



**City of St. Helena
Library Board of Trustees Regular Meeting
Wednesday, September 9, 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. CALL TO ORDER

2. ROLL CALL

Chair: Gillian Casey

Vice Chair: Juana Navarro

Trustees: Kristina Skinner, Scott Symon, Kaylee Churchill

Youth Advisory Member: Vacant

Staff Liaison: Ashley Sylvester, Director of Community Services

City staff present at the meeting will be noted in the minutes.

3. PUBLIC FORUM

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

4. 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. Community Services Department Updates

4.2. Library Financials

5. CONSENT ITEMS

5.1. Library Board of Trustees Meeting Minutes of July 15, 2026

6. SCHEDULED ITEMS

- 6.1. Library Organizational Chart
- 6.2. Presentation of the Pollinator Garden
- 6.3. Outgoing survey's related to the Library

7. FUTURE AGENDA ITEMS

- 7.1. Review annual report to City Council
- 7.2. Library Director Recruitment

8. ADJOURNMENT

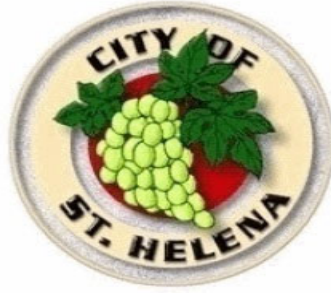
The next Regular Library Board of Trustees meeting is scheduled for October 14, 2026.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on September 3, 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@cityofsthelema.org
Printed: 9/3/2026 3:40:55 PM
Period 01 - 13
Fiscal Year 2027

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	435,846.00	0.00	59,071.37	376,774.63	86.45
101-46-00-20-20	TempPart Time	76,368.00	0.00	9,247.09	67,120.91	87.89
101-46-00-20-30	Overtime	3,500.00	0.00	361.13	3,138.87	89.68
101-46-00-20-37	Holiday Pay	2,925.00	0.00	189.13	2,735.87	93.53
101-46-00-20-40	FICAMedicare	40,451.00	0.00	5,291.34	35,159.66	86.92
101-46-00-20-45	Employer PERS	38,267.00	0.00	4,073.97	34,193.03	89.35
101-46-00-20-47	PERS Unfunded Liability	50,199.00	0.00	0.00	50,199.00	100.00
101-46-00-20-55	Health Insurance	139,896.00	0.00	20,192.18	119,703.82	85.57
101-46-00-20-61	Workers Comp	40,872.00	0.00	0.00	40,872.00	100.00
101-46-00-20-65	SDI	5,230.00	0.00	778.28	4,451.72	85.12
101-46-00-20-75	Deferred Comp	8,301.00	0.00	384.04	7,916.96	95.37
101-46-00-20-85	Auto Allowance	2,400.00	0.00	29.00	2,371.00	98.79
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	845,755.00	0.00	99,617.53	746,137.47	88.22
101-46-00-21-10	Communications	6,760.00	0.00	127.58	6,632.42	98.11
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	70,000.00	0.00	5,326.84	64,673.16	92.39
101-46-00-21-27	Equipment Lease Exp	10,400.00	0.00	718.48	9,681.52	93.09
101-46-00-21-45	Other Contract Services	113,128.00	0.00	1,506.00	111,622.00	98.67
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>0.00</u>	<u>7,000.00</u>	<u>100.00</u>
21	Services	208,788.00	0.00	7,678.90	201,109.10	96.32
101-46-00-22-07	Copies	3,120.00	0.00	93.10	3,026.90	97.02
101-46-00-22-12	Computer Equipment	5,200.00	0.00	0.00	5,200.00	100.00
101-46-00-22-13	Office Supplies	1,560.00	0.00	0.00	1,560.00	100.00
101-46-00-22-15	Special Department Supplies	6,448.00	0.00	0.00	6,448.00	100.00
101-46-00-22-16	Library Materials	2,400.00	0.00	0.00	2,400.00	100.00
101-46-00-22-17	Library Programming	<u>5,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,600.00</u>	<u>100.00</u>
22	Supplies	24,328.00	0.00	93.10	24,234.90	99.62
101-46-00-23-35	Software Maintenance	<u>9,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,500.00</u>	<u>100.00</u>
23	Maintenance	9,500.00	0.00	0.00	9,500.00	100.00
101-46-00-24-25	Taxes & Other Charges	<u>12,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>100.00</u>

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
24	Taxes, Insurances & Contributi	12,500.00	0.00	0.00	12,500.00	100.00
00	Administration	1,100,871.00	0.00	107,389.53	993,481.47	90.25
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	60,000.00	0.00	11,876.65	48,123.35	80.21
380-46-00-20-37	Holiday Pay	2,710.00	0.00	241.27	2,468.73	91.10
380-46-00-20-40	FICAMedicare	<u>4,797.00</u>	<u>0.00</u>	<u>927.03</u>	<u>3,869.97</u>	<u>80.67</u>
20	Salaries & Benefits	67,507.00	0.00	13,044.95	54,462.05	80.68
380-46-00-21-10	Communications	<u>2,093.00</u>	<u>0.00</u>	<u>50.10</u>	<u>2,042.90</u>	<u>97.61</u>
21	Services	2,093.00	0.00	50.10	2,042.90	97.61
380-46-00-22-16	Library Materials	60,400.00	0.00	6,667.25	53,732.75	88.96
380-46-00-22-41	Youth Programs	5,000.00	0.00	1,199.00	3,801.00	76.02
380-46-00-22-42	Spanish Language Programs	2,500.00	0.00	0.00	2,500.00	100.00
380-46-00-22-43	Adult Programs	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>100.00</u>
22	Supplies	70,400.00	0.00	7,866.25	62,533.75	88.83
380-46-00-23-35	Library Databases	<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	20,961.30	129,038.70	86.03
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>936.00</u>	<u>0.00</u>	<u>0.00</u>	<u>936.00</u>	<u>100.00</u>
23	Maintenance	936.00	0.00	0.00	936.00	100.00
00	Administration	936.00	0.00	0.00	936.00	100.00
384	Tweed Trust					
46	Library					
384-46-00-22-16	Library Materials	<u>52,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,000.00</u>	<u>100.00</u>
22	Supplies	52,000.00	0.00	0.00	52,000.00	100.00
00	Administration	52,000.00	0.00	0.00	52,000.00	100.00
Grand Total		1,303,807.00	0.00	128,350.83	1,175,456.17	0.9016



City of St. Helena
Library Board of Trustees Special Meeting
Wednesday, July 15, 2026 @ 5:01 PM
St. Helena Public Library
1492 Library Lane, St. Helena CA

1. CALL TO ORDER

Vice Chair Casey called the meeting to order at 5:02:42 PM.

2. ROLL CALL

Chair: Vacant

Vice Chair: Gillian Casey

Trustees: Juana Navarro, Kristina Skinner, Scott Symon

Youth Advisory Member: Vacant

Staff Liaison: Ashley Sylvester, Director of Community Services

City 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. Community Services Department Updates

The Director of Community Services reported the following:

- A highlight of upcoming programs.
- Staff updates, including the current vacant position at the Library.
- A summary of the monthly expense report.
- The placement of the picnic tables at the corner of Library Lane & Adams Street is a new and permanent fixture.

5. CONSENT ITEMS

5.1. Library Board of Trustees Meeting Minutes of June 10, 2016

Vice Chair Casey made a motion to approve the minutes at 5:20:56 PM. Board

Member Navarro seconded the motion. The minutes were approved by a quorum of those present.

6. SCHEDULED ITEMS

6.1. Officer Appointments

At 5:23:04 PM, Board Member Symon nominated Vice Chair Casey for Chair of the Board. Board Member Navarro seconded the nomination.

At 5:23:35 PM, Vice Chair Casey nominated Board Member Navarro for Vice Chair. The nomination was seconded by Board Member Skinner.

6.2. Visioning Exercise

Presented to the Board by Chair Casey, included 2025 Accomplishments and recommendations for the work plan. The Board discussed the information presented.

Executive Director, Deanna M. Griffin, of the Friends & Foundation, St. Helena Public Library made a public comment.

7. FUTURE AGENDA ITEMS

- Staff organizational chart
- Review annual report to City Council
- Outgoing survey's related to the Library
- Presentation of the Pollinator Garden
- Information on Fiduciary Funding of the Library

8. ADJOURNMENT

Chair Casey adjourned the meeting at 5:48:29 PM.

Gillian Casey
Chair, Library Board

Ashley Sylvester
Director of Community Services