



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, August 14, 2019 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Skip Lane
Vice Chair: Terry Wood
Trustees: Emily Armstead, David Slaby, Susan Swan, Lin Weber, and Rebecca Wendt
City Councilmember Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
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.**
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
 - 5.1. Library Board of Trustees Meeting Minutes of July 10, 2019 3 - 4
[SHPL Board Minutes Regular Meeting July 2019](#)
6. SCHEDULED MATTERS:
 - 6.1. Election of Library Board of Trustees Chairperson and Vice Chair 5 - 16
[Boards and Commissions Protocols 2014-15](#)

- 6.2. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director
- 6.3. Update on Library Planning and Visioning - Skip Lane
- 6.4. Discussion of Library Lane Parking Restrictions - Lin Weber
- 6.5. Review of Library Statistics for July 2019 - Chris Kreiden, Library Director 17 - 22
[Library Statistics 2019 July](#)
- 6.6. Review of Library Newsletter for August 2019 - Chris Kreiden 23 - 26
[Library Newsletter 2019 August](#)
- 6.7. Review of Monthly Library Operating Expense Report for July 2019 - Chris Kreiden 27 - 28
[Library Monthly Expense Report 2019 July](#)
- 7. ADJOURNMENT
The next regular meeting is scheduled for September 11, 2019 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on August 8, 2019.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, July 10, 2019
Community Meeting Room

1. CALL TO ORDER -

- 2. ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were Board Vice Chairperson Terry Wood; Trustees Emily Armstead, David Slaby, Lin Weber, and Rebecca Wendt; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and community member Glenn Smith.

- 3. PUBLIC FORUM** - There were no public comments this month.

- 4. REPORTS BY STAFF, COMMITTEE** - Chris reported that the children's Summer Reading Program has 423 participants. The teen's Summer Reading Program has 52 participants.

Mariah has been working diligently on the Library's website, it should be up by September.

Chris informed Trustees that there was a delay in the bid packet for the Library roof going before City Council to be approved. It is currently schedule for August 13th. The delay is due to testing of roof tiles for asbestos. The report has come back and the levels of asbestos are not hazardous, however the removal and disposal of the roof tiles will be addressed in the project's specifications.

Work on Chris's office should be restarting next week. The water damaged areas will be removed and replaced.

5. CONSENT ITEMS:

- 5.1 - Library Board of Trustees Meeting Minutes of June 12, 2019** were approved.

6. SCHEDULED MATTERS:

- 6.1 - Report from Friends & Foundation, St. Helena Public Library - María Stel, Friends & Foundation Executive Director** - María is working on recruiting authors for this January's Bookmark event. She also reported that there will be no Friends & Foundation Board meeting in July.

- 6.2- Update on Library Planning and Visioning - Skip Lane** - Chris reported that Jessica Deakyne, the assistant to the City Manager, told her that the June 20th and 21st *Re-Imagining Civic St. Helena* went well. About 75 people went through the "Storefront" over the two days and it seemed to be a good cross-section of people. Skip, Rebecca, and Maria all attended the event and felt the

turnout was disappointing. Glenn Smith asked Trustees if their position on what the Library needs has changed since the consultants began working on this project.

The next steering committee meeting will be on August 7th. There will also be a survey to get more community input being released soon.

- 6.3- Review of Library Statistics for June 2019 - Chris Kreiden** - Trustees reviewed June's statistics. Chris pointed out that the circulation of Spanish materials was up last month over the prior year. Skip commented on the growth of digital material use.

New Friday and Saturday hours: The number of people coming in on Fridays has been going up each week. Though Saturdays have not had the same momentum, because of positive feedback received, the Library will probably extend the Saturday summer hours to the end of the year. Chris was asked if the Library was given more funds for these additional hours; she said that there were no additional funds, the extra hours have been accomplished through changes in staff scheduling.

Breakfast at the Library has been very successful. Chris reported that staff has received terrific feedback for the program.

- 6.4- Review of Library Newsletter for July 2019 - Chris Kreiden** - Trustees reviewed the July calendar.

In August, the WILD St. Helena presentation will be on Bothe State Park. It will be presented in Spanish. Those who come will receive a free pass to the park. Preparations for a Downton Abbey Trivia Night are in full swing.

- 6.5 - Review of Monthly Library Operating Expense Report for June 2019 - Chris Kreiden** - Trustees reviewed the expense report for June. The last of the bills for Fiscal Year 2018/19 are currently being processed. On August 15th Finance will be closing the books on FY 18/19. The final FY 18/19 budget report will be in September's packet.

7. ADJOURNMENT. The meeting was adjourned at 5:35 pm.

The July 10, 2019 regular meeting of the Library Board of Trustees minutes were adopted at the August 14, 2019 Library Board of Trustees meeting.

Submitted by:
Chris Kreiden

APPROVED:

ATTEST:

Skip Lane, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

CITY OF ST. HELENA

RESOLUTION NO. 2014-45

**APPROVING THE CITY OF ST. HELENA PROTOCOL FOR
COMMITTEES, COMMISSIONS AND BOARDS AND RELATED
DOCUMENTS**

WHEREAS, the City Council has created a number of committees, boards and commissions, including the Planning Commission, the Parks and Recreation Commission, the Library Board of Trustees, the Tree Committee, the Sustainability Committee, the Multicultural Committee, the Active Transportation Committee, and the Water Board; and

WHEREAS, the City's committees, commissions and boards provide a valuable service to the community and the City Council relies on these entities to provide information, advice, recommendations and decisions related to their area of expertise and authority; and

WHEREAS, the City Council desires to standardize committee structure and operating procedures and provide necessary guidance in order to ensure these committees, commissions and boards are efficient and effective and serve in the best interests of the community; and

WHEREAS, at its regular meetings of November 27, 2012, January 23, 2013, July 23, 2013, and June 10, 2014, the City Council discussed a draft City of St. Helena Protocol for Committees, Commissions and Boards, and received public testimony on the draft Protocol.

NOW, THEREFORE, BE IT RESOLVED that the St. Helena City Council adopts the St. Helena Protocol for Committees, Commissions and Boards and related Meeting Ground Rules, Committee Standards of Conduct, Agenda format and Minutes format, as set forth in Exhibit A.

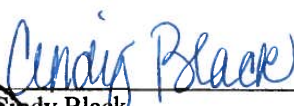
PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of St. Helena held on the 8th of July, 2014 by the following vote:

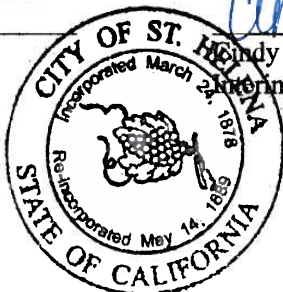
AYES: Councilmember: White, Sculatti and Mayor Nevero
NOES: None
ABSENT: Councilmember: Crull and Pitts
ABSTAIN: None

APPROVED:

ATTEST:


Ann Nevero
Mayor


Cindy Black
Interim City Clerk





City of St. Helena Protocol for Committees, Commissions and Boards (CCB)

St. Helena Committees, Commissions and Boards (CCB) function under the direction of the City Council on behalf of the City and its residents. The Council establishes committees by ordinance or resolution defining the role, purpose and membership. While each one functions specific to its purpose, all must follow the same overriding principles which are herein defined.

This protocol is intended to provide general guidance, and is not intended to supersede or conflict with any provision of State law, the St. Helena Municipal Code or other ordinance adopted by the City Council, which in the event of any conflict shall control.

ROLE AND PURPOSE

The City Council determines a committee's role and purpose at the time it is created, which should be defined clearly enough to easily communicate the purpose of the committee to the general public.

Committees may be 1) on-going standing committees, or 2) established for a specific purpose with an expected end date. Roles and purpose may be general or specific, but all will have a clearly defined goal, task or product.

Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefit.

MEMBERSHIP AND COMMITTEE STRUCTURE

The City Council defines the membership size by resolution or ordinance when establishing a committee. A committee consists of a minimum of five and a maximum of seven members, except the Planning Commission which consists only of five regular members. The Council may appoint up to two alternate members to serve on a committee in order to ensure a quorum can be reached if members cannot attend. City Council members and staff shall not sit as members on any committees. However,

the City Council may, in its discretion, appoint two Council members in the composition of a City Council subcommittee for a specific purpose.

As required by State law, the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.

Residency. Committee members must reside within the St. Helena City limits. The Council may approve an exception to this rule on a case-by-case basis. All five Planning Commissioners must live within the St. Helena City limits.

Member Terms. Committee members will serve two years from the date of appointment, except Planning Commissioners who will serve four years. Non-standing committee membership will be based upon the timing of the specific project. In establishing a new committee, or when reducing existing terms from three years to two when those terms come up for reappointment, the Council may initially impose staggered terms consisting of one and two year terms.

Removal of a member may occur for reasons such as, but not limited to, excessive absences, Brown Act violations, and conduct violations. Recommendations to the City Council for removal may be made by a committee member, member of the public, staff member, or City Councilmember. Notwithstanding the foregoing, the City Council may in its discretion at any time vote to remove a member of any committee for any reason or none, with or without cause.

Committee Officers. Annually, a committee will select a chairperson and vice chairperson. No member may serve more than two consecutive years as chair, unless unanimously agreed upon by the Committee in a sealed vote and approved by the City Council.

The chairperson runs the meeting in accordance with the agenda. The vice chairperson has the same powers and duties of the chair if the chair is absent or unable to act. If both the chair and vice-chair are absent or unable to act, the committee selects by motion and majority vote one member as acting chair for the duration of the meeting or absence.

Subcommittees. The committee may in its discretion appoint members to subcommittees for the purpose of researching specific issues, conducting community outreach, and/or formulating recommendations to the committee, and may also engage experts or other persons (who will not be considered as members). Subcommittee membership will be less than a majority of the total membership of the committee. Prior to creating a subcommittee, the committee will consult with staff to determine whether the subcommittee is subject to the Brown Act, in which case formation of the subcommittee will be subject to Council approval.

Bylaws. Committees may adopt bylaws governing their work that are consistent with this protocol and other City laws. Proposed bylaws must be reviewed by staff and approved by the City Council.

MEETING ADMINISTRATION

- Committees should meet at a regular interval (day and time) and location to facilitate public attendance and to provide an accessible forum for the public to attend.
- Committees and committee members shall conduct themselves in accordance with the requirements of State law and the Municipal Code.
- Meetings must be noticed to the public at least 72 hours prior to regular meetings, and 24 hours prior to special meetings, as required by the Brown Act.
- All meeting notices must be posted outside St. Helena City Hall and on the City website.
- Agendas must adhere to the form provided by the City to ensure consistency and clarity.
- Meeting minutes will be recorded using the City template and submitted for approval at the next committee meeting. Once approved, the minutes are submitted to the City Clerk for official record.

Quorum and Voting. A quorum is required to hold a meeting. A quorum is defined as the majority of the number of members, not counting alternates, which officially comprise a committee. Absences and vacancies do not change the quorum number. For example, if a committee is established with five members, the quorum is three members. If there are two vacancies on the committee, the quorum is still three members.

If a committee meets but does not have a quorum, either through lack of a quorum at the start of the meeting or due to members leaving the meeting, the committee may not conduct its regular business. In these instances, the committee may only act to adjourn to the next meeting date, recess, or take measures to obtain a quorum.

A majority vote is required to approve any action by the committee, unless otherwise required by law.

Alternate Members. Alternate members may vote only upon one of the following conditions:

1. Absence of one or more of the regular members of the committee; or
2. Disqualification of a regular member of the committee due to an expressed conflict of interest.

If more than one alternate member is present and only one vote is available, the alternate members will toss a coin to determine who may vote.

City Staff Liaison. The City Manager will designate a staff liaison to each committee. The liaison will be available to attend committee meetings at the request of the committee chair and with advance notice. The staff liaison's role is to assist the committee in understanding City functions and requirements, such as state regulations, Municipal Code requirements, and conflict of interest and Brown Act requirements. The staff liaison ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area. The staff liaison will collect and file committee records and minutes.

CITY COUNCIL REPORTS

The chairperson or committee designee will appear at a City Council meeting at least once per quarter to report on the committee's activities and projects and to provide updates to the Council and community. The City Council will provide input and direction at that time. Committee chairpersons or designated committee members are encouraged to appear before the Council whenever they feel it is necessary to obtain Council direction or share information.

PROFESSIONALISM AND MEETING BEHAVIOR

As official representatives of the City of St. Helena, committee members are expected to conduct their duties in keeping with the St. Helena Committee Standards of Conduct and to maintain the highest level of professionalism during their tenure. Committees conduct City-sanctioned work for the benefit of all St. Helena residents.

All St. Helena committee meetings will be conducted in an open, fair and professional manner. Committees must ensure a welcoming atmosphere for all participants. St. Helena Meeting Ground Rules must be posted at each meeting, and adhered to, in order to ensure meetings are efficient, productive and respectful.

Committees are formed to improve understanding, ideas, processes or outcomes, and by definition that means individuals will have, and should have, different, and perhaps controversial, opinions. Open, honest dialogue is the goal, and is not to be viewed as a problem. Discussion of topics, not discussion of individuals, should be the focus of committee members both inside and outside the meetings. Committee members represent the City of St. Helena, and therefore may not negatively discuss members or public participants outside meetings. Members can request staff assistance, either during or after the meeting, with unruly or disruptive participants. No committee member should tolerate abuse toward other participants, members or themselves.

THE BROWN ACT AND CONFLICT OF INTEREST RULES

The Brown Act

Members of St. Helena committees are required to function under the Brown Act. Committees should have a clear understanding of Brown Act rules. The City will provide committees with Brown Act training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding Brown Act questions.

In general, the Brown Act requires all meetings of a legislative body of a local government, including all committees established by the St. Helena City Council, to be open and public. In some instances these requirements will apply to subcommittees.

- All meetings must be properly noticed and discussion items properly agendaized.
- A “meeting” means any gathering of a majority of the members of a committee to hear, discuss or deliberate on any matter within the committee’s jurisdiction.
- Communication outside a meeting by members is restricted by the Brown Act if that communication results in:
 - A “serial” meeting involving a majority of the committee members. A serial meeting may occur if a member communicates to one member, who then communicates to another member, until a majority of members have become involved in the communication.
 - a “spoke and wheel” meeting where a member separately communicates to a majority of members.
- In order to avoid unintended “meetings” involving a quorum,, committee members should generally submit their comments to staff, and should not engage in “reply all” emails or emails or other communications involving a majority of the committee.

Violations of the Brown Act are serious, and can jeopardize the validity of committee decisions. Violations that are willful can carry criminal penalties.

Conflicts of Interest/Due Process

In addition to the Brown Act, State laws, such as the Political Reform Act (“PRA”), impose certain conflict of interest rules on City committee members. For example, the PRA requires members to make certain financial disclosures and prohibits members’ participation in decisions affecting members’ financial interests.

As with the Brown Act, the City will provide committees with conflict of interest training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding conflict questions.

Conflicts may exist where a member lives in close proximity to a project site or other place affected by the committee’s decision, or where a committee member’s personal financial interests or the financial interests of a member’s business, family or source of income may be affected by the decision to be made by the committee. In such instances, the member may be prohibited from participating in the decision.

Conflict of interest rules are complex. Moreover, as with the Brown Act, violations of the PRA are serious, and can jeopardize the validity of committee decisions. Violations can result in substantial fines and criminal penalties.

Committee members may receive assistance on questions from the State Fair Political Practices Commission (“FPPC”), which is the agency that is responsible for the implementation and enforcement of the PRA. In addition, Committee chairs may ask staff for assistance. Because conflict questions are often complex and fact-intensive, committee members are urged to attempt to identify potential conflict issues well in advance of meetings at which the decision is to be made.

Finally, in addition to conflict of interest rules involving financial interests under the PRA, some committee decisions on matters that require committees to act as “judges,” as for example when the Planning Commission acts on subdivision map applications or use permits, variances and/or design review, fair hearing and due process requirements apply. Those requirements may preclude members from participating in decisions where the member is “personally embroiled” in the decision at stake, and also may require members to disclose information received outside of a public hearing so that stakeholders may also hear and respond to such information.

As with conflict and Brown Act requirements, committee chairs may seek assistance from staff with respect to fair hearing/due process issues, and members are urged to attempt to identify and disclose such issues well in advance of the public hearing.



City of St. Helena

Meeting Ground Rules

1. Start on time
2. Everyone come prepared
3. If you called the meeting, run it well
4. If you are at the meeting, participate
5. Stay on topic
6. One person speaks at a time
7. Be open and honest
8. Actively listen – no side conversations, texting or cellphone use
9. No negative body language or personal attacks
10. End on time



[COMMITTEE NAME]

AGENDA - REGULAR MEETING

[MEETING ADDRESS]

[MEETING DATE AND TIME]

- 1) **ROLL CALL:** [LIST MEMBERS, COUNCIL LIAISON, AND STAFF LIAISON]
- 2) **APPROVAL OF MINUTES:** [Date of 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 five 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) **SCHEDULED MATTERS:**
[List each item of business to be transacted or discussed at the meeting, with a brief description generally not exceeding 20 words and an approximate time allocated for the item.]
- 5) **REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF:** Reports by staff and/or [Committee] members on items of general interest. Brief questions for clarification may be posed and answered, and [Committee] members 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 [Committee].
[List with approximate time allocated for each item]
- 6) **DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA**
- 7) **ADJOURNMENT**

The next regularly scheduled [Committee] meeting will be held on [Date]. This agenda was posted at City Hall, 1480 Main Street, and at [location where meeting will be held] on [Date].

Cindy Black, Interim City Clerk

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**MINUTES OF THE REGULAR MEETING OF THE
[COMMITTEE NAME]
[Meeting Location]
[Meeting date and time the meeting was called to order]**

2) ROLL CALL:

PRESENT: [List members, Council liaison, and staff liaison. Guests and staff scheduled to give reports or presentations may also be listed. Do not list members of the public in attendance.]

ABSENT: [List members, Council liaison, and staff liaison]

3) APPROVAL OF MINUTES: M/S: [Moved/Seconded: Name/Name]. Ayes: ["All" or individual names]. Noes: ["None" or Names]. Abstain: ["None" or Names].

4) [LIST ALL AGENDA ITEMS and, if a vote was taken, indicate M/S, Ayes, Noes, and Abstain. Although not required, the minutes may briefly discuss major points of the discussion, report or presentation. If there was no discussion of the agenda item, state so. For example:

A. Election of Officers: Susan Smith was elected Chairperson and John Davis was elected Vice Chairperson. M/S: Stuart/Price. Ayes: All. Noes: None. Abstain: None.

B. Green Building Regulations: The group reviewed the subcommittee's research on green building regulations and agreed to make a presentation to the City Council and seek direction from the Council on potential new regulations the Council may wish to adopt. The staff liaison will request an agenda item be placed on the City Council's agenda in January. M/S: Gonzales/Moore. Ayes: All. Noes: None. Abstain: None.

C. Plastic Bag Ban. This item was not discussed.]

5) ADJOURNMENT: The meeting was adjourned at [Time].

The next regularly scheduled [Committee] meeting will be held on [Date, location and time].

SUBMITTED BY:

Committee Standards of Conduct

Appointment to a City of St. Helena committee provides a unique opportunity for service to the community and leadership in the community. These positions carry an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

The Standards of Conduct are adopted to provide guidance to committee members to assist in fully understanding the role and responsibility of the position.

Responsibilities of Committee Service

In carrying out the responsibilities, committee members shall:

- A. Perform their responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all person and issues;
- B. Seek the overall public good in all decisions;
- C. Foster effective, courteous and cooperative working relations with fellow members of the committee, the City Council, City staff, and the public;
- D. Serve as a communicator between the community and the City Council and City staff, and facilitate expression of citizen views;
- E. Abide by all applicable Conflict of Interest laws, policies and regulations; Disclose possible conflicts of interest and not participate in any official decision which could materially affect the member's financial or personal interest, nor attempt to influence the vote on any such manner;
- F. Avoid any action which could be construed by an objective person to create the appearance of using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business, giving preferential treatment to any person or group, or impeding governmental responsiveness or efficiency;
- G. Identify personal opinions and recommendations, avoiding any implication that they are those of the committee unless such position has been duly voted; and
- H. Refuse gifts, service or any promise of future benefit that could be construed to compromise independence of judgment or action as a public official.

Committee Behavioral Norms

- A. Committee members are encouraged to share their opinions throughout the deliberative process including the rationale that led to their position.
- B. The committee will allow sufficient time during meetings so members do not feel rushed and have time to digest what is said and form their own opinion.
- C. Committee members will listen respectfully to each other and the public, and will respond to comments respectfully, avoiding verbal attacks.
- D. The committee will stay positive and productive even when members disagree, demonstrating leadership characteristics appropriate for appointed leaders of the community.
- E. All members will be given an equal opportunity to speak up and discuss the issues.

- F. Committee members will refrain from negative body language in response to comments by committee members or the public.
- G. The Chairperson will start the discussion with a different committee member for each agenda item.
- H. When committee action is contemplated, the Chairperson will ensure that all committee members have had a chance to ask questions and make comments prior to entertaining any motion.
- I. Any committee member who notices disruptive behavior may call "Points of Order" and the Chairperson will address the behavior.

Committee/Staff Relationships and Conduct

- A. Committee members shall recognize that the primary functions of staff liaisons are to execute actions taken by the committee and keep the committee informed.
- B. Each committee member must recognize that only the full committee has power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the official conduct of City business. Individual committee members shall make no attempt to pressure or influence staff decisions, recommendations, workloads and schedules, and departmental priorities without the prior knowledge and approval of the committee as a whole.
- C. Individual committee members shall not intrude into functions which are the responsibility of staff including, but not limited to, staff decision-making, staff recommendations, work schedules, and other day to day management/administrative operations.
- D. Staff is obligated to take guidance and direction only from the committee as a whole or from the appropriate management superiors as may be the case. Staff is directed to reject any attempts by individual committee members to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing departmental work schedules and priorities. Staff shall report such attempts to influence them in confidence to their management superiors, who may inform the committee as a whole of such attempts.
- E. Committee members shall make every effort to avoid surprising the staff during public meetings. If there is an issue or a question a committee member has on an agenda item or a matter the committee member intends to bring up at the meeting, that member should contact staff prior to the meeting to alert them to the issue and state the question or concern.
- F. Requests by committee members for information or assistance shall be responded to provided that, in the judgment of their management superior, such requests are not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the committee. In terms of making the judgment, the following guidelines shall be considered: 1) the request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments; 2) the request should only impose a "one time" rather than on-going work requirement; and 3) the response to the request should not require more than one staff person working on the issue in excess of one to two hours.
- G. When staff response to a committee member's request involves written material which may be of interest to other committee members, the staff liaison will provide copies to all committee members. In deciding items of interest, the staff liaison will consider whether the information is significant, new or otherwise not available to the committee.

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:8/7/2019

7/1/2019 to 7/31/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	446	622	58	154
Adult Book on Tape	10	9	1	5
Adult Compact Disc	303	458	39	150
Adult Digital Audio Book	2	6	0	0
Adult Fiction	1,369	1,927	86	573
Adult Non Fiction	1,009	1,743	94	511
Adult Periodical	80	81	4	48
Blu-Ray - Feature Film	15	29	0	0
DVD - Educational	341	386	92	63
DVD - Feature Film	2,412	3,268	142	637
DVD - Foreign Language	30	62	0	0
DVD - Juvenile Educational	16	25	1	8
DVD - Juvenile Feature Film	512	661	44	252
Easy Reader	382	437	16	73
Juvenile Audio Cassette	0	0	1	0
Juvenile Book on CD	156	212	33	39
Juvenile Compact Disc	40	65	6	14
Juvenile Fiction	1,094	1,558	172	337
Juvenile Non-Fiction	581	683	67	230
Juvenile Paperback Book	116	134	26	57
Juvenile Spanish	202	243	30	91
Link+ Book	37	37	0	8
Link+ Media	13	14	0	2
Link+ Media - 1 week	7	11	0	2
Mixed Media Kit	1	2	0	0
Non-Circulating	1	0	0	5
Picture Books (EASY)	1,064	1,356	71	347
Video - Feature Film	1	2	0	0
Video - Juvenile Foreign Lang	0	2	0	0
Young Adult Book on CD	7	9	0	7
Young Adult CD	3	4	0	2
Young Adult Fiction	168	253	22	98
Young Adult Non-Fiction	9	22	0	1
Young Adult Paperback book	34	39	1	26
TOTAL:	10,461	14,360	1,006	3,740
GRAND TOTAL:	10,461	14,360	1,006	3,740

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				July 2019	FY 19/20
DIGITAL CIRCULATION					
E-BOOKS					
	THIS YEAR	LAST YEAR		PROVIDER	TOTAL
Hoopla	72	14		Hoopla	339
Overdrive	334	277		Kanopy	224
TOTAL	406	291		Overdrive	786
				RB Digital	81
					1430
AUDIOBOOKS					
Hoopla	149	55			
Overdrive	452	257			
TOTAL	601	312			
MOVIES & TELEVISION					
Hoopla	95	31			
Kanopy	224	84			
TOTAL	319	115			
MUSIC					
Hoopla	23	4			
TOTAL	23	4			
PERIODICALS					
RB Digital	81	37			
TOTAL	81	37			
TOTAL DIGITAL CIRCULATION				1,430	759

SPANISH MATERIALS CIRCULATION				
Year	Charges	Renewals	On Shelf	TOTAL
2019	293	44	157	494
2018	221	14	78	313

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:8/7/2019

7/1/2018 to 7/31/2018

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	592	784	79	207
Adult Book on Tape	7	7	0	5
Adult Compact Disc	324	510	11	173
Adult Digital Audio Book	3	5	0	0
Adult Fiction	1,441	2,159	116	556
Adult Non Fiction	1,080	1,773	126	504
Adult Paperback Book	1	3	0	0
Adult Periodical	99	99	6	62
Blu-Ray - Feature Film	6	11	0	0
DVD - Educational	343	461	47	75
DVD - Feature Film	2,652	3,607	118	715
DVD - Foreign Language	37	84	0	0
DVD - Juvenile Educational	17	28	3	20
DVD - Juvenile Feature Film	725	797	72	270
Easy Reader	365	447	32	125
Juvenile Book on CD	172	214	17	103
Juvenile Book on Tape	1	2	0	0
Juvenile Compact Disc	56	89	4	32
Juvenile Fiction	1,129	1,529	163	393
Juvenile Non-Fiction	436	740	53	232
Juvenile Paperback Book	71	76	11	28
Juvenile Spanish	129	155	8	41
Link+ Book	39	39	0	10
Link+ Media	6	8	0	1
Link+ Media - 1 week	5	7	0	0
Miscellaneous	1	0	0	0
Non-Circulating	0	0	0	1
Picture Books (EASY)	950	1,237	88	410
Young Adult Book on CD	7	16	1	11
Young Adult CD	0	2	0	0
Young Adult Fiction	170	346	43	105
Young Adult Non-Fiction	14	29	3	0
Young Adult Paperback book	28	40	2	34
TOTAL:	10,906	15,304	1,003	4,113
GRAND TOTAL:	10,906	15,304	1,003	4,113

Childrens Programming - July 2019

Storytime:

Monday - Bilingual (PS)		Tuesday (PS)		Wednesday (PS)		Thursday - Spanish 6pm (SA)	
7/1/2019	13	7/2/2019	18	7/3/2019	14	7/4/2019	Holiday
7/8/2019	12	7/9/2019	23	7/10/2019	22	7/11/2019	13
7/15/2019	12	7/16/2019	16	7/17/2019	22	7/18/2019	8
7/22/2019	Cancelled	7/23/2019	17	7/24/2019	18	7/25/2019	11
7/29/2019	5	7/30/2019	25	7/31/2019	12		
Total:	42	Total:	99	Total:	88	Total:	32

Movie:

Movies (SA)		
Dumbo	7/3/2019	3
The Parent Trap	7/10/2019	0
Cars	7/17/2019	0
Cars 2	7/24/2019	4
Hotel Transylvania 3	7/31/2019	12
Total:		19

Offsite Programs:

Location		
RIF: Boys & Girls Club Calistoga	7/11/2019	75
Recreation Dep: Storytime	7/24/2019	12
RIF: La Pradera	7/25/2019	25
	Total:	112

Events:

Preschool (PS)		School Age (SA)	
	BubbleMania!	7/18/2019	62
Total:	0	Total:	62

Class Visits:

Onsite	# of visits	Attendance	Offsite	# of visits	Attendance
Preschool (PS)	0	0	Preschool (PS)	4	96
School Age (SA)	1	30	School Age (SA)	0	0
Total:	1	30	Total:	4	96

Total ONSITE Programs:	# of Attendees	372
	# of Programs	29

Total OFFSITE Programs:	# of Attendees	208
	# of Programs	7

TOTAL CHILDREN'S:	# of Attendees	580
	# of Programs	36

Adult Programming - July 2019

Tuesday Programs:

Onsite

Master Gardners: Growing for the Birds	7/9/2019	6
Author Talk: Wait, It Gets Worse	7/23/2019	22
NV Writers Conference (3 Days)	7/29-7/31/2019	35
Total:		63

Thursday Programs:

Onsite

Artist: Widad	7/11/2019	10
WILD St Helena: Lampreys	7/25/2019	10
Total:		20

Reoccurring Programs:

Tuesday - English/Spanish Conversation Club

7/2/2019	6
7/9/2019	4
7/16/2019	6
7/23/2019	6
7/30/2019	6
Total:	28

Total: 0

Offsite Programs:

Total: 0

Total ONSITE Programs:	# of Attendees	111
	# of Programs	32

Total OFFSITE Programs:	# of Attendees
	# of Programs

TOTAL ADULTS:	# of Attendees	111
	# of Programs	32

Library Visits	2019	8454
	2018	8325

Volunteer Hours	72.25
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2019 July							
June 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1 182/183 Canada Day (Canada) 6035 Om	2 183/182 718 LA	3 184/181 675 Cm	4 185/180 Independence Day /	5 186/179 530 /	6 187/178 314 Cb
July 2019	7 188/177	8 189/178 1044 /	9 190/175 636 LA	10 191/174 635 LA	11 192/173 962 LA	12 193/172 549 LA	13 194/171 517 Cb
August 2019	14 195/170	15 196/169 665 LA	16 197/168 Full Moon 789 LA	17 198/167 615 LA	18 199/166 1049 LA	19 200/165 474 LA	20 201/164 280 Cb
September 2019	21 202/163	22 203/162 614 LA	23 204/161 820 LA	24 205/160 745 LA	25 206/159 829 LA	26 207/158 626 LA	27 208/157 289 Cb
October 2019	28 209/156	29 210/155 644 LA	30 211/154 801 LA	31 212/153 644 LA			

Week 1	2880
Week 2	4143
Week 3	3872
Week 4	3923
Week 5	2089
	16907
Count	8454

August 2019 Newsletter

St. Helena Public Library

Programs made possible by Friends & Foundation, St. Helena Public Library

Thursday, August 1, 7:00 pm

ARTIST RECEPTION: JESUS GARCIA



Jesus' art is that of vibrant colors providing us a glimpse into how he interprets the world around him. Inspired by Disney and Pixar animations he enjoys sketching, drawing and creating abstract images. Diagnosed with autism spectrum disorder at the age of three Jesus' art is a form of communication and the catalyst to finding his passion.

Refreshments will be served thanks to Friends & Foundation

Tuesday, August 6, 4:00 pm

3D Printing Workshop:

This interactive workshop puts participants at their own 3D printing station and guides them through designing and 3D printing a keychain to take home.

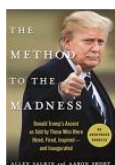
Space is limited, call today to reserve your seat. *Ages 14+*



Wednesday, August 14, 5:00 pm

AUTHOR TALK WITH ALLEN SALKIN

THE METHOD TO THE MADNESS: DONALD TRUMP'S ASCENT AS TOLD BY THOSE WHO WERE HIRED, FIRED, INSPIRED--AND INAUGURATED



Allen Salkin covered Donald Trump and Jared Kushner as a reporter for The New York Times and New York Post over two decades. He has reported on media and culture for Vanity Fair, The Washington Post and New York Magazine.

This book is an accessible and unbiased oral history that brings readers into the private rooms where decisions are made, confidences are broken, strong words fly, and not all eye-witnesses see the same scene in quite the same way.

Talking Points Will Include:

- Does Trump really have a chance to get re-elected in 2020?
- How did The Apprentice help Trump become president?

Refreshments will be served thanks to Friends & Foundation

Thursday, August 8, 7:00 pm

FILM SCREENING: AMERICAN CREED



In this powerful documentary join former Secretary of State Condoleezza Rice, historian David Kennedy and a diverse group of Americans to explore whether a unifying set of beliefs, an American creed, can prove more powerful than the issues that divide us.

Refreshments will be served thanks to Friends & Foundation

Thursday, August 29, 7:00 pm

DOWNTON ABBEY: TRIVIA AND WINE PAIRING NIGHT

Grab your evening gloves and best hat, it's Downton Abbey Night! For Upstairs and Downstairs folk alike, this is an evening you won't want to miss. Carson won't approve of cocktails so we'll be enjoying four wine pairings and light refreshments. Trivia winners will receive gift cards to Cameo Cinema to watch the Downton Abbey movie. Space is limited, first come first served.



Refreshments will be served special thanks to Friends & Foundation

TURN THE PAGE FOR:

SEEDING SAVING: AUGUST 13TH

MAGICIAN PERRY YAN: AUGUST 15TH

WILD ST. HELENA: AUGUST 22ND

SPECIAL EVENTS

Tuesday, August 13, 5:30pm

Master Gardeners: Seed Saving



Planting by seeds is a great way to save money and have much more variety in your garden. Saving seeds is a wonderful way to share and grow the plants you love. Seeds are waiting to be collected, but there are some tips and tricks to make the most of your efforts. Come find out how from UC Master Gardeners with seed collecting experience.

Thursday, August 15, 6:30pm

Perry Yan The Magician

Mago Perry Yan



This must - see magic show is a unique combination of sleight of hand & comedy. Perry is a family entertainer, which means that both Kids and Adults will have a wonderful experience throughout the show. Perry incorporates plenty of comedy to keep you laughing while his sleight of hand magic will leave you in awe!

Este es un espectáculo de magia que no te debes perder, es una combinación única de juegos de manos y comedia. Perry es un artista para la familia, lo que significa que tanto niños como adultos tendrán una experiencia maravillosa durante todo el espectáculo. ¡Perry incorpora la comedia para hacerte reír mientras hace su magia, te dejara sorprendido!

Jueves, 15 de Agosto, 6:30 pm

Martes / Tuesdays, 4:30pm



Grupo de Conversación

English / Spanish Conversation Group

¿Quiere mejorar su inglés o español? Acompáñenos los martes por las tardes para conversaciones entre el grupo. Estas son clases casuales sin prejuicios en un espacio dedicado a mejorar las capacidades lingüísticas y promover el sentido de comunidad.

Do you want to improve your English or Spanish? Join us on Tuesday afternoons for a free conversation group! This casual class is a judgement free space dedicated to improving language skills and fostering community.

Thursday, August 22, 7:15pm

WILD St. Helena:

Napa Wildlife Rescue- The Owl Box Program



John Comiksy will provide an overview of the work of Napa Wildlife Rescue. Included will be a special focus on Barn Owls as a species and how they are an effective, organic alternative to poison in controlling the rodent population in the Valley.

Youth Programs

ONGOING FUN!



**Bilingual Storytime with /
Cuentos Bilingües con**
Casey & Connie
Monday / Lunes
@ 10:30 am



**STORYTIMES /
CUENTOS PARA PEQUES**
Tuesdays / Martes
&
Wednesdays / Miércoles
@ 10:30 am

**SPANISH STORYTIME /
CUENTOS PARA PEQUES
EN ESPAÑOL**

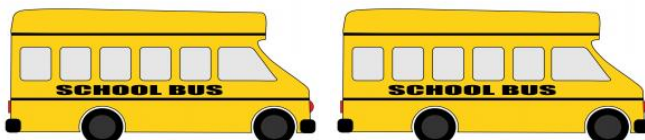
Thursdays / Jueves



**MOVIE MATINEES /
PELICULAS PARA NIÑOS**
Wednesdays / Miércoles
@ 3:00 p.m.



**LET'S LEGO /
ARMEMOS LEGOS**
August 27 @ 3:00 p.m.



Kids' Matinees:

Wednesdays, 3:00 pm
**Movies are shown in the
Meeting Room.**



August 7: **Missing Link**
2019: 1 hr. 35 min.; Rated PG



August 14: **Pokémon Detective Pikachu**
2019: 1 hr. 45 min.; Rated PG



August 21: **UGLYDOLLS**
2019; 1 hr. 27min.; Rated PG



August 28: **A Dog's Journey**
2019; 1 hr. 48min.; Rated PG

 August 2019 						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Don't forget to register for our 3D Printing Workshop! Phone 963-5244 today to reserve your spot! <i>Ages 14+</i> 				1 6:00pm Cuentos, Cantos y Saltos 7:00pm Artist Reception with Jesus Garcia 	2	3 4:30pm Neuróticos Anónimos
4	5 10:30am Bilingual Storytime	6 10:30am Storytime 4:00pm 3D Printing Workshop - Reservation Required 	7 10:30am Storytime 3:00 pm Kids Movie: Missing Link	8 6:00pm Cuentos, Cantos y Saltos 7:00pm Film Screening: American Creed 	9	10 4:30pm Neuróticos Anónimos
11	12 10:30am Bilingual Storytime	13 10:30am Storytime 5:30pm Master Gardeners: Seed Saving 	14 10:30am Storytime 3:00pm Kids Movie 5:00pm Author Talk with Allen Salkin <i>The Method to the Madness</i>  5:00pm Library Board Meeting	15 6:00pm Cuentos, Cantos y Saltos 6:30pm Magician Perry Yan 	16	17 4:30pm Neuróticos Anónimos
18	19 10:30am Bilingual Storytime	20 10:30am Storytime	21 10:30am Storytime 3:00 pm Kids Movie: UglyDolls	22 6:00pm Cuentos, Cantos y Saltos 7:15pm WILD St. Helena: TBA	23	24 4:30pm Neuróticos Anónimos
25	26 10:30am Bilingual Storytime	27 10:30am Storytime 3:00pm Let's Lego! 	28 10:30am Storytime 3:00 pm Kids Movie: A Dog's Journey	29 6:00pm Cuentos, Cantos y Saltos 7:00pm Downton Abbey Trivia and Wine Pairing Night 	30	31 4:30pm Neuróticos Anónimos
AUGUST ARTIST: JESUS GARCIA <u>Legend:</u> Red = Youth Blue = Adult Green = Spanish Purple = Everyone			LIBRARY HOURS Monday and Friday: 10:00am - 6:00pm Tuesday and Wednesday: 10:00am - 7:00pm Thursday: 10:00am - 9:00pm Saturday: 12:00pm - 5:00pm Sunday: CLOSED		ST. HELENA PUBLIC LIBRARY 1492 Library Lane St. Helena CA 94574 707-963-5244 www.shpl.org	

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 08/08/19 11:40:15
Period 01 - 02
Fiscal Year 2020

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	476,090.00	0.00	34,903.22	441,186.78	92.67
101-46-00-20-20	TempPart Time	36,933.00	0.00	1,346.36	35,586.64	96.35
101-46-00-20-37	Holiday Pay	1,774.00	0.00	65.55	1,708.45	96.30
101-46-00-20-40	FICAMedicare	39,000.00	0.00	2,803.60	36,196.40	92.81
101-46-00-20-45	Employer PERS	37,983.00	0.00	2,829.50	35,153.50	92.55
101-46-00-20-47	PERS Unfunded Liability	67,016.00	0.00	64,674.07	2,341.93	3.49
101-46-00-20-55	Health Insurance	122,720.00	0.00	10,246.44	112,473.56	91.65
101-46-00-20-61	Workers Comp	24,889.00	0.00	1,466.40	23,422.60	94.11
101-46-00-20-65	SDI	4,477.00	0.00	352.36	4,124.64	92.13
101-46-00-20-75	Deferred Comp	7,371.00	0.00	430.65	6,940.35	94.16
101-46-00-20-85	Auto Allowance	2,400.00	0.00	200.00	2,200.00	91.67
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
20	Salaries & Benefits	821,153.00	0.00	119,318.15	701,834.85	85.47
101-46-00-21-10	Communications	11,300.00	0.00	-133.15	11,433.15	101.18
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	0.00	45,000.00	100.00
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	720.69	9,279.31	92.79
101-46-00-21-45	Other Contract Services	102,550.00	0.00	1,865.12	100,684.88	98.18
101-46-00-21-55	Training & Conference	<u>6,500.00</u>	<u>0.00</u>	<u>52.00</u>	<u>6,448.00</u>	<u>99.20</u>
21	Services	175,850.00	0.00	2,504.66	173,345.34	98.58
101-46-00-22-07	Copies	3,000.00	0.00	17.11	2,982.89	99.43
101-46-00-22-12	Computer Equipment	6,500.00	0.00	0.00	6,500.00	100.00
101-46-00-22-13	Office Supplies	2,000.00	0.00	0.00	2,000.00	100.00
101-46-00-22-15	Special Department Supplies	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
22	Supplies	12,500.00	0.00	17.11	12,482.89	99.86
101-46-00-23-35	Software Maintenance	<u>9,100.00</u>	<u>0.00</u>	<u>1,494.00</u>	<u>7,606.00</u>	<u>83.58</u>
23	Maintenance	9,100.00	0.00	1,494.00	7,606.00	83.58
101-46-00-24-25	Taxes & Other Charges	<u>13,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	13,000.00	0.00	0.00	13,000.00	100.00
00	Administration	1,031,603.00	0.00	123,333.92	908,269.08	88.04
380	Friends and					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
380-46-00-20-20	TempPart Time	55,654.00	0.00	6,875.80	48,778.20	87.65
380-46-00-20-37	Holiday Pay	2,673.00	0.00	177.72	2,495.28	93.35
380-46-00-20-40	FICAMedicare	<u>4,462.00</u>	<u>0.00</u>	<u>539.62</u>	<u>3,922.38</u>	<u>87.91</u>
20	Salaries & Benefits	62,789.00	0.00	7,593.14	55,195.86	87.91
380-46-00-22-16	Library Materials	57,711.00	27,258.91	2,741.09	27,711.00	48.02
380-46-00-22-40	Programming	14,000.00	0.00	2,174.38	11,825.62	84.47
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	72,211.00	27,258.91	4,915.47	40,036.62	55.44
00	Administration	135,000.00	27,258.91	12,508.61	95,232.48	70.54
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	120.96	4,879.04	97.58
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>4,186.47</u>	<u>40,813.53</u>	<u>90.70</u>
22	Supplies	50,000.00	0.00	4,307.43	45,692.57	91.39
00	Administration	50,000.00	0.00	4,307.43	45,692.57	91.39
Grand Total		1,216,603.00	27,258.91	140,149.96	1,049,194.13	0.8624