507	1538	1606	1143	1443	1291	1329		14800
Library Services	eVideo Circulation	849	910	740	872	886	746	736	777	698	709	585		8508
Library Services	Total eMaterial Circulation	3579	3623	3333	3454	3482	3452	3621	3281	3435	3054	2835		37149
Library Services	Total Circulation of Materials	13891	13409	12417	12277	11746	12039	11333	10171	10293	6670	6564		120810
Library Services	Annual Uses of Public Internet Computers	400	368	357	346	310	263	266	311	396	367	308		3692
Library Services	Virtual Visits to the library website	5458	5321	5372	3307	4627	3513	6171	4740	1466	5676	4996		50647
Library Services	Wireless Sessions Per Year	1273	1448	1736	1666	1292	1568	1625	1387	1639	1596	1401		16700

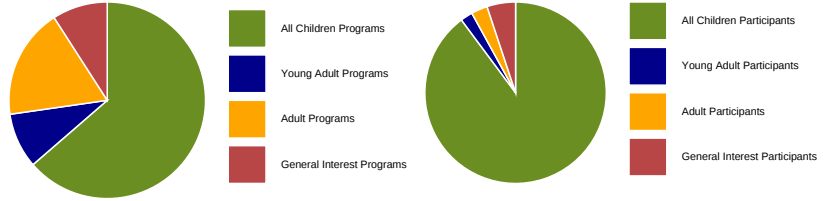
St. Helena Public Library

July, 2025 - May, 2026

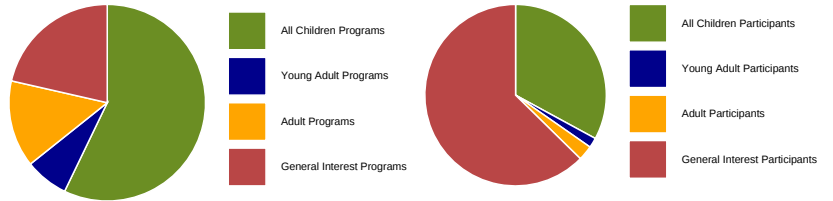
July					
Overview					
All Children Programs	9	81.82%	All Children Participants	458	94.82%
Young Adult Programs	1	9.09%	Young Adult Participants	14	2.9%
Adult Programs	0	0%	Adult Participants	0	0%
General Interest Programs	1	9.09%	General Interest Participants	11	2.28%
Total Programs	11		Total Participants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



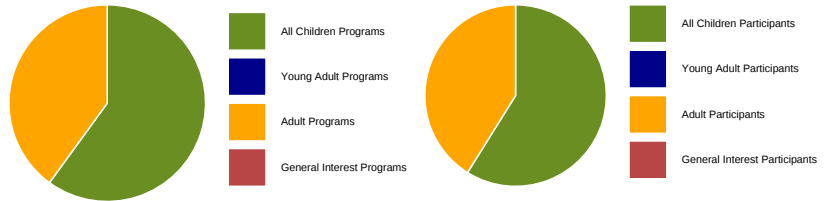
August					
Overview					
All Children Programs	7	63.64%	All Children Participants	247	89.82%
Young Adult Programs	1	9.09%	Young Adult Participants	6	2.18%
Adult Programs	2	18.18%	Adult Participants	8	2.91%
General Interest Programs	1	9.09%	General Interest Participants	14	5.09%
Total Programs	11		Total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



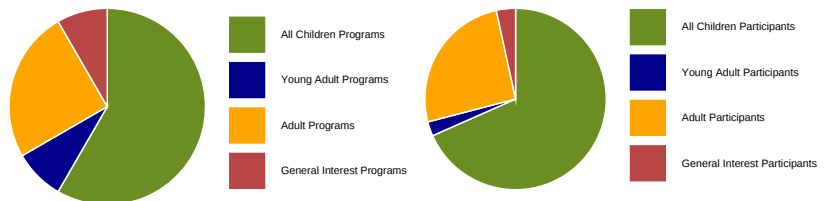
September					
Overview					
All Children Programs	8	57.14%	All Children Participants	186	32.92%
Young Adult Programs	1	7.14%	Young Adult Participants	10	1.77%
Adult Programs	2	14.29%	Adult Participants	15	2.65%
General Interest Programs	3	21.43%	General Interest Participants	354	62.65%
Total Programs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



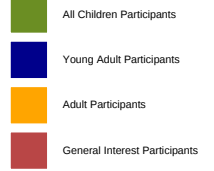
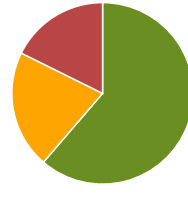
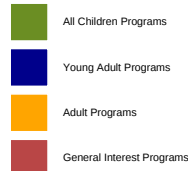
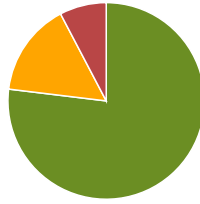
St. Helena Public Library

July, 2025 - May, 2026

December

Overview

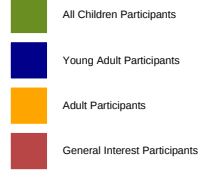
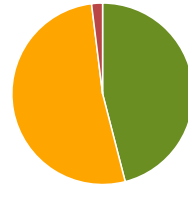
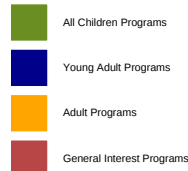
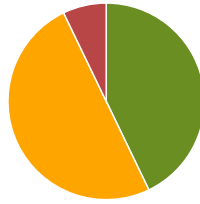
All Children Programs	10	76.92%	All Children Participants	312	61.3%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	15.38%	Adult Participants	107	21.02%
General Interest Programs	1	7.69%	General Interest Participants	90	17.68%
Total Programs	13		Total Participants	509	



January

Overview

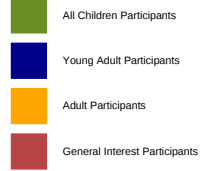
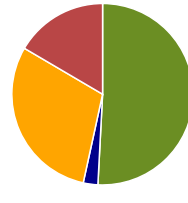
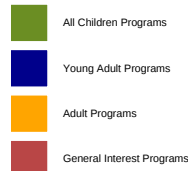
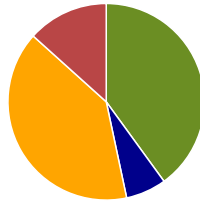
All Children Programs	6	42.86%	All Children Participants	189	45.99%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	7	50%	Adult Participants	214	52.07%
General Interest Programs	1	7.14%	General Interest Participants	8	1.95%
Total Programs	14		Total Participants	411	



February

Overview

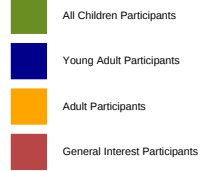
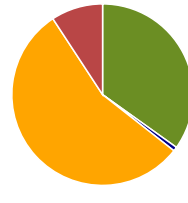
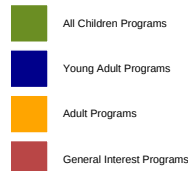
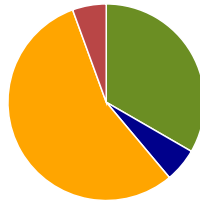
All Children Programs	6	40%	All Children Participants	215	50.83%
Young Adult Programs	1	6.67%	Young Adult Participants	11	2.6%
Adult Programs	6	40%	Adult Participants	127	30.02%
General Interest Programs	2	13.33%	General Interest Participants	70	16.55%
Total Programs	15		Total Participants	423	



March

Overview

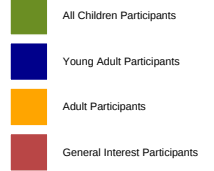
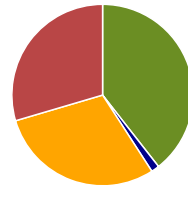
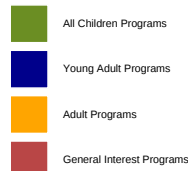
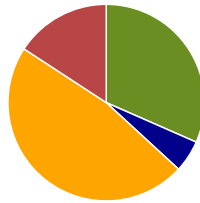
All Children Programs	6	33.33%	All Children Participants	189	34.87%
Young Adult Programs	1	5.56%	Young Adult Participants	4	0.74%
Adult Programs	10	55.56%	Adult Participants	299	55.17%
General Interest Programs	1	5.56%	General Interest Participants	50	9.23%
Total Programs	18		Total Participants	542	



April

Overview

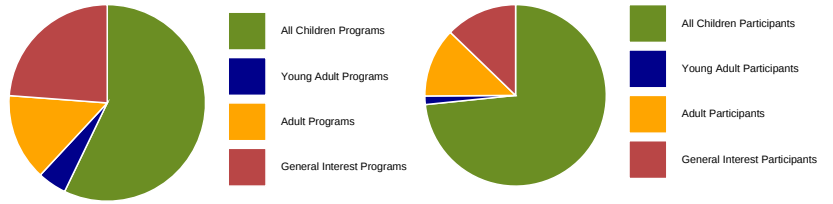
All Children Programs	6	31.58%	All Children Participants	192	39.43%
Young Adult Programs	1	5.26%	Young Adult Participants	7	1.44%
Adult Programs	9	47.37%	Adult Participants	144	29.57%
General Interest Programs	3	15.79%	General Interest Participants	144	29.57%
Total Programs	19		Total Participants	487	



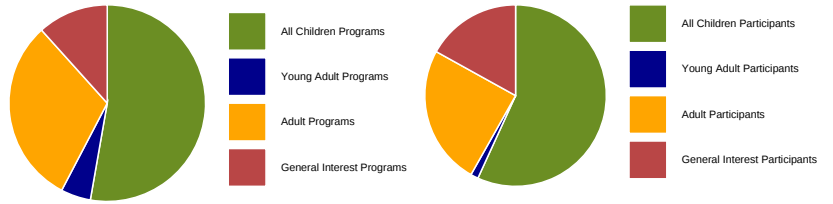
St. Helena Public Library

July, 2025 - May, 2026

May					
Overview					
All Children Programs	12	57.14%	All Children Participants	339	73.38%
Young Adult Programs	1	4.76%	Young Adult Participants	7	1.52%
Adult Programs	3	14.29%	Adult Participants	57	12.34%
General Interest Programs	5	23.81%	General Interest Participants	59	12.77%
Total Programs	21		Total Participants	462	



Year in Review					
Overview					
All Children Programs	86	52.76%	All Children Participants	2709	56.82%
Young Adult Programs	8	4.91%	Young Adult Participants	65	1.36%
Adult Programs	50	30.67%	Adult Participants	1186	24.87%
General Interest Programs	19	11.66%	General Interest Participants	808	16.95%
Total Programs	163		Total Participants	4768	



JUNE 2026

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 1st Day of our Summer Reading Challenge! 	2 Story Time 10:30am	3	4 Craft & Chat 5:30pm Artist Reception 4:30 p.m. 	5	6 Bay Area Rainbow Symphony 3:00pm 
8	9 EVERYBODY DRUMMM! 10:30am 	10 Library Board Meeting 5:00pm	11 Craft & Chat 5:30pm 	12	13
15	16 Story Time 10:30am Pop Goes the Bubble! 3:30pm 	17 Teen Hang Out 2:30pm 	18 Craft & Chat 5:30pm 	19	20
22	23 Story Time 10:30am	24 Movie Night with LGBTQ Connection 6:00 p.m. 	25 Craft & Chat 5:30pm Comics with Nidhi Chanani 2:00 p.m. 	26	27
29	30 Story Time 10:30am				

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!



Palace Project

This app allows you to access ebooks and eaudiobooks for all ages; you'll also find many titles in Spanish and other languages. Use your mobile device to download the Palace Project app for Android or Apple iOS today!



Summer Reading Challenge June 1st - August 31st

Summer reading fun is here! We're celebrating the town's sesquicentennial with our reading program: Chapters of Our Community. There are exciting reading challenges for Adults, Teens and Children! Everyone who completes their Summer Reading Challenge earns a prize.



Artist Reception Thursday, June 4th 4:30 p.m. - 5:30 p.m.

Celebrate St. Helena Artists, including Richard Popko, Marvin Humphrey, Jacob Zuniga, and more!



EVERYBODY DRUMMM!

Tuesday, June 9th
10:30 a.m. - 12:00 p.m.

Grab your sunglasses and join us outside for our first children's summer event. Together with DRUMM Rhythmic Events we'll create rhythms that connect, uplift, and inspire—no experience needed. Discover the joy of drumming and make some noise! Instruments provided. Bubbles and games will also be available.



Pop Goes the Bubble!

Tuesday, June 16th
3:30 p.m. - 4:30 p.m.

Get ready to be blown away! With a background in chemistry and theater, Rebecca, known as the Bubble Lady, has been in the joy business for 24 years, entertaining people of all ages with her performances. Watch as she works her magic—it's an unbelievable bubble!



Bay Area Rainbow Symphony

Saturday, June 6th
3:00 p.m. - 4:00 p.m.

Kick off Pride with a woodwind quintet performance.

All are welcome!



Comics with Nidhi Chanani

Thursday, June 25th
2:00 p.m. - 3:00 p.m.

Learn to create your own comics with local Bay Area author and artist, Nidhi Chanani, author of Pashmina, Shark Princess, Jukebox, and more! Perfect for young artists and for youth who love to read comics too. Join us!

lunes	martes	miércoles	jueves	viernes	sábado
1 Primer día de el Programa de lectura de verano 	2 Cuentos y Manualidades 10:30am	3	4 Manualidades y plática 5:30pm Recepción de artistas 4:30 p.m. 	5	6 Bay Area Rainbow Symphony (Sinfonía) 3:00pm 
8	9 ¡A Tocar el Tambor! 10:30am 	10 Junta Directiva de la Biblioteca 5:00pm	11 Manualidades y plática 5:30pm 	12	13
15	16 Cuentos y Manualidades 10:30am ¡Pop Revienta la Burbuja! 3:30pm 	17 Convivio de adolescentes 2:30pm 	18 Manualidades y plática 5:30pm 	19	20
22	23 Cuentos y Manualidades 10:30am	24 Noche de Pelicula con LGBTQ Connection 6:00 p.m. 	25 Manualidades y plática 5:30pm Cómics con Nidhi Chanani 2:00 p.m. 	26	27
29	30 Cuentos y Manualidades 10:30am				

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!



Palace Project

Esta aplicación te da acceso a libros electrónicos y audiolibros para todas las edades; encontrarás muchos títulos en español y en otros idiomas. ¡Descarga hoy mismo la aplicación a tu teléfono!



Programa de lectura de verano 1 de junio - 31 de agosto

¡Ya está aquí la diversión de la lectura de verano! Celebramos el sesquicentenario de la ciudad con nuestro programa de lectura: Capítulos de nuestra comunidad. ¡Hay actividades de lectura divertidas para adultos, adolescentes y niños! Todos los que completen el programa de lectura de verano recibirán un premio.



¡A Tocar el Tambor!

martes 9 de junio
10:30 a.m. - 12:00 p.m.

Prepara tus lentes de sol y acompáñanos afuera para nuestro primer evento de verano para niños. Junto con DRUMM Rhythmic Events, crearemos ritmos que conectan, animan e inspiran; no se necesita experiencia previa. ¡Descubre la alegría de tocar los tambores y haz un poco de ruido! Se proveerán los instrumentos.



Recepción de artistas

jueves 4 de junio
4:30 p.m. - 5:30 p.m.

¡Celebra a artistas de St. Helena, como Richard Popko, Marvin Humphrey, Jacob Zúñiga y otros mas!



iPop Revienta la Burbuja!

martes 16 de junio
3:30 p.m. - 4:30 p.m.

¡Prepárate para quedarte boquiabierto! Con formación en química y teatro, Rebecca, conocida como la Señora de las Burbujas, lleva 24 años dedicándose a hacer feliz a la gente, entreteniendo a personas de todas las edades con sus actuaciones.



Bay Area Rainbow Symphony (Sinfonía)

sábado 6 de junio
3:00 p.m. - 4:00 p.m.

¡Empieza el mes del Orgullo con un concierto de un quinteto de viento-madera! ¡Todos son bienvenidos!



Cómics con Nidhi Chanani

jueves 25 de junio
2:00 p.m. - 3:00 p.m.

¡Aprende a crear tus propios cómics con Nidhi Chanani, autora y artista local de la Bahía de San Francisco, creadora de Pashmina, Shark Princess, Jukebox y muchas otras obras! Ideal tanto para jóvenes artistas y para jóvenes aficionados a los cómics. ¡Acompáñanos!

General Ledger Monthly Operating Expense Rpt



User: kgarcia@cityofstheleena.gov
Printed: 6/1/2026 11:17:04 AM
Period 01 - 12
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	370,082.52	53,068.48	12.54
101-46-00-20-20	TempPart Time	74,144.00	0.00	57,645.75	16,498.25	22.25
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	1,362.69	1,477.31	52.02
101-46-00-20-40	FICAMedicare	39,273.00	0.00	32,624.52	6,648.48	16.93
101-46-00-20-45	Employer PERS	37,152.00	0.00	28,929.15	8,222.85	22.13
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	91,581.09	39,162.91	29.95
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	4,571.90	506.10	9.97
101-46-00-20-75	Deferred Comp	8,301.00	0.00	4,021.91	4,279.09	51.55
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,136.00	264.00	11.00
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	678,848.93	135,127.07	16.60
101-46-00-21-10	Communications	9,500.00	0.00	3,343.21	6,156.79	64.81
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	45,727.89	24,272.11	34.67
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	2,938.21	7,061.79	70.62
101-46-00-21-45	Other Contract Services	126,000.00	58,700.23	68,411.44	-1,111.67	-0.88
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	224,000.00	58,700.23	119,969.01	45,330.76	20.24
101-46-00-22-07	Copies	3,000.00	0.00	879.94	2,120.06	70.67
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	541.57	958.43	63.90
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	3,728.70	2,471.30	39.86
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	5,150.21	12,949.79	71.55
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	1,083,176.00	58,700.23	804,853.17	219,622.60	20.28
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	60,000.00	0.00	56,372.60	3,627.40	6.05
380-46-00-20-37	Holiday Pay	2,710.00	0.00	2,818.85	-108.85	-4.02
380-46-00-20-40	FICAMedicare	<u>4,797.00</u>	<u>0.00</u>	<u>4,528.05</u>	<u>268.95</u>	<u>5.61</u>
20	Salaries & Benefits	67,507.00	0.00	63,719.50	3,787.50	5.61
380-46-00-21-10	Communications	<u>2,093.00</u>	<u>0.00</u>	<u>647.32</u>	<u>1,445.68</u>	<u>69.07</u>
21	Services	2,093.00	0.00	647.32	1,445.68	69.07
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	36,495.69	23,904.31	39.58
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	3,445.13	1,554.87	31.10
380-46-00-22-42	Spanish Language Programs	2,500.00	0.00	3,463.72	-963.72	-38.55
380-46-00-22-43	Adult Programs	<u>2,500.00</u>	<u>0.00</u>	<u>750.00</u>	<u>1,750.00</u>	<u>70.00</u>
22	Supplies	70,400.00	0.00	55,060.72	15,339.28	21.79
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	119,427.54	30,572.46	20.38
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>18,945.37</u>	<u>38,456.23</u>	<u>-5,401.60</u>	<u>-10.39</u>
22	Supplies	52,000.00	18,945.37	38,456.23	-5,401.60	-10.39
00	Administration	52,000.00	18,945.37	38,456.23	-5,401.60	-10.39
Grand Total		1,286,112.00	77,645.60	963,536.94	244,929.46	0.1904



**City of St. Helena
Library Board of Trustees Regular Meeting
Wednesday, May 13, 2026 @ 5:00 PM
St. Helena Public Library
1492 Library Lane, St. Helena CA**

1. CALL TO ORDER

Chair Claymon Boeschen called the meeting to order at 5:00:41 PM.

2. ROLL CALL

Chair: Deborah Claymon Boeschen

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
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. REPORTS BY STAFF/COMMITTEE

4.1. General Library Updates

The City Librarian reported the following:

- An update on the water leak that occurred on 5/9/26 at the Library.
- An update on the municipal code regarding the Library Board.
- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A highlight of upcoming programs.
- An update on staffing.

5. CONSENT ITEMS

5.1. Library Board of Trustees Meeting Minutes of 4/11/26

Board Member Navarro made a motion to approve the minutes at 5:13:26 PM.
Board Member Skinner seconded the motion. The minutes were approved by a quorum of those present.

6. **SCHEDULED ITEMS**

6.1. Proposed project from the St. Helena Beautification Foundation.

The Director of Community services introduced the proposed project from the St. Helena Beautification Foundation to replace the current fountain at the entrance of the Library.

Brit Wilkens, from Killer B Gardens made a public comment and presentation regarding the proposed project.

The Board discussed the information presented.

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

6.2. **Review of Library Lane property**

The City Librarian presented an overview of the current lease with the Robert Louis Stevenson Museum, and information about the signage and artwork outside of the Library Lane property.

The Board discussed the information presented.

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

6.3. **Review of Plans for Summer Library Program**

The City Librarian shared the Library's plans for the upcoming Summer Reading Program.

7. **FUTURE AGENDA ITEMS**

7.1. **26/27 Library Board Schedule**

The Board discussed future agenda items.

8. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:16:32 PM.

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:	June 10, 2026
FROM:	Mara Strickler, City Librarian
SUBJECT:	Library Municipal Code Update
RECOMMENDED ACTION:	The Board of the St. Helena Public Library and City staff recommend that the City Council conduct the first reading and introduce by title only the changes to Chapter 2.52 of the City's Municipal Code which govern the Board. By doing so, the Municipal Code would more accurately reflect the current duties and responsibilities of the Library Board.

BACKGROUND:

On December 10, 2025, at their regular monthly meeting, the Library Board of Trustees discussed their current role and charge in relation to the current City of St. Helena Municipal Code Chapter 2.52 which governs the Board, its duties, and its responsibilities.

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. The changes to Chapter 2.52 being requested herein incorporate the concerns expressed and recommendations made by the Library Board and City staff in order to align the Chapter 2.52 with current practice and with state law.

The consensus of the Library Board of Trustees is that adopting these changes would improve organizational effectiveness and ensure that roles and responsibilities between the Library Board of Trustees, Library leadership, and other City staff are accurately reflected, in addition the Board recommends that the Library be named the "St. Helena Public Library" in order to convey the community service that the Library provides and it's role as a division of City services.

DISCUSSION:

Discussion items for consideration include the name of the Library, the role the Library Board of Trustees, areas of responsibility, the parameters of the annual report as section 2.52 of the Municipal Code is out of line with current City policy and practice and requires updating to reflect certain state law requirements in order to accurately represent the role of the Library Board of Trustees and the work of Library leadership.

ATTACHMENTS:

1. FINAL Library Trustees Code Update

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AMENDING SECTIONS 2.52.010 TO 2.52.050 AND 2.52.070 OF CHAPTER 2.52 OF TITLE 2 OF THE ST. HELENA MUNICIPAL CODE REGARDING THE LIBRARY BOARD OF TRUSTEES.

WHEREAS, the Municipal Libraries Act (Education Code, section 18900 et seq.) requires a library established by any city in the State of California to be managed by a Library Board of Trustees; and

WHEREAS, the Library Board of Trustees of any Municipal Library performs certain oversight functions as set forth in the Municipal Libraries Act; and

WHEREAS, the City of St. Helena ("City") operates a public library for the benefit of its residents which is subject to the Municipal Libraries Act; and

WHEREAS, a Code update is necessary to ensure the St. Helena Municipal Code reflects the current responsibilities of the Library Board of Trustees, Library leadership and other City staff, respectively; and

WHEREAS, the Library Board of Trustees recommends renaming the Library to be "St. Helena Public Library," to better communicate the Library's mission of serving the community of St. Helena.

NOW, THEREFORE, the City Council of the City of St. Helena does ordain as follows:

Section 1: The Recitals set forth above are true and correct and are incorporated by reference into this Ordinance.

Section 2: Amendments to Chapter 2.52.

Chapter 2.52 of Title 2 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

"Section 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,~~" "St. Helena Public Library," and shall be managed by a board of library trustees, consisting of ~~seven~~ five members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for ~~two~~ three 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.

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~~ three 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~~ their absence, shall select a chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept.

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~~ advise library leadership and the city council on all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;

B. To ~~administer~~ ensure the appropriate use of 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 on the strategic direction and priorities of the library;~~

D. To review and ~~approve~~ endorse 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.~~

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 31st, in each year, providing 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.~~

~~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.~~

~~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.~~

~~...~~

Section 3: This action is not subject to the requirements of the California Environmental Quality Act ("CEQA"). The approval of this Ordinance is not a "project" within the meaning of 14 CCR Section 15378 ("State CEQA Guidelines") because it has no potential for resulting in direct or indirect physical changes in the environment. The approval of this Ordinance is exempt from CEQA review because it will not have a significant effect on the environment under Section 15061(b)(3) of the State CEQA Guidelines.

Section 4: If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, of the application thereof to any person or place, if for any reason held to be unconstitutional or invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or places.

Section 5: The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published in accordance with Government Code section 36933. This Ordinance shall become effective thirty (30) days later.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St., Helena City Council on [REDACTED] day of [REDACTED], 2026, by the following vote:

Mayor : _____
Councilmember : _____
Councilmember : _____
Councilmember : _____
Councilmember : _____

APPROVED:

_____, Mayor

ATTEST:

Andrew Bradley, City Clerk
CITY OF ST. HELENA