



City of St. Helena
Library Board of Trustees Regular (Cancelled) Meeting
Wednesday, July 15, 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 Ashley Sylvester at asylvester@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. Meeting has been cancelled and will be held on July 15, 2026 at 5:01 PM
2. CALL TO ORDER
3. ROLL CALL
Chair: Vacant
Vice Chair: Gillian Casey
Trustees: Juana Navarro, Kristina Skinner, Scott Symon
Youth Advisory Member: Jacob Zuniga
Staff Liaison: Ashley Sylvester, Director of Community Services
City staff present at the meeting will be noted in the minutes.
4. PUBLIC FORUM
5. 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.
 - 5.1. Community Services Department Updates
6. CONSENT ITEMS
 - 6.1. Library Board of Trustees Meeting Minutes of June 10, 2026
7. SCHEDULED ITEMS
 - 7.1. Officer Appointments
 - 7.2. Visioning Exercise

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

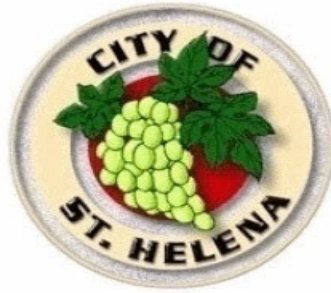
The next Regular Library Board of Trustees meeting is scheduled for August 12, 2026.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on July 13, 2026

Ashley Sylvester, Director of Community Services.

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.

General Ledger Monthly Operating Expense Rpt



User: asylvester@cityofsthelela.org
Printed: 7/13/2026 12:54:08 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	403,611.45	19,539.55	4.62
101-46-00-20-20	TempPart Time	74,144.00	0.00	61,773.25	12,370.75	16.68
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	1,479.91	1,360.09	47.89
101-46-00-20-40	FICAMedicare	39,273.00	0.00	35,518.15	3,754.85	9.56
101-46-00-20-45	Employer PERS	37,152.00	0.00	31,581.73	5,570.27	14.99
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	100,146.51	30,597.49	23.40
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	5,008.45	69.55	1.37
101-46-00-20-75	Deferred Comp	8,301.00	0.00	4,393.44	3,907.56	47.07
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,336.00	64.00	2.67
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	731,742.29	82,233.71	10.10
101-46-00-21-10	Communications	9,500.00	0.00	3,488.87	6,011.13	63.28
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	50,081.64	19,918.36	28.45
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	3,606.26	6,393.74	63.94
101-46-00-21-45	Other Contract Services	126,000.00	16,925.69	99,036.24	10,038.07	7.97
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>-333.51</u>	<u>7,333.51</u>	<u>104.76</u>
21	Services	224,000.00	16,925.69	155,932.92	51,141.39	22.83
101-46-00-22-07	Copies	3,000.00	0.00	1,208.04	1,791.96	59.73
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	1,365.84	134.16	8.94
101-46-00-22-15	Special Department Supplies	6,200.00	0.00	5,103.97	1,096.03	17.68
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	7,677.85	10,422.15	57.58
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	1,083,176.00	16,925.69	896,238.08	170,012.23	15.70
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	60,000.00	0.00	61,033.29	-1,033.29	-1.72
380-46-00-20-37	Holiday Pay	2,710.00	0.00	3,076.36	-366.36	-13.52
380-46-00-20-40	FICAMedicare	<u>4,797.00</u>	<u>0.00</u>	<u>4,904.28</u>	<u>-107.28</u>	<u>-2.24</u>
20	Salaries & Benefits	67,507.00	0.00	69,013.93	-1,506.93	-2.23
380-46-00-21-10	Communications	<u>2,093.00</u>	<u>0.00</u>	<u>834.28</u>	<u>1,258.72</u>	<u>60.14</u>
21	Services	2,093.00	0.00	834.28	1,258.72	60.14
380-46-00-22-15	Special Department Supplies	0.00	0.00	570.90	-570.90	0.00
380-46-00-22-16	Library Materials	60,400.00	6,667.25	42,794.68	10,938.07	18.11
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	4,454.91	545.09	10.90
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	6,667.25	62,751.42	981.33	1.39
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	6,667.25	132,599.63	10,733.12	7.16
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>6,025.60</u>	<u>38,620.19</u>	<u>7,354.21</u>	<u>14.14</u>
22	Supplies	52,000.00	6,025.60	38,620.19	7,354.21	14.14
00	Administration	52,000.00	6,025.60	38,620.19	7,354.21	14.14
Grand Total		1,286,112.00	29,618.54	1,068,257.90	188,235.56	0.1464

JULY 2026

ST. HELENA PUBLIC LIBRARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Craft & Chat 5:30pm	3	4 
				LIBRARY CLOSED FOR INDEPENDENCE DAY	
6	7 Story Time 10:30am	8 Library Board Meeting 5:00pm	9 Things that Creep 3:30pm Craft & Chat 5:30pm 	10	11
13	14 Grape Jammers Kids Music 10:30am 	15 Teen Hang Out 2:30pm 	16 Craft & Chat 5:30pm	17	18
20	21 Story Time 10:30am	22	23 Odyssey Lecture with Abigail Palmer 4:30pm Craft & Chat 5:30pm 	24	25
27	28 Story Time 10:30am	29	30 Craft & Chat 5:30pm	31	

St Helena Public Library

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

Library Hours

Monday - Friday
10:00 a.m. - 6:00 p.m.

Saturday
12:00 p.m. - 5:00 p.m.

Sunday
Closed

Brainfuse

Summer Skills Camp

Students in grades 3-12 have the opportunity to stay engaged over the summer through live tutoring, mini lessons, and activities in Math, Science, and Writing.



Discover & Go

A nationally recognized museum pass program that provides California library cardholders with free and discounted tickets to local museums and cultural institutions.



Things that Creep
Thursday, July 9th
3:30 p.m. - 4:30 p.m.

Meet the reptiles! Hold a gecko, touch a tortoise & hang out with snakes. This program is an introduction to reptile anatomy and biology, where we'll look at what makes reptiles different (and the same) from other animals.



Grape Jammers Kids Music
Tuesday, July 14th
10:30 a.m. - 11:30 a.m.

Interactive group music class for children ages 0-5 years and their caregivers, featuring singing, movement, rhythm instruments, and playful activities that support early development, coordination and social connection.



Teen Hang Out
Wednesday, July 15th
2:30 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!



Odyssey Lecture with Abigail Palmer
Thursday, July 30th
4:30 p.m. - 5:30 p.m.

In this engaging and interactive talk, Abigail Palmer will discuss the ancient epic poem the Odyssey, Homer's authorship, and the man and myths that have become legend. Abigail will also read and discuss the beginning of the poem with the audience. Brush up on this classic before seeing the new *Odyssey* film!



Story Time
Every Tuesday at 10:30 a.m.

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



Craft & Chat
Every Thursday at 5:30 p.m.

A relaxed, come as you are gathering where patrons work on their own projects while enjoying easy conversation with fellow crafters. No instruction, no pressure just creativity, community, and good company. No registration required.

julio 2026

BIBLIOTECA PÚBLICA DE ST. HELENA

lunes	martes	miércoles	jueves	viernes	sábado
 cuentos, arte y manualidades ¡Vuelve la hora del cuento en español a la biblioteca! Acompáñanos el jueves 23 de julio a las 5:30 de la tarde.		1	2 Manualidades y plática 5:30pm	3	4 
				BIBLIOTECA CERRADA POR EL DÍA DE LA INDEPENDENCIA	
6	7 Cuentos y Manualidades 10:30am	8 Junta Directiva de la Biblioteca 5:00pm	9 Cosas que dan miedo 3:30pm Manualidades y plática 5:30pm 	10	11
13	14 Grape Jammers musica para peques 10:30am 	15 Convivio de adolescentes 2:30pm 	16 Manualidades y plática 5:30pm	17	18
20	21 Cuentos y Manualidades 10:30am	22	23 Platica sobre la Odisea con Abigail Palmer 4:30pm Manualidades y plática 5:30pm Cuentos en español - Spanish Story Time 5:30pm 	24	25
27	28 Cuentos y Manualidades 10:30am	29	30 Manualidades y plática 5:30pm	31	

St Helena Public Library

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

Horario de la biblioteca

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

sábado
12:00 p.m. - 5:00 p.m.

domingo
cerrado

BrainFuse

Los alumnos de 3.º a 12.º curso tienen la oportunidad de mantenerse activos durante el verano mediante clases particulares en directo, minilecciones y actividades de matemáticas, ciencias y expresión escrita.



Discover & Go

Un programa de paseos para museos que ofrece a los usuarios de bibliotecas de California entradas gratuitas y con descuento para museos e instituciones culturales locales.



Cosas que dan miedo

jueves 9 de julio
3:30 p.m. - 4:30 p.m.

¡Ven a conocer a los reptiles! Sostén un gecko, toca una tortuga y pasa un rato con unas serpientes. Este programa es una introducción a la anatomía y la biología de los reptiles, en la que veremos en qué se diferencian (y en qué se parecen) los reptiles de otros animales.



Platica sobre la Odisea con Abigail Palmer

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

En esta platica, Abigail Palmer hablará sobre el antiguo poema épico "La Odisea", la autoría de Homer y el hombre y los mitos que se han convertido en leyenda. Abigail también leerá y comentará el comienzo del poema con el público. ¡Repasa este clásico antes de ver la nueva película de La Odisea! La presentación será en inglés.



Grape Jammers

musica para peques
martes 14 de julio
10:30 a.m. - 11:30 a.m.

Clase interactiva de música en grupo para niños de 0 a 5 años y sus acompañantes, en la que se combinan el canto, el movimiento, los instrumentos rítmicos y actividades divertidas que favorecen el desarrollo temprano, la coordinación y las relaciones sociales.



Cuentos y Manualidades

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

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



Convivio de adolescentes

miércoles 15 de julio
2:30 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!



Manualidades y plática

Todos los jueves a las 5:30 p.m.

Una reunión relajada, y en la que los participantes trabajan en sus propios proyectos mientras disfrutan de una agradable conversación con otros aficionados a las manualidades. No es necesario registrarse.



**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**

1. CALL TO ORDER

Vice Chair Casey called the meeting to order at 5:02:17 PM.

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

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 overview of the upcoming Library Board of Trustees 26/27 Meeting Schedule.
- An overview of the Home Library Builder being provided by the Library to the children of the community of St. Helena through book distribution at various community events.
- A summary of the monthly expense report.
- A summary of library use for the month prior.
- A highlight of upcoming programs.
- An update on the status of the proposed project from the St. Helena Beautification Foundation.

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

5. CONSENT ITEMS

5.1. Library Board of Trustees Meeting Minutes of 5/13/26

Vice Chair Casey made a motion to approve the minutes at 5:15:34 PM. Board Member Navarro seconded the motion. The minutes were approved by a quorum of those present.

6. SCHEDULED ITEMS

6.1. Consideration of proposed resolution regarding Municipal Code 2.52

The City Librarian presented the recommendation below for the proposed resolution regarding Municipal Code 2.52.

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.

The Board discussed the recommendation.

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

Board Member Johnson made a motion at 5:29:39 PM to approve the resolution regarding Municipal Code 2.52. Vice Chair Casey seconded the motion. The motion was approved by a quorum of those present.

6.2. Library Staff Transition

The City Librarian shared with the Board that after her departure, Ashley Sylvester, Director of Community Services, will be overseeing the Library.

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

6.3. Recognition of Outgoing Board Members

Vice Chair Casey presented a certificate of recognition to outgoing Board Members.

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

7. FUTURE AGENDA ITEMS

7.1. Future Agenda Items (Informational Only)

The City Librarian presented the following items that are tentatively scheduled for the upcoming Library Board meetings. Subject to change.

July 8, 2026:

Officer Appointments
Visioning Exercise

August 12, 2026:

Review of Library's organizational chart
Review annual report to City Council

8. ADJOURNMENT

Vice Chair Casey adjourned the meeting at 5:58:41 PM.

Gillian Casey
Vice Chair, Library Board

Mara Strickler
Deputy Director of Community Services - Library

St. Helena Library Board of Trustees



07/15/2026



Library Board of Trustees

Gillian Casey

Juana Navarro

Kristina Fletcher

Scott Symon

Vacant

Vacant

Vacant

Youth Advisory Member: Jacob Zuniga

Staff Liaison: Ashley Sylvester, Director of Community Services



Mission of the 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 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.

Priorities

1. Direction and Long-Term Efficacy
2. High-Level Review of Library Operations
3. Policy and Regulation
4. Community Feedback
5. Coordinate with FFSHPL



Current Work Plan

1. Prioritize the Library's Mission
2. Support the Library's Leadership Team
3. Examine use of Library building
4. Ex Officio Youth Board Member
5. Foster Connections Between the Library and the Community at Large

Accomplishments

1. Formation of new subcommittees to address board priorities
 - Communications
 - Compliance
 - Organizational Sustainability
 - Technology
 - Youth Engagement
2. On boarded ex officio youth Board member
3. Policy revision bringing collection development policy inline with new State law
4. Adoption of new policies regarding display & exhibit materials and photography & filming in the Library