

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, December 19, 2017, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well being of all members of the Santa Paula community.

D. STAFF RECOGNITION

- a. The Board wishes to recognize staff members who are celebrating milestone anniversaries at the library as well as staff members hired during the year.

E. CONSENT CALENDAR

- a. Approval of Minutes:
 - i. Regular Meeting of November 28, 2017

F. REPORTS

- a. Financial Reports
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Job Description for Family Literacy Facilitator (information, discussion, possible action)

I. NEW BUSINESS

- a. Election of Board Officers (information, discussion, possible action)

J. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. District Director's Report
- d. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants
 - 3. Volunteerism
 - 4. Community Connections
 - 5. Publicity/Public Relations
 - 6. Adult Programs
 - 7. Facilities
 - 8. Technology

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

January 23, 2018

M. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF DECEMBER 19, 2017
E. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of November 28, 2017

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 28, 2017

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 28, 2017

CALL TO ORDER---The Meeting was called to order at 5:33 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, and Nancy Nasalroad were in attendance. Board member Linda Spink was absent. President Phillips announced that a quorum was present. District Director Ned Branch was present.

APPROVAL OF THE ORDER OF AGENDA---The Order of the Agenda, with the removal of Item D, was unanimously approved (Hicks/Nasalroad).

PUBLIC COMMENT ON NON-AGENDA ITEMS---None.

CONSENT CALENDAR---The Minutes of the Regular Meeting of October 24, 2017, were unanimously approved as corrected (Hicks/Nasalroad).

REPORTS---Director Branch presented the *Financial Statements and Budget*. The extra \$4,000 for Literacy may have been from a grant. Director Branch will check it. He will also print out a check register. The Professional Fees are low since the expected Audit expense wasn't paid yet. The Financial Reports were received and filed (Hicks/Spink). The *Friends of the Library* held their Annual Meeting on November 15; Dick Eastlake will continue as president and Linda Wilkinson is off the Board. All cookbooks will be available at half price at the First Saturday book sale.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---Director Branch rode in the Christmas parade followed by Library staff. Trustee Hicks attended the October Chamber Mixer. Trustee Spink found a great motto for the Facilities fundraising: Imagine.

UNFINISHED BUSINESS--- The Board unanimously approved the revised *Board Bylaws* with slight corrections (Coughlin/Nasalroad).

NEW BUSINESS---The Board unanimously approved the *2016-2017 Audit* with minor corrections (Nasalroad/Hicks). There were no Findings and the Library has been in the Black since Director Branch arrived. A *fundraising campaign for the Facilities Master Plan* was discussed. An article will be placed in the Times, and a display board will be in the front of the library. A *Job Description for a Family Literacy Assistant* was discussed.

REPORTS CONT. --- *BEST literacy program* has eight new tutors and there is a growing demand for GED help. Public Services has started a Food for Fines Christmas drive and is offering a tablet class. The *District Director* reported that Circulation is higher than any time in the last five years. Adult acquisition

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 28, 2017

is up. while reference is down. The new Volunteer Coordinator Carrie McAuliffe has started working on a play book. The State Library is developing a curriculum for finding open data through the census bureau. Director Branch has offered the Library to be a Beta system to test the system. Ilene Gavenman will retire in April after 41 years. The interviews for Adult Librarian have begun. Ventura's first unstaffed Library will open on December 3. Director Branch has been asked to be the Chamber of Commerce Board President.

Strategic Plan Team Reports: "Imagine" was selected as the Building Fund motto to be used in a December mailing for Visioning/Strategic Plan. Trustees Phillips and Nasalroad will be on the Fundraising/Grants committee. Under Community Connections, Ventura County Health Services is exploring the possibility of using the library as an information venue. The Publicity Committee will put a link to "Imagine" on the Blanchard website. For Adult Programs, Coffee with the City Manager will commence in December. With a new Adult Librarian, offering computer classes might be considered.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas: Staff Recognition, Election of Officers

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, December 19, 2017, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned unanimously at 8:24 pm.

REGULAR MEETING OF DECEMBER 19, 2017

F(a).REPORTS: FINANCIAL REPORTS

- 1. Receive and file November 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

November 30, 2017

BLANCHARD COMMUNITY LIBRARY

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CERTIFIED PUBLIC ACCOUNTANT
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SANTA PAULA CA 93060
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ACCOUNTANTS COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

MANAGEMENTS RESPONSIBILITIES

Management is responsible for the preparation and fair presentation of the accompanying interim financial statements which comprise the statement of assets, liabilities and fund balance and the related statements of revenues and expenses for the period ended November 30, 2017 in accordance with the modified accrual basis of accounting and for determining that the modified accrual basis of accounting is an acceptable framework. Management is also responsible for designing, maintaining and implementing internal control relevant to the financial statements.

MY RESPONSIBILITY

My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I have compiled the accompanying interim statement of assets, liabilities and fund balance, statement of revenue and expense as of November 30, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA
December 15, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

November 30, 2017

ASSETS

		CURRENT ASSETS	
CASH			\$ 1,168,743
RESTRICTED CASH			228,793
PREPAID EXPENSES			7,547
TOTAL CURRENT ASSETS			<u>1,405,083</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>563,128</u>
TOTAL ASSETS			<u><u>\$ 1,968,211</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$ 1,230	
ACCRUED PAYROLL EXPENSE		<u>30,284</u>	
TOTAL LIABILITIES			\$ 31,514
		FUND BALANCES	
GENERAL FUND		1,144,776	
FIXED ASSET FUND		563,128	
RESTRICTED FUNDS		228,793	
TOTAL FUND BALANCE			<u>1,936,697</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$ 1,968,211</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED NOVEMBER 30, 2017

	NOVEMBER			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 6,777	\$ 230		\$ 249,602	\$ 229,086	9.0%
LIBRARY OPERATIONS	1,014	417	143.17%	5,541	2,083	166.0%
DONATIONS	331	2,083	-84.11%	3,709	10,417	-64.4%
CLLS LITERACY				\$ 23,000	\$ 18,000	
	<u>\$ 8,122</u>	<u>\$ 2,730</u>	197.5%	<u>\$ 281,852</u>	<u>\$ 259,586</u>	8.6%
EXPENSES						
PERSONNEL	\$ 37,508	\$ 44,986	-16.6%	\$ 219,674	\$ 224,929	-2.3%
ADMINISTRATIVE	9,931	6,279	58.2%	21,974	31,396	-30.0%
FACILITIES	3,490	4,704	-25.8%	26,171	23,521	11.3%
OPERATIONS	3,008	11,628	-74.1%	59,654	68,137	-12.4%
	<u>\$ 53,937</u>	<u>\$ 67,597</u>	-20.2%	<u>\$ 327,473</u>	<u>\$ 347,983</u>	-5.9%
NET INCOME (LOSS)	<u>\$ (45,815)</u>	<u>\$ (64,867)</u>	-29.4%	<u>\$ (45,621)</u>	<u>\$ (88,397)</u>	-48.4%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667			6,667	
INVESTMENT INTEREST	2,586			3,602		
CITY IMPACT						
NET AFTER NON BUDGETED ITEMS	<u>\$ (43,229)</u>	<u>\$ (63,200)</u>	-31.6%	<u>\$ (42,019)</u>	<u>\$ (81,730)</u>	-48.6%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF CASH BALANCES

November 30, 2017

COUNTY	\$	705,393	
SANTA PAULA CITY		184,931	1
BLAKE		35,667	1
LITERACY		8,196	1
BOOK TRUST		98,612	
WELLS FARGO		361,535	
OTHERS		<u>3,203</u>	
TOTAL CASH		<u>\$ 1,397,537</u>	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	11/30/16	11/30/17	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 238,774	\$ 249,602	\$ 229,086	\$ 740,132
LIBRARY OPERATIONS	9,959	5,541	2,083	5,000
DONATIONS	3,008	3,709	10,417	45,000
CLLS LITERACY	18,000	23,000	18,000	27,000
TOTAL REVENUE	<u>\$ 269,741</u>	<u>\$ 281,852</u>	<u>\$ 259,586</u>	<u>\$ 817,132</u>
EXPENSES				
PERSONNEL				
WAGES	158,586	163,111	159,430	407,333
RETIREMENT	34,965	19,971	22,740	56,141
HEALTH INSURANCE	25,093	22,980	28,440	68,250
PAYROLL TAX	12,675	13,043	13,614	33,866
EMPLOYEE BENEFIT	633	569	705	1,692
	<u>231,952</u>	<u>219,674</u>	<u>224,929</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			104	250
BANK CHARGES	190	180	168	400
INSURANCE	3,507	4,116	3,604	8,650
OFFICE EXPENSE	1,977	3,052	2,083	5,000
TELEPHONE	1,563	1,494	1,666	4,000
POSTAGE	311	310	146	350
PRINTING	939	468	1,125	2,700
PROFESSIONAL FEES	17,753	12,452	21,667	38,000
STAFF DEVELOPMENT	1,252	(98)	833	2,000
	<u>27,492</u>	<u>21,974</u>	<u>31,396</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANCE	4,697	4,605	5,834	14,000
JANITORIAL	3,350	3,350	3,375	8,100
UTILITIES	15,682	18,216	14,312	34,350
	<u>23,729</u>	<u>26,171</u>	<u>23,521</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	30,397	29,623	30,000	60,000
PUBLICITY	5,850	2,092	5,000	12,000
MEMBERSHIPS	3,118	445	1,250	3,000
ACQUISITIONS	5,311	16,440	15,417	30,000
PROGRAMS	6,050	7,513	12,596	30,230
MATERIALS				
COMPUTER SERVICE		9	2,000	4,800
BOOK BINDING	282	565	833	2,000
ADVERTISING	1,085	957		
TRAVEL	570	2,010	1,042	2,500
	<u>52,663</u>	<u>59,654</u>	<u>68,138</u>	<u>144,530</u>
TOTAL EXPENSES	<u>335,836</u>	<u>327,473</u>	<u>347,984</u>	<u>829,612</u>
NET INCOME(LOSS)	<u>\$ (66,095)</u>	<u>\$ (45,621)</u>	<u>\$ (88,398)</u>	<u>\$ (12,480)</u>
NON BUDGETED INCOME (EXPENSES)				
REIMBURSEMENT DIF	2,014		8,333	20,000
INVESTMENT INTEREST	2,455	3,602		
NET AFTER NON BUDGETED ITEMS	<u>\$ (61,626)</u>	<u>\$ (42,019)</u>	<u>\$ (80,065)</u>	<u>\$ 7,520</u>

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF ACCOUNTS PAYABLE

November 30, 2017

Due to Friends of the Library	497
Credit Card	728
Others	<u>5</u>
Total	<u>\$ 1,230</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

		BALANCE	
	June 30, 2016	\$ 175,133.01	
	TRANSACTIONS		
	INTEREST	276.73	
	INTEREST	249.90	
	INTEREST	258.06	
	MR 6847	2,014.00	
	MR 6891	2,014.00	
	MR 6921	4,028.00	
	MR 6940	4,028.00	
	MR 7181	2,014.00	
	MR 7187	2,014.00	
3.06.17	CHECK	(4,310.97)	
6.26.17	CHECK	<u>(2,691.96)</u>	
7.17.17	CHECK	(96.00)	
	TOTAL		<u>9,797.76</u>
			<u>\$ 184,930.77</u>
	BALANCE AT 7.31.17		

4:16 PM
12/08/17

Blanchard/Santa Paula Library District
Monthly Deposit Detail
November 2017

Type	Date	Name	Account	Amount
Deposit	11/06/2017		1020.10 · Book Trust Account-Unrestricted	181.40
			Fines	-184.40
			Friends of the Library	-5.50
			Over/Short	8.50
TOTAL				-181.40
Deposit	11/13/2017		1020.10 · Book Trust Account-Unrestricted	145.00
			Fines	-132.50
			2510 · Due to Friends of the Library (Money r...	-10.50
			Printing & Copying	-2.00
TOTAL				-145.00
Deposit	11/13/2017		1020.10 · Book Trust Account-Unrestricted	
TOTAL				0.00
Deposit	11/13/2017		1020.10 · Book Trust Account-Unrestricted	371.10
			Printing & Copying	-371.10
TOTAL				-371.10
Deposit	11/22/2017		1020.10 · Book Trust Account-Unrestricted	185.25
			Fines	-179.25
			2510 · Due to Friends of the Library (Money r...	-5.50
			Over/Short	-0.50
TOTAL				-185.25
Deposit	11/27/2017		1020.10 · Book Trust Account-Unrestricted	350.00
Sales Receipt	11/27/2017	James Arellano:Children's Books	1499.10 · Undeposited Funds	-300.00
Sales Receipt	11/27/2017	Las Pasadas HOA	1499.10 · Undeposited Funds	-25.00
Sales Receipt	11/27/2017	P E O Sisterhood Chapter LR:In Mem...	1499.10 · Undeposited Funds	-25.00
TOTAL				-350.00
Deposit	11/27/2017		1020.10 · Book Trust Account-Unrestricted	121.40
			Fines	-118.40
			2510 · Due to Friends of the Library (Money r...	-2.50
			Donations	-0.50
TOTAL				-121.40

Blanchard/Santa Paula Library District

Check Detail

November 2017

Type	Num	Date	Name	Account	Paid Amount	Class
Deposit		11/13/2017		1020.10 · Book Trust Account-...		
TOTAL					0.00	
Check	EFT	11/06/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Group Health Insurance	-4,665.35	General Fund
TOTAL					-4,665.35	
Check	EFT	11/06/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-791.87	General Fund
TOTAL					-791.87	
Check	EFT	11/06/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-535.76	General Fund
TOTAL					-535.76	
Check	EFT	11/07/2017	Blanchard Community Library	1020.10 · Book Trust Account-...		
				1011.10 · Checking - Payroll (Ch...	-14,750.00	General Fund
TOTAL					-14,750.00	
Check	EFT	11/20/2017	Blanchard Community Library	1020.10 · Book Trust Account-...		
				1011.10 · Checking - Payroll (Ch...	-15,000.00	General Fund
TOTAL					-15,000.00	
Check	EFT	11/20/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-766.08	General Fund
TOTAL					-766.08	
Check	EFT	11/20/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-547.13	General Fund
TOTAL					-547.13	
Check	11064	11/06/2017	City of Santa Paula (067000-00)	1020.10 · Book Trust Account-...		
				Water and Sewer	-414.23	General Fund
TOTAL					-414.23	
Check	11065	11/06/2017	City of Santa Paula (067500-00)	1020.10 · Book Trust Account-...		
				Water and Sewer	-71.53	General Fund
TOTAL					-71.53	
Check	11066	11/06/2017	SoCalGas	1020.10 · Book Trust Account-...		
				Gas	-13.81	General Fund
TOTAL					-13.81	
Check	11067	11/09/2017	Magic of Rafael & Katia	1020.35 · Children's Programs-...		
				Children's Programs	-350.00	Children's Service...
TOTAL					-350.00	

4:18 PM
12/08/17

Blanchard/Santa Paula Library District
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount	Class
Check	11068	11/13/2017	Moss, Levy & Hartzheim LLP	1020.10 · Book Trust Account-... Audit Services	-6,000.00	General Fund
TOTAL					-6,000.00	
Check	11069	11/13/2017	Kelly Cleaning & Supplies	1020.10 · Book Trust Account-... Janitorial Services & Supplies	-670.00	General Fund
TOTAL					-670.00	
Check	11070	11/13/2017	Unique Management Services, Inc.	1020.10 · Book Trust Account-... Collection Agency	-44.75	General Fund
TOTAL					-44.75	
Check	11071	11/13/2017	Nancy Kierstyn Schreiner	1020.10 · Book Trust Account-... Legal Fees (Outside (non-emplo...	-625.00	General Fund
TOTAL					-625.00	
Check	11072	11/13/2017	Sparkletts	1020.10 · Book Trust Account-... Office Supplies	-68.53	General Fund
TOTAL					-68.53	
Bill Pmt -C...	11073	11/13/2017	Ned Branch	1020.10 · Book Trust Account-...		
Bill		11/01/2017		PERS Group Health Insurance	-325.76	General Fund
Bill	Hotel - ...	11/13/2017		Conferences & meetings	-472.23	General Fund
Bill		11/13/2017		Travel	-74.90	General Fund
TOTAL					-872.89	
Check	11074	11/20/2017	Athens Enviromental	1020.10 · Book Trust Account-... Trash	-195.02	General Fund
TOTAL					-195.02	
Check	11075	11/20/2017	Stephen McFadden	1020.10 · Book Trust Account-... Accounting Fees (Outside (non-e...	-826.00	General Fund
TOTAL					-826.00	
Check	11076	11/20/2017	Frontier Communications	1020.10 · Book Trust Account-... Telephone Expense	-297.45	General Fund
TOTAL					-297.45	
Check	11077	11/27/2017	Martha Zamodio	1020.10 · Book Trust Account-...		
TOTAL					0.00	
Check	11078	11/27/2017	Document Systems	1020.10 · Book Trust Account-... Printing Printing Printing Printing Printing	-98.34 -262.22 -98.34 -127.98 -42.55	General Fund General Fund General Fund General Fund General Fund
TOTAL					-629.43	

Blanchard/Santa Paula Library District

Check Detail

November 2017

Type	Num	Date	Name	Account	Paid Amount	Class
Check	11079	11/27/2017	Neopost	1020.10 · Book Trust Account-...		
				Postage	-93.18	General Fund
TOTAL					-93.18	
Check	11080	11/27/2017	Southern California Edison	1020.10 · Book Trust Account-...		
				Electricity	-1,819.88	General Fund
TOTAL					-1,819.88	
Check	11081	11/27/2017	Demco, Inc.	1020.10 · Book Trust Account-...		
				Book Binding/Mending	-133.67	General Fund
TOTAL					-133.67	
Check	11082	11/27/2017	Coleman Landscape	1020.10 · Book Trust Account-...		
				Grounds Maintenance	-305.00	General Fund
TOTAL					-305.00	
Check	11083	11/27/2017	Business Card	1020.10 · Book Trust Account-...		
				Bank of America Platinum Plus	-2,658.42	General Fund
TOTAL					-2,658.42	
Bill Pmt -C...	11084	11/27/2017	McNaughton Book Service	1020.10 · Book Trust Account-...		
Bill	Invoice...	09/05/2017		General	-1,980.00	Adult Books
TOTAL					-1,980.00	
Bill Pmt -C...	11085	11/27/2017	McNaughton Book Service	1020.10 · Book Trust Account-...		
Bill	Invoice...	11/27/2017		General	-163.35	Adult Books
TOTAL					-163.35	

REGULAR MEETING OF DECEMBER 19, 2017

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF DECEMBER 19, 2017

H(a). JOB DESCRIPTION FOR FAMILY LITERACY FACILITATOR

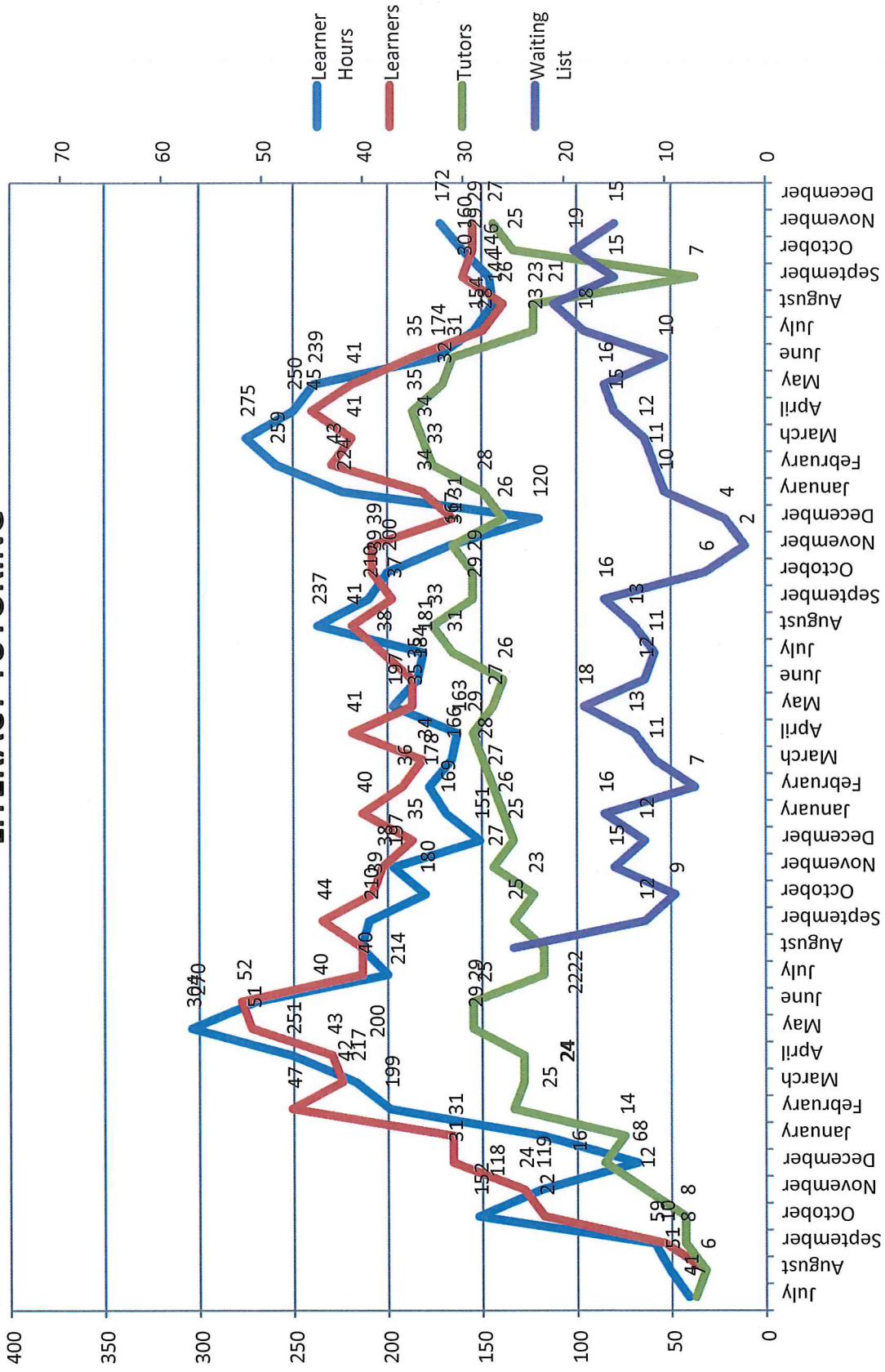
As the English as a Second Language programs have expanded in number and scope, the job of coordinating the elements of the programs has been added to the job of the Office Assistant for the Literacy Program. Consequently, the job title and description need to be updated.

RECOMMENDATION: Staff recommends that the Board approve the attached job description.

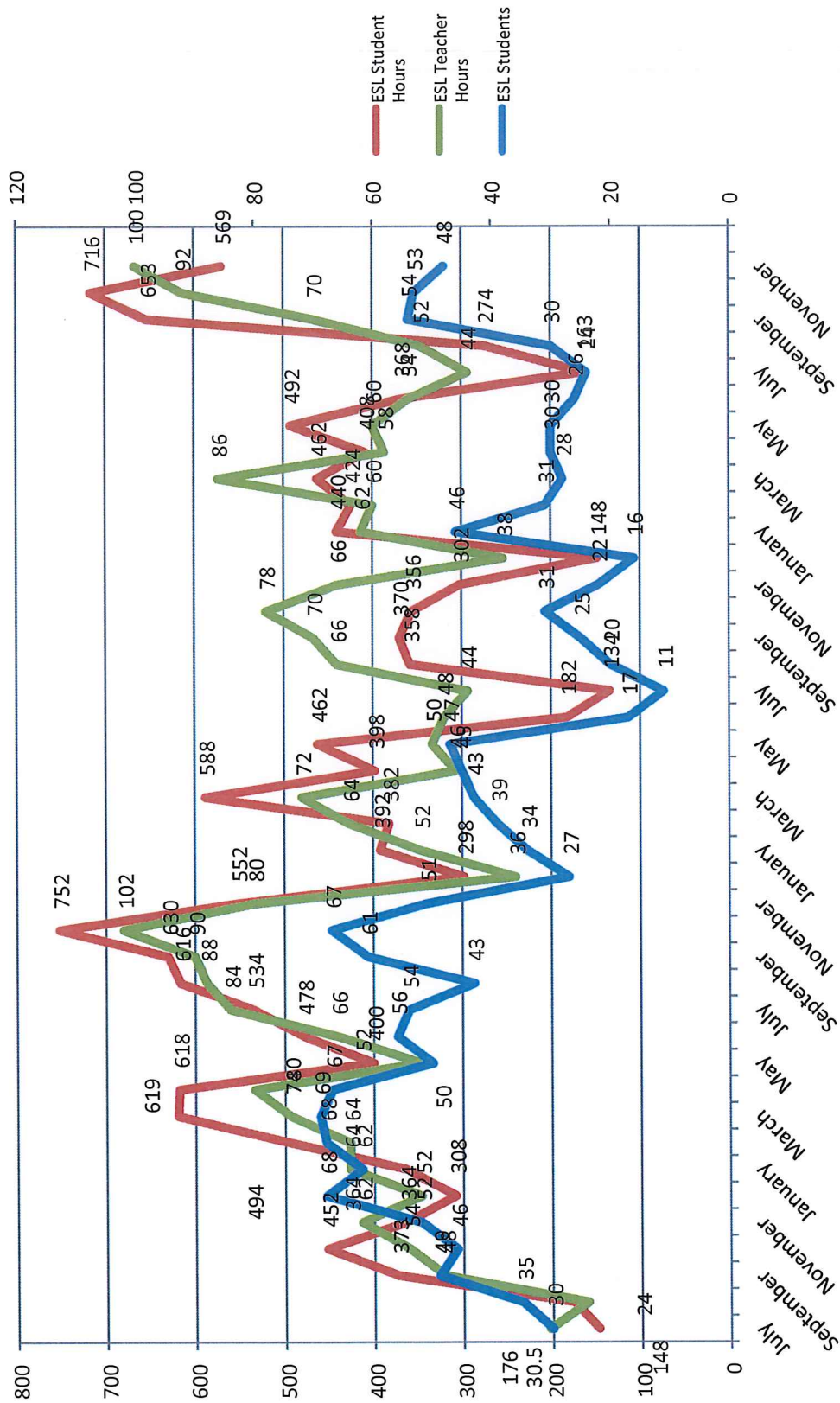
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF DECEMBER 19, 2017
J(a) REPORTS: LITERACY SERVICES

LITERACY TUTORING



ESL CLASSES

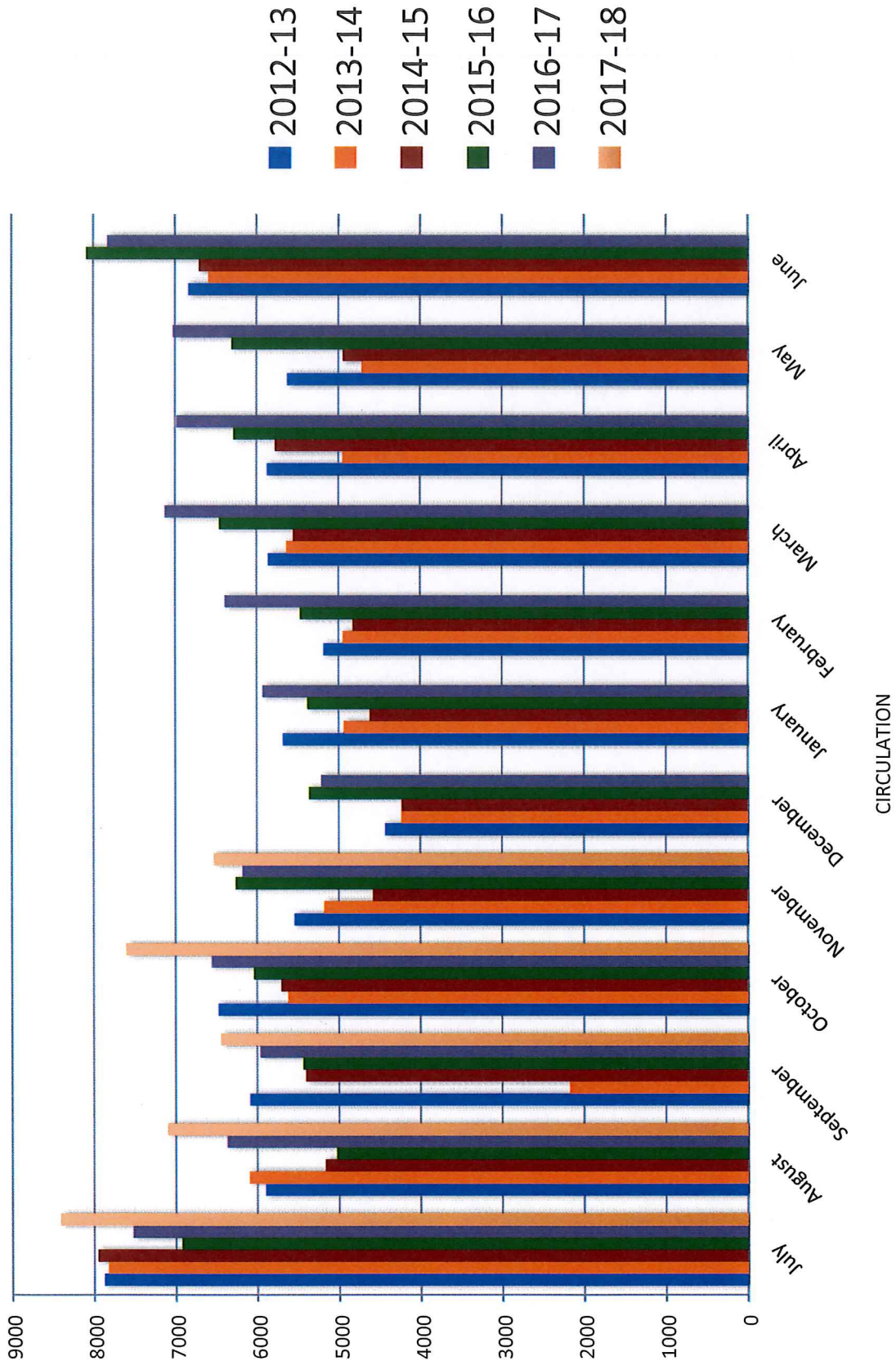


REGULAR MEETING OF DECEMBER 19, 2017
J(b) REPORTS: PUBLIC SERVICES

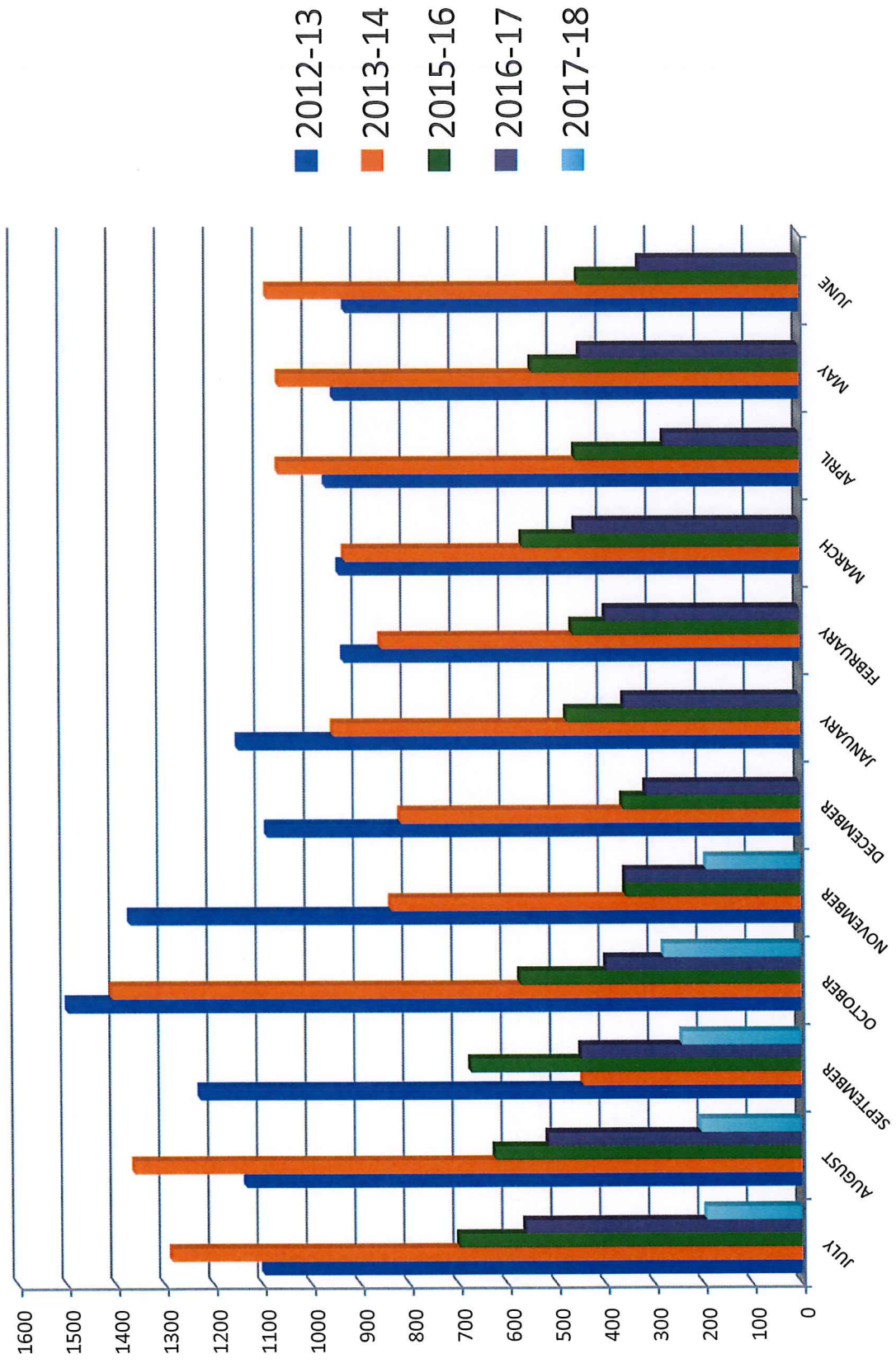
REGULAR MEETING OF DECEMBER 19, 2017
J(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Volunteer Coordinator
3. Adult Services Librarian
4. Blanchard Library Building Fund account

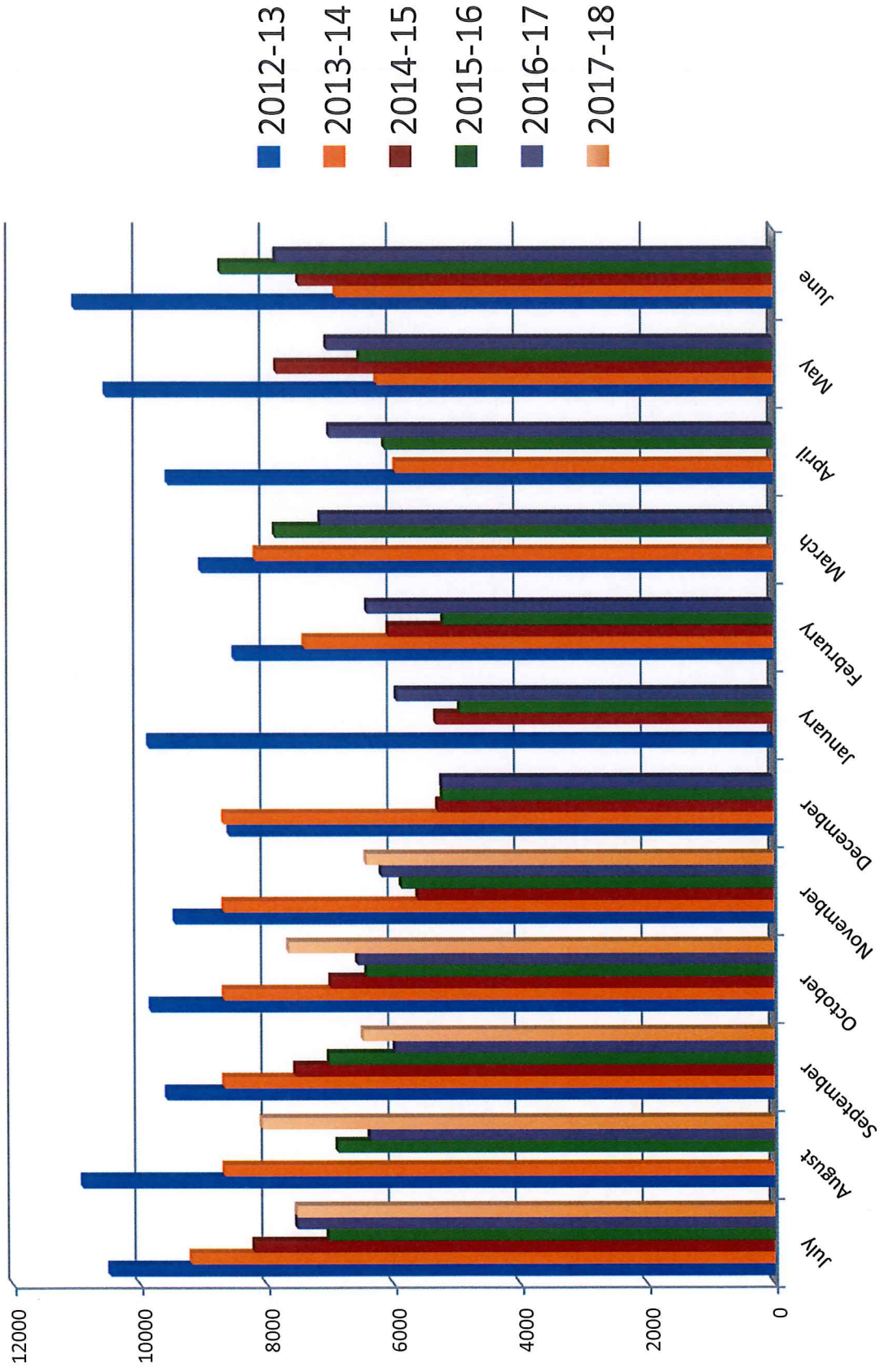
TOTAL CIRCULATION



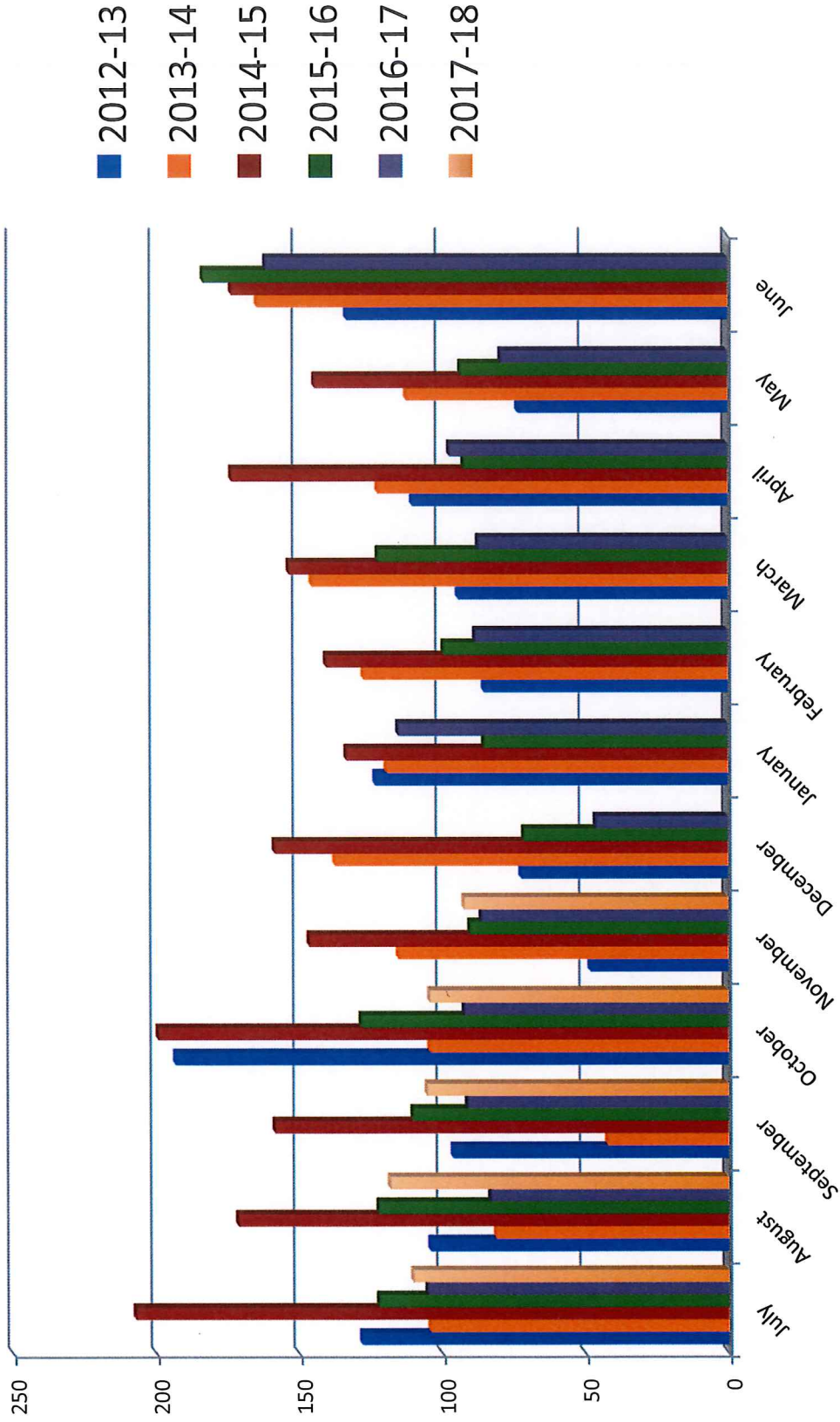
REFERENCE INQUIRIES



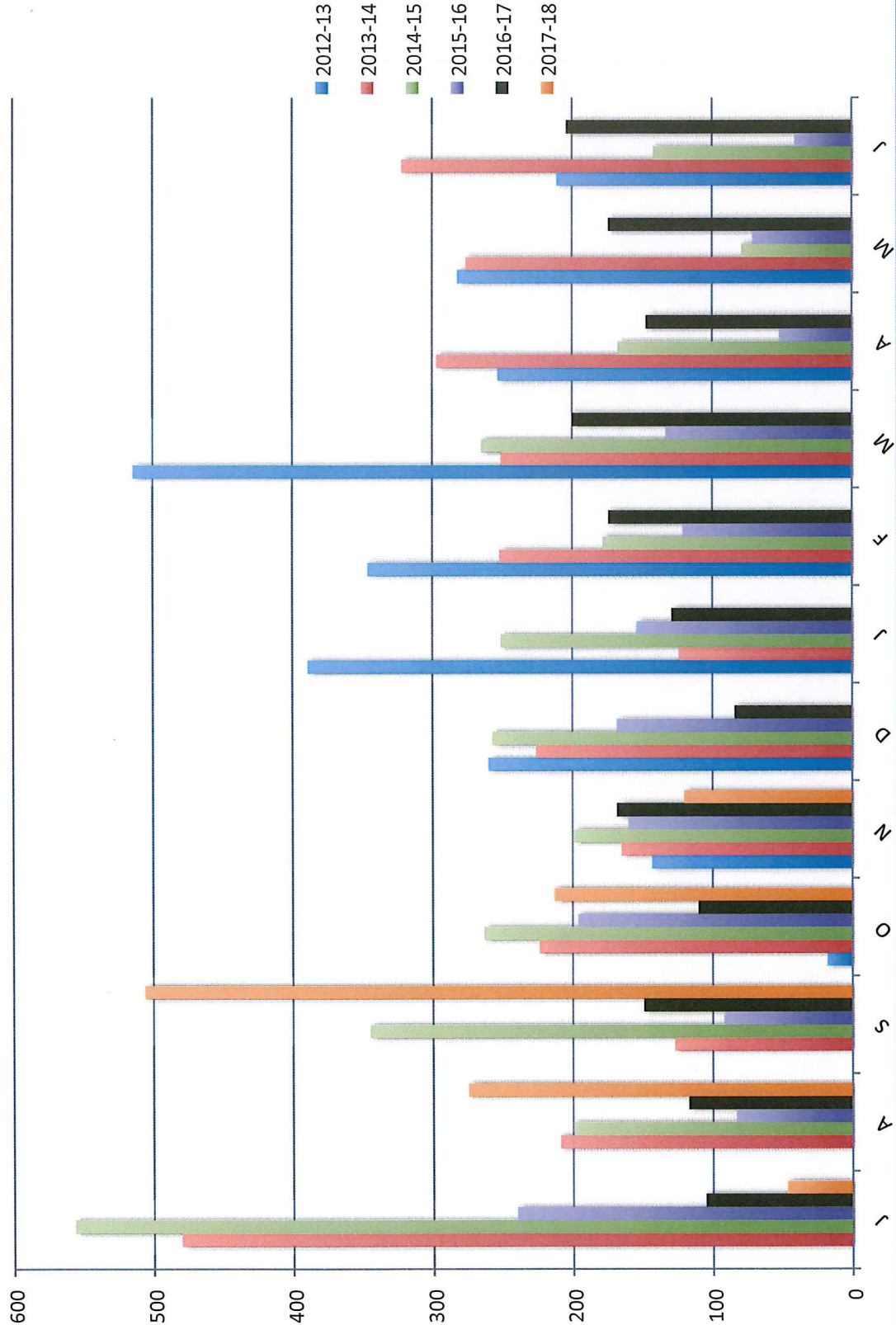
PATRON COUNT



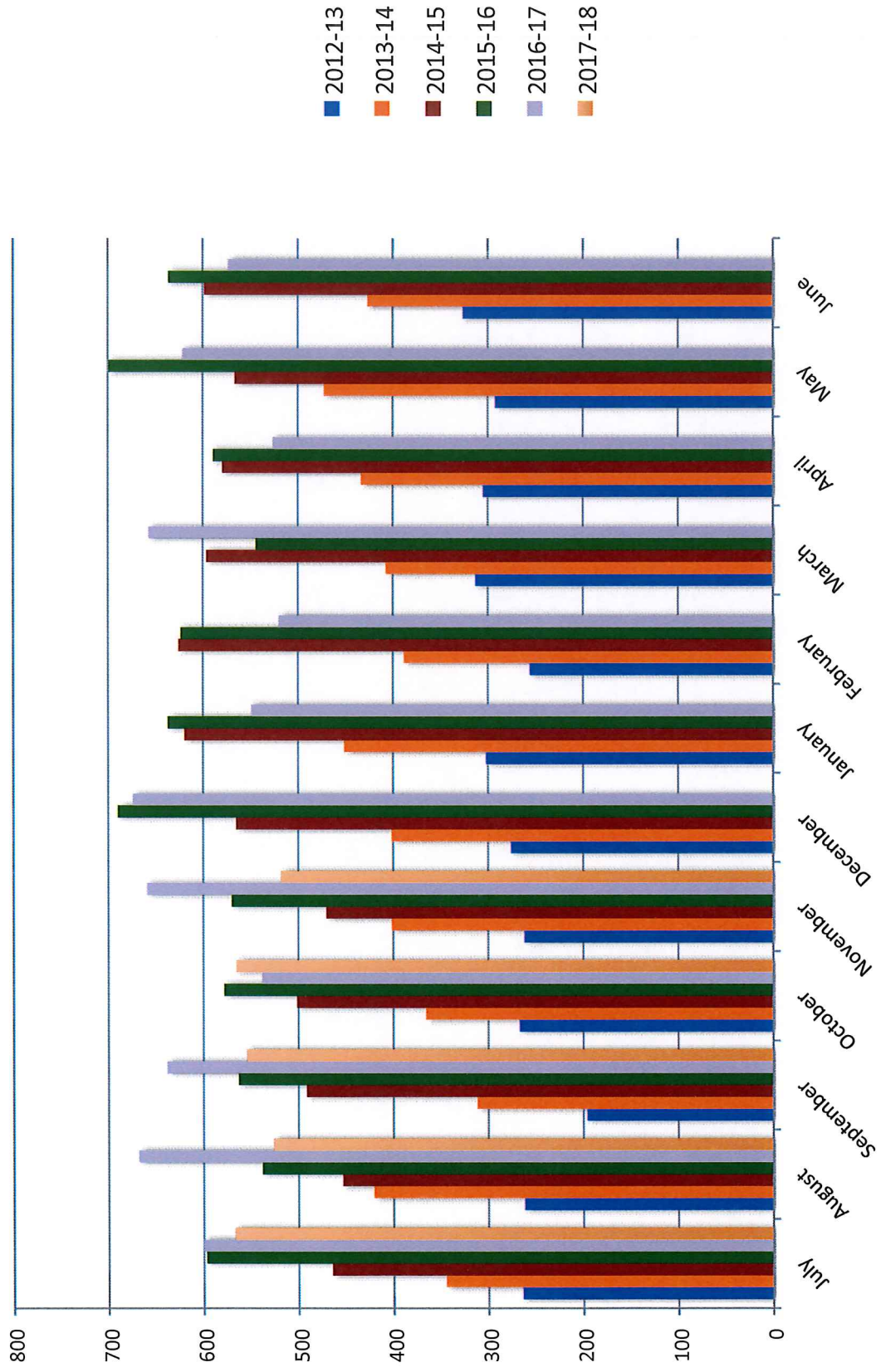
PATRON REGISTRATIONS



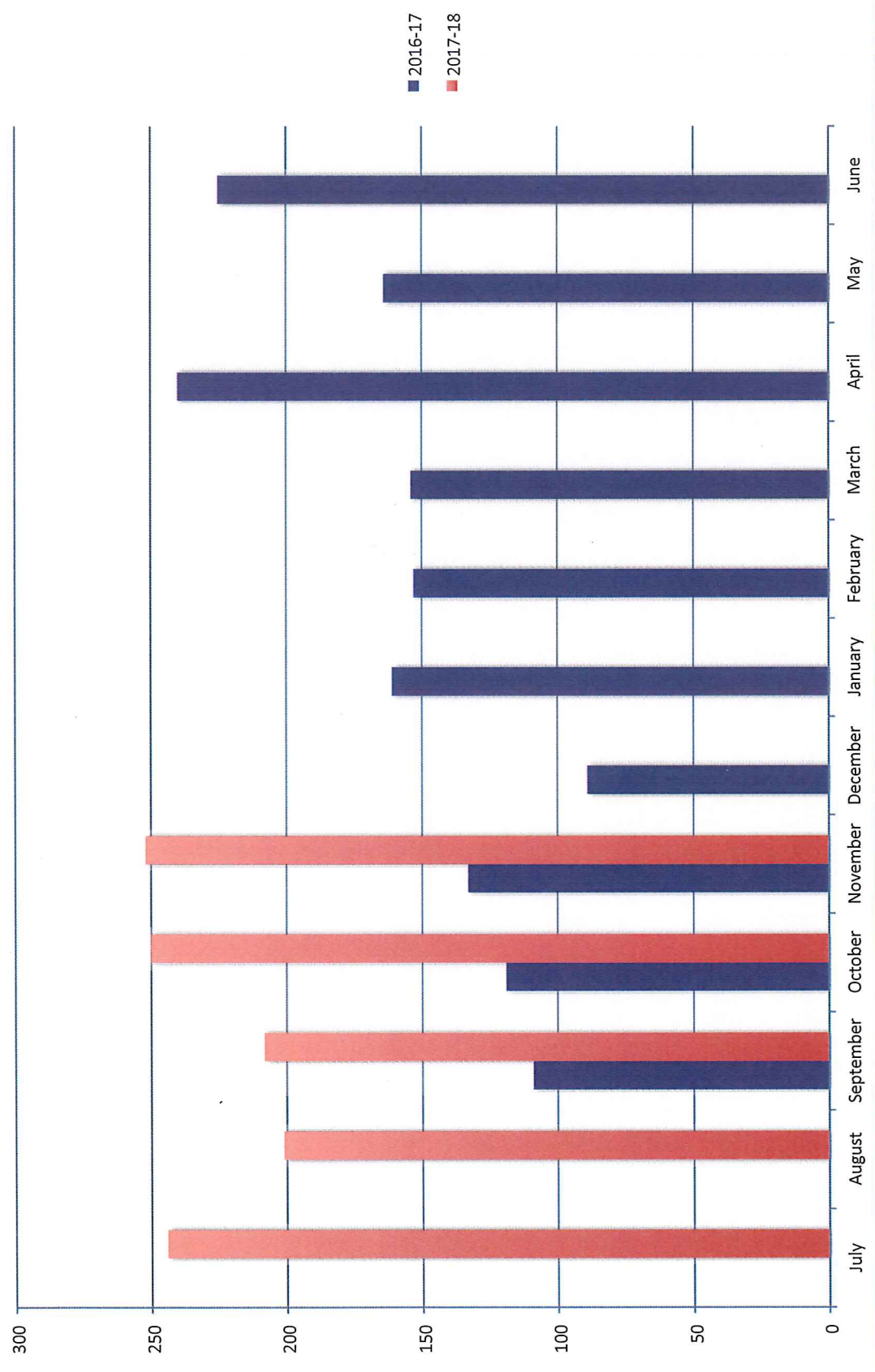
VOLUMES ADDED



eBOOK CIRCULATION



HOOPLA



ZINIO CIRCULATION

