

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, October 23, 2018, 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. CONSENT CALENDAR
  - a. Approval of Minutes:
    - i. Regular Meeting of August 24, 2018
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. Investment of Reserves (information, discussion, possible action)
- H. NEW BUSINESS
  - a. Adjustment of Health Insurance Premium (information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. 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. Facilities
    - 7. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Special Meeting October 30, 2018

Regular Meeting November 13, 2018

L. 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 OCTOBER 23, 2018  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of September 25, 2018.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						



REGULAR MEETING OF OCTOBER 23, 2018  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file September 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						



BLANCHARD COMMUNITY LIBRARY

FINANCIAL STATEMENTS

and Supplementary Schedules

September 30, 2018

BLANCHARD COMMUNITY LIBRARY

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BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

September 30, 2018

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,343,138	
RESTRICTED CASH		<u>289,443</u>	
			\$ 1,632,581
PREPAID EXPENSES		<u>9,355</u>	
TOTAL CURRENT ASSETS			\$ 1,641,936
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>689,249</u>
			<u>\$2,331,185</u>
<b>TOTAL ASSETS</b>			

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$1,946	
ACCRUED PAYROLL EXPENSE		<u>5,959</u>	
TOTAL LIABILITIES			\$7,905
<b>FUND BALANCES</b>			
GENERAL FUND		1,344,588	
FIXED ASSET FUND		689,249	
RESTRICTED FUNDS		<u>289,443</u>	
TOTAL FUND BALANCE			<u>2,323,280</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<u>\$2,331,185</u>

## BLANCHARD COMMUNITY LIBRARY

### COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED SEPTEMBER 30, 2018  
MODIFIED ACCRUAL BASIS

	SEPTEMBER			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$9,286	\$359	2486.63%	\$248,675	\$228,782	8.70%
LIBRARY OPERATIONS	891	417	113.63%	3,089	1,250	147.12%
DONATIONS	475	2,083	-77.20%	31,249	6,250	399.98%
GRANTS	\$45,700			\$45,700	\$18,000	
	<u>\$56,352</u>	<u>\$2,859</u>	94.93%	<u>\$328,713</u>	<u>\$254,282</u>	29.27%
EXPENSES						
PERSONNEL	\$45,662	\$46,032	-0.80%	\$154,409	\$138,096	11.81%
OPERATIONS	2,399	6,600	-63.65%	28,766	34,800	-17.34%
ADMINISTRATIVE	3,060	3,454	-11.41%	11,113	10,363	7.24%
FACILITIES	6,099	4,704	29.66%	18,198	14,113	28.94%
	<u>\$57,220</u>	<u>\$60,790</u>	-5.87%	<u>\$212,486</u>	<u>\$197,372</u>	7.66%
NET INCOME (LOSS)	<u>\$(868)</u>	<u>\$(57,931)</u>		<u>\$116,227</u>	<u>\$56,910</u>	104.23%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667			5,000	
INVESTMENT INTEREST						
NET AFTER NON BUDGETED ITEMS	\$(868)	\$(56,264)	-80.73%	\$116,227	\$61,910	87.74%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

September 30, 2018

COUNTY	\$933,275	
SANTA PAULA CITY	208,333	1
BUILDING FUND	14,024	1
BLAKE	40,673	1
LITERACY	26,413	1
BOOK TRUST	14,487	
GENERAL FUND	28,548	
WELLS FARGO	366,133	
OTHERS	695	
<b>TOTAL CASH</b>	<b>\$1,632,581</b>	
1 Restricted	289,443	
Other Unrestricted	1,343,138	

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE  
MODIFIED ACCRUAL BASIS  
FOR THE PERIOD ENDED

	9/30/17	9/30/18	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$242,116	\$248,675	\$228,782	\$740,132
LIBRARY OPERATIONS	3,403	3,089	1,250	5,000
DONATIONS	2,378	31,249	6,250	45,000
GRANTS		45,700	18,000	31,000
<b>TOTAL REVENUE</b>	<u>\$247,897</u>	<u>\$328,713</u>	<u>\$254,282</u>	<u>\$821,132</u>
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
WAGES	104,372	113,583	99,780	407,333
RETIREMENT	14,116	16,294	13,821	56,141
HEALTH INSURANCE	13,662	14,734	15,588	68,250
PAYROLL TAX	8,370	9,046	8,484	33,866
EMPLOYEE BENEFIT	365	752	423	1,692
	<u>140,885</u>	<u>154,409</u>	<u>138,096</u>	<u>567,282</u>
<b>OPERATIONS</b>				
LIBRARY NETWORK	14,766	13,452	15,000	60,000
PUBLICITY	1,421	90	1,300	5,200
MEMBERSHIPS	539	796	750	3,000
ACQUISITIONS	13,650	2,080	8,550	39,800
PROGRAMS	4,633	5,981	6,875	27,500
COMPUTER SERVICE	20	3,651	1,200	4,800
BOOK BINDING	-	294	500	2,000
ADVERTISING	538	576		
TRAVEL	1,078	1,846	625	2,500
	<u>36,645</u>	<u>28,766</u>	<u>34,800</u>	<u>144,800</u>
<b>ADMINISTRATIVE</b>				
ADVERTISING			63	250
BANK CHARGES	132	43	100	400
COMPUTER NETWORK	60	2,030		
INSURANCE	2,470	2,734	2,625	10,500
OFFICE EXPENSE	1,409	1,026	1,250	5,000
TELEPHONE	902	691	1,000	4,000
POSTAGE	209	176	150	600
PRINTING	(279)	815	675	2,700
PROFESSIONAL FEES	3,874	3,598	4,000	38,000
STAFF DEVELOPMENT	15		500	2,000
	<u>8,792</u>	<u>11,113</u>	<u>10,363</u>	<u>63,450</u>
<b>FACILITIES</b>				
BUILDING MAINTENANCE	3,039	2,624	3,500	14,000
JANITORIAL	2,010	2,114	2,025	8,100
UTILITIES	12,906	13,460	8,588	34,350
	<u>17,955</u>	<u>18,198</u>	<u>14,113</u>	<u>56,450</u>
<b>TOTAL EXPENSES</b>	<u>204,277</u>	<u>212,486</u>	<u>197,372</u>	<u>775,532</u>
<b>NET INCOME(LOSS)</b>	<u>\$43,620</u>	<u>\$116,227</u>	<u>\$56,910</u>	<u>\$45,600</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
ELECTION COSTS				
REIMBURSEMENT DIF	2,014		5,000	20,000
INVESTMENT INTEREST	1,016			
BUILDING FUND				
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$46,650</u>	<u>\$116,227</u>	<u>\$61,910</u>	<u>\$65,600</u>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

September 30, 2018

Due to Friends of the Library	\$	772
Credit Card		1,169
Others		5
Total	\$	<u>1,946</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

		BALANCE
	June 30, 2016	\$177,143.01
	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	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	223.73
7.02.18	CHECK	(3,376.63)
	TOTAL	<u>31,189.78</u>
		<u><u>\$208,332.79</u></u>

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	\$ 94,795	From construction in progress
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EQUIPMENT

RFID	\$ 29,019	From network charges
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BLANCHARD COMMUNITY LUBRARY

9.30.18

EXPLANATIONS

- 1 COMBINED PREPAID INSURANCE WITH NEGATIVE ACCOUNTS PAYABLE  
9355 PLUS 130
- 2 ACCOUNTS PAYABLE IS AP PLUS CREDIT CARD PLUS DUE TO FOTL  
5 PLUS 1168.91 PLUS 771.74
- 3 COMBINED BANK CHARGES AND MISCELLANEOUS IN ADMIN 9.17  
15 PLUS 108
- 4 COMBINED MEMBERSHIP AND OVER/SHORT IN OPERATIONS 9.17  
3.30 PLUS 522.00
- 5 CASH BALANCES FOR GENERAL ACCOUNT ADDED TO PAYROLL ACCOUNT  
28495.80 plus 2052.34

**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
September 2018**

12:24 PM  
10/15/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		09/04/2018		Deposit	General Fund		50.00
TOTAL				Deposit	California Room	General Fund	-50.00
							-50.00
Deposit		09/05/2018		Deposit	General Fund		391.75
TOTAL				Copier funds for July 2018	Printing & Copying	General Fund	-391.75
							-391.75
Deposit		09/05/2018		Deposit	General Fund		143.36
TOTAL				Circulation desk for the week of...	Fines	General Fund	-131.00
				Circulation desk for the week of...	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-32.00
				Circulation desk for the week of...	Over/Short	General Fund	29.89
				Circulation desk for the week of...	Printing & Copying	General Fund	-10.35
							-143.36
Deposit		09/10/2018		Deposit	General Fund		613.29
TOTAL				Health Insurance reimbursement	PERS Group Health Insurance	General Fund	-613.29
			Ilene Gaverman				-613.29
Deposit		09/13/2018		Deposit	General Fund		9.00
TOTAL				Deposit	Miscellaneous Income		-9.00
							-9.00
Deposit		09/17/2018		Deposit	General Fund		27,700.00
TOTAL				Deposit	Other Grants	PAI	-20,700.00
			State of California	Deposit	Other Grants	Makerspace Grant	-7,000.00
			Callifa Group.				-27,700.00
Deposit		09/18/2018		Deposit	General Fund		123.00
TOTAL				Circulation Desk week of 9/10/18	Fines	General Fund	-83.50
				Circulation Desk week of 9/10/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-39.50
							-123.00
Deposit		09/18/2018		Deposit	General Fund		204.75
TOTAL				Circulation Desk week of 9/4/18	Fines	General Fund	-194.75
							204.75

Blanchard/Santa Paula Library District  
 Monthly General Fundt Check Detail  
 September 2018

12:28 PM  
 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
	09/04/2018			General Fund	
TOTAL				Bank Charges	-0.46
					-0.46
EFT	09/07/2018	Calif. Public Employees' Retire...	Calif PERS PEPR Contribution 7/29/18 -8/1...	General Fund	
			Calif PERS PEPR Contribution 7/29/18 -8/11/...	CALPERS (Payee Account - Employee Dedu...	-1,217.67
TOTAL					-1,217.67
EFT	09/07/2018	Calif. Public Employees' Retire...	Calif PERS Classic 817 Contribution 7/29/18...	General Fund	
			Calif PERS Classic 817 Contribution 7/29/18 to...	CALPERS (Payee Account - Employee Dedu...	-275.03
TOTAL					-275.03
EFT	09/07/2018	Calif. Public Employees' Retire...	PERS Health Insurance for September	General Fund	
			PERS Health Insurance for September	PERS Group Health Insurance	-6,482.80
TOTAL					-6,482.80
EFT	09/11/2018	Blanchard Community Library	Funds transfer to payroll for pay date 9/13/18	General Fund	
			Funds transfer to payroll for pay date 9/13/18	Payroll (Checking Account - Payroll)	-17,000.00
TOTAL					-17,000.00
EFT	09/14/2018	Blanchard Community Library	Funds transfer to Book Trust for CalPERS p...	General Fund	
			Funds transfer to Book Trust for CalPERS pay...	1020 - Book Trust Account	-5,683.75
TOTAL					-5,683.75
EFT	09/24/2018	Calif. Public Employees' Retire...	Calif PERS PEPR Contribution	General Fund	
			Calif PERS PEPR Contribution	CALPERS (Payee Account - Employee Dedu...	-1,247.53
TOTAL					-1,247.53

**Blanchard/Santa Paula Library District**  
**Monthly General Fundt Check Detail**  
 September 2018

12:28 PM  
 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
EFT	09/24/2018	Calif. Public Employees' Retire...	Calif PERS Classic 817 Contribution	General Fund	
TOTAL			Calif PERS Classic 817 Contribution	CALPERS (Payee Account - Employee Dedu...	-275.03
					-275.03
EFT	09/24/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Sep...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 Septe...	PERS Retirement (Contribution Account - Re...	-3,644.85
					-3,644.85
EFT	09/24/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRA Septe...	General Fund	
TOTAL			Unfunded Accrued Liability PEPRA Septemb...	PERS Retirement (Contribution Account - Re...	-52.30
					-52.30
EFT	09/24/2018	Calif. Public Employees' Retire...		General Fund	
TOTAL				Accounting Fees (Outside (non-employee) ac...	-700.00
					-700.00
EFT	09/25/2018	Blanchard Community Library	Funds transfer for payroll pay date 9/27/18	General Fund	
TOTAL			Funds transfer for payroll pay date 9/27/18	Payroll (Checking Account - Payroll)	-16,650.00
					-16,650.00
10113	09/04/2018	Stephen McFadden CPA	Invoice #5463	General Fund	
TOTAL			Invoice #5463	Accounting Fees (Outside (non-employee) ac...	-877.00
					-877.00
10114	09/04/2018	Santa Paula Glass Company	Invoice #1445	General Fund	
TOTAL			Installation of classroom doors	Building Maintenance	-893.52
					-893.52

Blanchard/Santa Paula Library District  
**Monthly General Fundt Check Detail**  
 September 2018

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 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
10115	09/04/2018	SoCalGas	Acct #151 414 1600 6 7/27/18 to 8/29/18	General Fund Gas	-16.27 -16.27
TOTAL					
10116	09/04/2018	City of Santa Paula (067500-00)	111-067500-00 Fire Service 7/24/18 to 8/24/18	General Fund Water and Sewer	-71.53 -71.53
TOTAL					
10117	09/04/2018	City of Santa Paula (067000-00)	111-067000-00 Water & sewer 7/24/18 to 8/24/18	General Fund Water and Sewer	-479.21 -479.21
TOTAL					
10118	09/04/2018	Ned Branch	Monthly health insurance reimbursement	General Fund	
	09/01/2018		Monthly health insurance reimbursement	PERS Group Health Insurance	-404.51
TOTAL					-404.51
10119	09/10/2018	SDRMA	Invoice #65066 - Program Year 2017 - 2018	General Fund	
			Invoice #65066 - Program Year 2017 - 2018	Insurance-Workers Comp.	-381.69
TOTAL					-381.69
10120	09/10/2018	Santa Paula Glass Company	VOID: Invoice #1445	General Fund	0.00
TOTAL					
10121	09/10/2018	Coleman Landscape	Invoice #7403 Landscaping for August	General Fund Grounds Maintenance	-350.00 -350.00
TOTAL					

Blanchard/Santa Paula Library District  
 Monthly General Fundt Check Detail  
 September 2018

12:28 PM  
 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
10122	09/10/2018	LightGabler LLP	Invoice #38479	General Fund	
			Invoice #38479	Legal Fees (Outside (non-employee) legal se...	-32.50
TOTAL					-32.50
10123	09/17/2018	Frontier Communications	805-525-2384-012885-5	General Fund	
			Phone service 9/10/18 to 10/9/18	Telephone Expense	-233.38
TOTAL					-233.38
10124	09/17/2018	Demco, Inc.	Invoice #6446572	General Fund	
			Invoice #6446572	Book Binding/Mending	-293.54
TOTAL					-293.54
10125	09/17/2018	Unique Management Services, L...		General Fund	
				Collection Agency	-125.30
TOTAL					-125.30
10126	09/17/2018	Athens Enviromental	A20004977 - Invoice #108119	General Fund	
			Trash service for September	Trash	-176.09
TOTAL					-176.09
10127	09/17/2018	Sparkletts	Acct #26410174648715	General Fund	
			Water service for August	Office Supplies	-51.85
TOTAL					-51.85
10128	09/17/2018	Western Exterminator Company		General Fund	
				Pest Control	-106.00
TOTAL					-106.00

Blanchard/Santa Paula Library District  
 Monthly General Fundt Check Detail  
 September 2018

12:28 PM  
 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
10129	09/24/2018	Baker & Taylor Books	415157 L115238 4 B00000	General Fund	
TOTAL			415157 L115238 4 B00000	Children's Books	-36.23
					-36.23
10130	09/24/2018	Kelly Cleaning & Supplies	Invoice #45286825	General Fund	
TOTAL			Invoice #45286825	Janitorial Services & Supplies	-670.00
					-670.00
10131	09/24/2018	Califa Group	Invoice #1267	General Fund	
TOTAL			Invoice #1267	Adult Programs	-995.00
					-995.00
10132	09/24/2018	Southern California Edison	Acct. #2-03-984-8064	General Fund	
TOTAL			8/17/18 to 9/18/18 electricity usage	Electricity	-3,206.82
					-3,206.82
10133	09/24/2018	Ned Branch	Round trip Mileage to Santa Maria Public lib...	General Fund	
TOTAL			Round trip Mileage to Santa Maria Public library	Travel	-107.04
					-107.04
10134	09/24/2018	Amazon Capital Services		General Fund	
1LP1...	09/24/2018			Children's Books	-14.02
1QVY...	09/24/2018			Children's Books	-12.64
1MM...	09/24/2018			Children's Books	-4.99
1MM...	09/24/2018			Children's Books	-5.89
1JW7...	09/24/2018			Children's Books	-69.24
1LP1...	09/24/2018			Children's Books	-11.43
1LP1...	09/24/2018			Children's Books	-142.36
1H6F...	09/24/2018			Books	-38.94
TOTAL					-299.51

**Blanchard/Santa Paula Library District**  
**Monthly General Fundt Check Detail**  
 September 2018

12:28 PM  
 10/15/18

Num	Date	Name	Memo	Account	Paid Amount
10135	09/24/2018	Business Card	Credit Card Charges 08/17/18 to 9/16/18	General Fund	
5474...	09/24/2018		Credit Card Charges 08/17/18 to 9/16/18	Bank of America Platinum Plus	-1,430.44
TOTAL					-1,430.44
10136	09/24/2018	Colborn & Wilson Inc		General Fund	
			10% @ 90% Completion	1070.10 - Construction In Process	-8,558.50
			10% @ 100% Completion	1070.10 - Construction In Process	-8,558.50
			Door lock	1070.10 - Construction In Process	-123.88
TOTAL					-17,240.88



REGULAR MEETING OF OCTOBER 23, 2018  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS



REGULAR MEETING OF OCTOBER 23, 2018  
G(a) OLD BUSINESS: INVESTMENT OF RESERVES

RECOMMENDATION:

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						



REGULAR MEETING OF JUNE 26, 2018

H(a) NEW BUSINESS: ADJUSTMENT OF HEALTH INSURANCE PREMIUM

The library has not adjusted the employer's contribution to employee health insurance premiums since passing the resolution that was effective January 2017. The amount is currently \$565.33. Health insurance premiums have increased annually since that date; however, staff have also received annual wage increases.

Two staff have decided to change the plans in which they are enrolled effective next year. Both indicated the primary reason for the change is dissatisfaction with their current care providers as the principal reason for the change. The current plan in which both them are enrolled will increase the premium substantially next year.

An analysis of the combined effect of plan changes, premium increases, and schedule wage increases is attached.

RECOMMENDATION: Staff recommends no change in the current employer contribution level for 2019 but also recommends a further analysis for 2020.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						



ID	HEALTH PLAN	2018			2019			MONTHLY INCREASE/(DECREASE)	
		EMPLOYER CONTRIBUTION	TOTAL PREMIUM	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	TOTAL PREMIUM	EMPLOYEE CONTRIBUTION		
5650112077	Anthem HMO Select	\$ 565.33	\$ 660.17	\$ 94.84	Anthem HMO Select	\$ 565.33	\$ 627.07	\$ 61.74	\$ (33.10)
9979723954	BSC Access	\$ 565.33	\$ 613.29	\$ 47.96	Kaiser Permanente	\$ 565.33	\$ 618.64	\$ 53.31	\$ 5.35
2733636322	BSC Access	\$ 565.33	\$ 613.29	\$ 47.96	Kaiser Permanente	\$ 565.33	\$ 618.64	\$ 53.31	\$ 5.35
2140136699	Kaiser Permanente	\$ 565.33	\$ 642.70	\$ 77.37	Kaiser Permanente	\$ 565.33	\$ 618.64	\$ 53.31	\$ (24.06)
2820130071	BSC Access	\$ 565.33	\$ 613.29	\$ 47.96	BSC Access	\$ 565.33	\$ 669.75	\$ 104.42	\$ 56.46

2018-2019 WAGE COMPARISON					
2018 HOURLY RATE	2019 HOURLY RATE	2018 BIWEEKLY EARNINGS	2019 BIWEEKLY EARNINGS	MONTHLY GROSS INCREASE	
\$ 27.57	\$ 28.95	\$ 1,378.42	\$ 1,447.34	\$ 149.33	
\$ 15.30	\$ 16.39	\$ 1,224.00	\$ 1,310.90	\$ 188.28	
\$ 25.47	\$ 27.28	\$ 2,037.52	\$ 2,182.18	\$ 313.43	
\$ 28.71	\$ 30.74	\$ 2,296.49	\$ 2,459.54	\$ 353.28	





REGULAR MEETING OF OCTOBER 23, 2018  
I(a) REPORTS: LITERACY SERVICES





16. October, 2018

# Adult Learning Center Board Report for October, 2018

Well, the big event of MY month was the

## California Library Literacy Services Conference September 25 & 26, 2018 Sacramento City Library

This was the first time our statewide network of Library Literacy programs got our very own conference. Two full days of meetings with some 100 other Literacy Coordinators from around the state (Del Norte Co. to Imperial Co.), from libraries that serve smaller communities than ours to the “Biggies”, Los Angeles, San Diego, San Jose, San Francisco! We shared information, heard encouraging stories, laughed and cried together, and came away with LOTS of good ideas.



For me, the major TAKE-AWAY was that I need to focus more on serving my TUTOR/ LEARNER pairs. I’ve told “my” Olivia this, and told her to hold me to it! More recruitment, more in-service training, more support for our TEAM.

The one other focus we want for this year is to build a cadre of faithful facilitators for CONVERSATION GROUPS. Small groups feed into tutor/learner pairs, and learners need more than once a week to really develop their English. Conversation groups are great for vocabulary and fluidity.

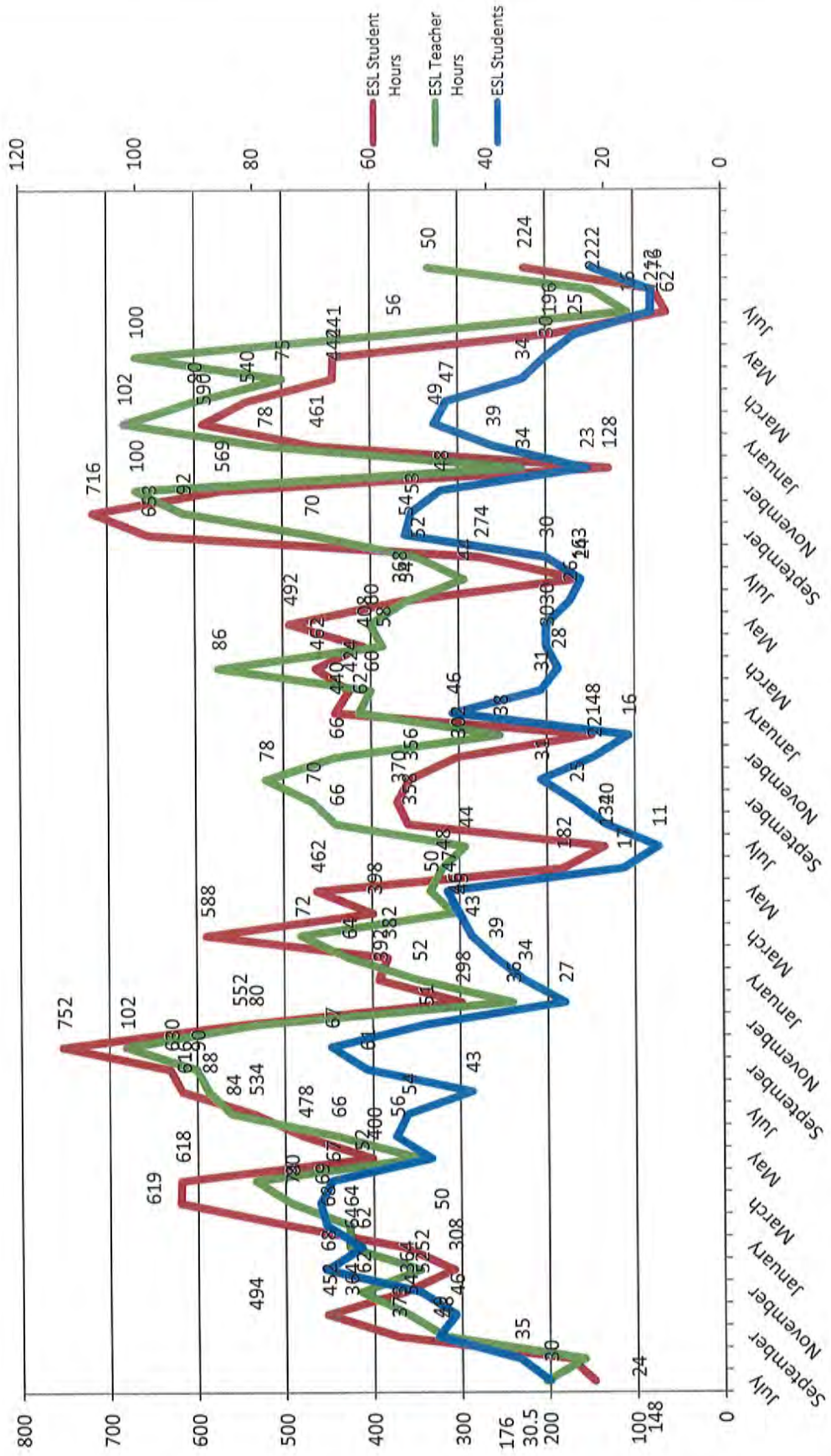
Finally, we have more and more learners expressing the desire to finish their H.S. Diploma via the GED, the HISET, or, if they go to one of the adult schools, diploma completion. One pair started just last night, another two weeks ago. We are requiring weekly attendance at one of the adult schools, preferably Santa Paula’s own, before we will provide a tutor. They need a LOT of help to get to the goal!







# ESL CLASSES



REGULAR MEETING OF OCTOBER 23, 2018  
I(b) REPORTS: PUBLIC SERVICES





This month's Third Thursday Movie Night featured the Kennedy/Kópechne suspense drama *Chappaquiddick*. Having been the second most well attended movie behind *Dunkirk*. If conclusions can be drawn from our limited pool of data, it would seem that our film-going patronage is most interested in historical dramas. This is a theory I will try to test in November, as next month's selection will be a special Halloween-themed screening of the 1931 classic *Dracula*.

September's TEDx viewing party was the first of a year-long TED license acquired for TEDxBlanchardLibrary. Five curated TED and TEDx recordings centered around the topic of storytelling were selected and shown. Following the event, there was a brief, but lively, discussion between myself and attending patrons concerning some of the specific topics touched upon by speakers. October's topic will be (Overcoming) Fear.

The (first of a hopefully annual) Local Author Fair is scheduled for Saturday, November 3 from 11AM – 2PM. Over twenty authors from the Ventura County area will be present to share, sign and discuss their books with patrons. Many of the authors have also agreed to donate copies of the works for inclusion in the collection. I have organized similar events previously to great success and it is my hope that the fair does well here as well, as it often leads to increased author participation for one-off events (e.g. lectures, talks, demonstrations) and at subsequent fairs.

Program Name	Description	Audience	Attendance	Date	Start	End
Adult Coloring Club	Miscellaneous	Adult	3	1-Sep	12:00 PM	2:00 PM
Adult Coloring Club	Miscellaneous	Adult	4	4-Sep	12:00 PM	2:00 PM
Chappaquiddick [PG-13]	Third Thursday Movie	Adult	7	20-Sep	5:30 PM	8:00 PM
Storytelling	TEDxBlanchardLibrary	Adult	3	24-Sep	6:30 PM	8:00 PM
Absolutely True Diary of a Part-Time Indian	BC Book Club	Adult	6	27-Sep	6:30 PM	7:30 PM

**Youth Services Report  
September 2018**

**1. Family Evenings-**

Tuesday, September 4	Rafael & Katia Bilingual Magic Show	<b>100</b>
Tuesday, September 18	Storytime with Mr. Rick & Leo	<b>55</b>

**2. Teen Scene-**

Thursday, September 13 <sup>th</sup>	Teen Scene Game Day (Virtual Reality and Wii)	<b>5</b>
Thursday, September 27 <sup>th</sup>	Banned Book Week.	<b>6</b>

**3. MakerBox/STEAM programs-**

Thursday, September 20 <sup>th</sup>	Makey Makey	<b>4</b>
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**4. School Tour-**

Friday, September 21	Four 2 <sup>nd</sup> grade classes from Glen City School	85 students, 4 teachers, 11 parents	<b>100</b>
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**5. Ongoing Programs –**

a. Story time	(4)	<b>121</b>
b. LEGO	(7)	<b>96</b>
c. Barking for Books	(2)	<b>17</b>

REGULAR MEETING OF OCTOBER 23, 2018  
I(c) REPORTS: VOLUNTEER COORDINATOR





Volunteer Coordinator Board Report  
September 2018

New Volunteer Application - A updated Volunteer Application is now being used for all volunteers that wish to donate their time to the library. It was given to the high school club presidents and advisors for the Homework Help Coaches to fill out and bring with them on their first day of volunteering. Blank applications are kept at the front desk for any adults that are "walk-in" volunteers.



Bicultural Dinner - FFA servers - Alex Flores and nine of his FFA members were a huge help at the Bicultural Dinner. I asked for four helpers and nine showed up! What a wonderful job they did setting up, serving, and cleaning up after the event.

**Blanchard Community Library**

**Volunteer Hours 2018 - 2019**

Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board/ Endow.	Total
July	Hours	134.00	0.00	88.50	0.00	45.50	0.00	0.00	210.25	29.00	478.25
August	Hours	159.00	0.00	181.50	0.00	39.75	0.00	0.00	0.00	26.00	380.25
September	Hours	221.00	37.75	187.75	0.00	126.25	0.00	0.00	0.00	37.00	609.75
October	Hours										0.00
November	Hours										0.00
December	Hours										0.00
January	Hours										0.00
February	Hours										0.00
March	Hours										0.00
April	Hours										0.00
May	Hours										0.00
June	Hours										0.00
<b>Total</b>	<b>Hours</b>	<b>514.00</b>	<b>37.75</b>	<b>457.75</b>	<b>0.00</b>	<b>211.50</b>	<b>0.00</b>	<b>0.00</b>	<b>210.25</b>	<b>92.00</b>	<b>1,468.25</b>



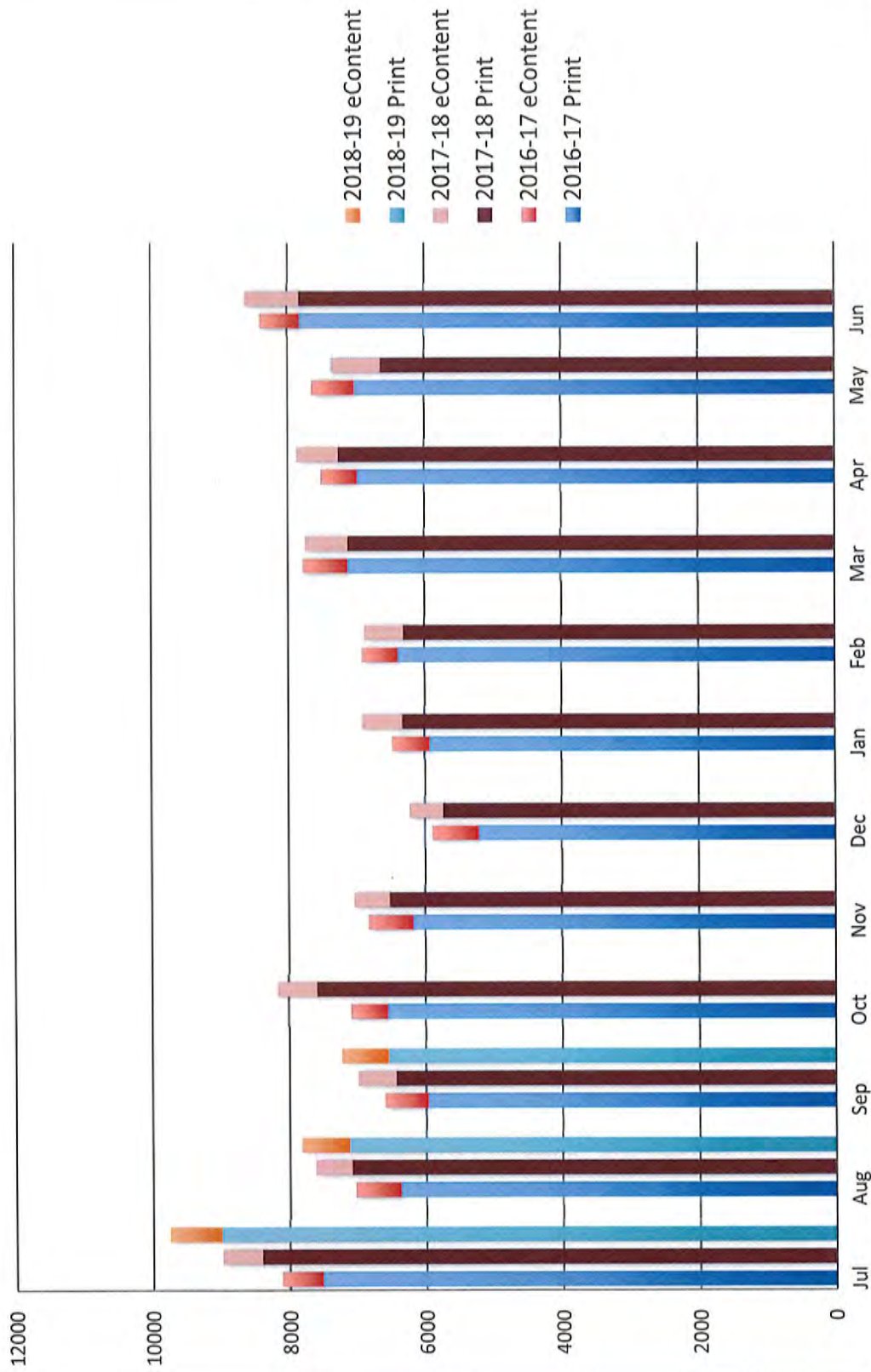
REGULAR MEETING OF OCTOBER 23, 2018  
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Pitch An Idea Grant status
3. Presentation to Ventura County Board of Supervisors
4. Grand Jury Report on Independent Special Districts
5. Education Center at Harvest at Limoneira as proposed by Santa Clara Valley Together Coalition
6. Proposed Business Improvement District

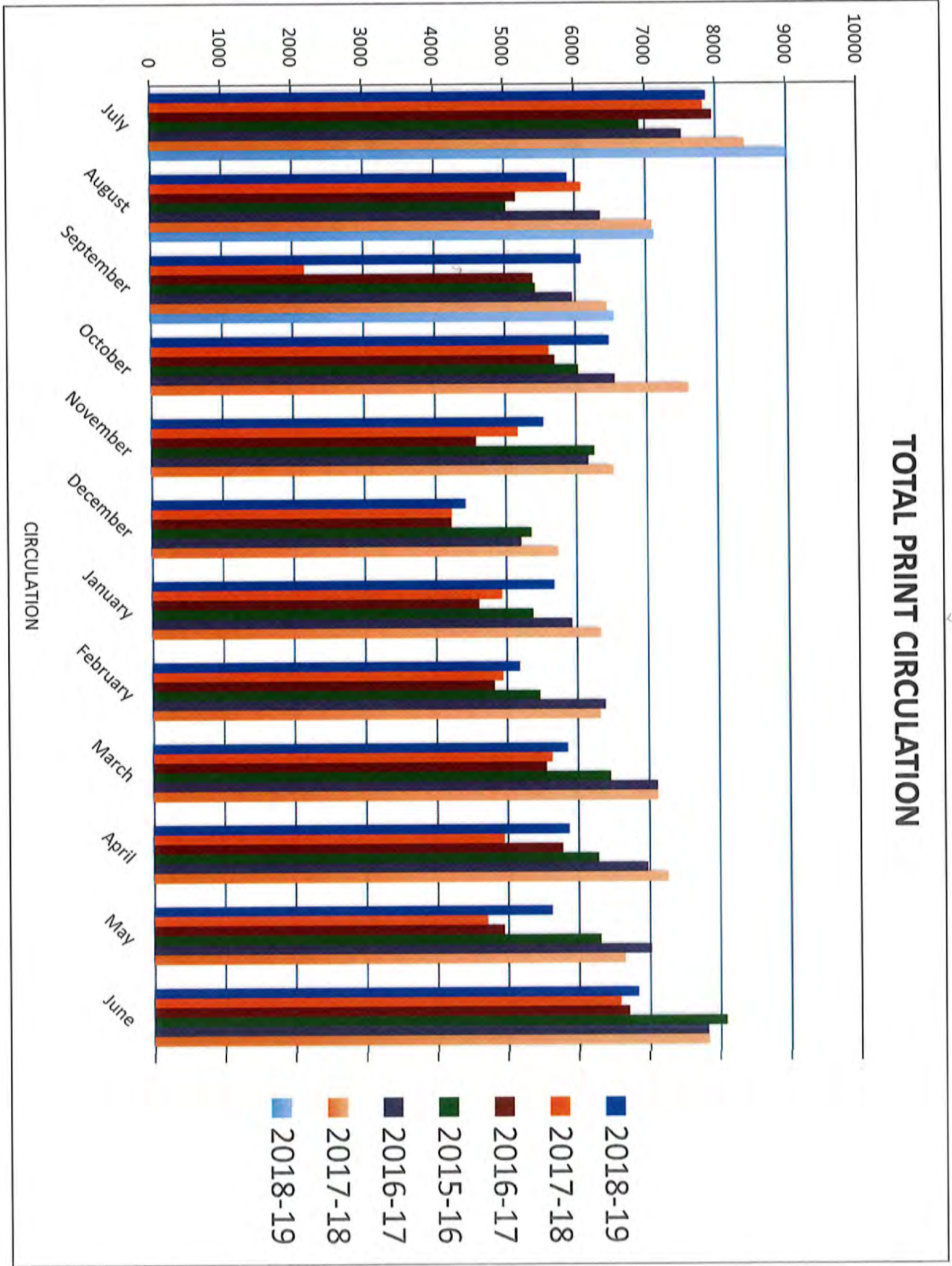




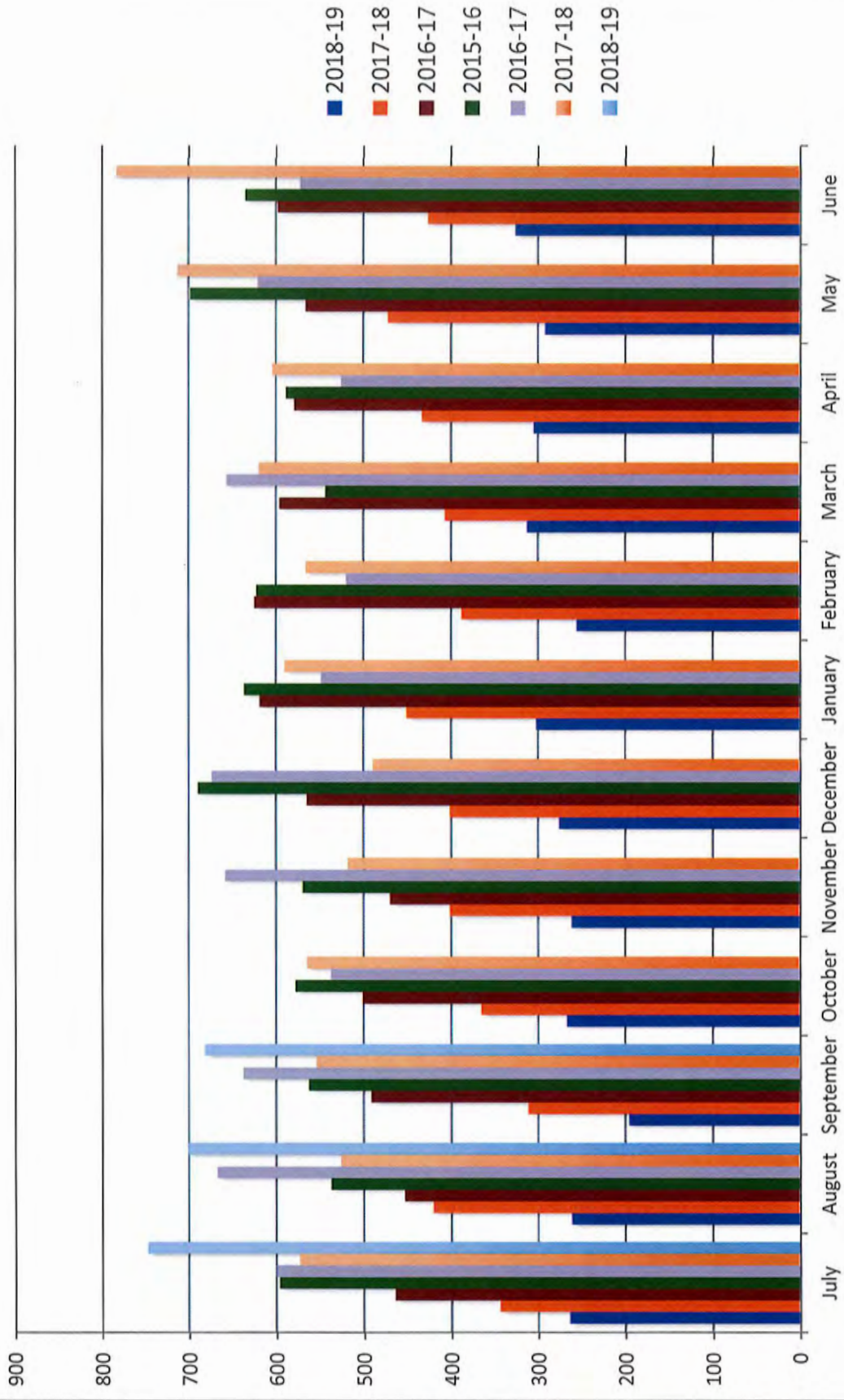
# TOTAL CIRCULATION



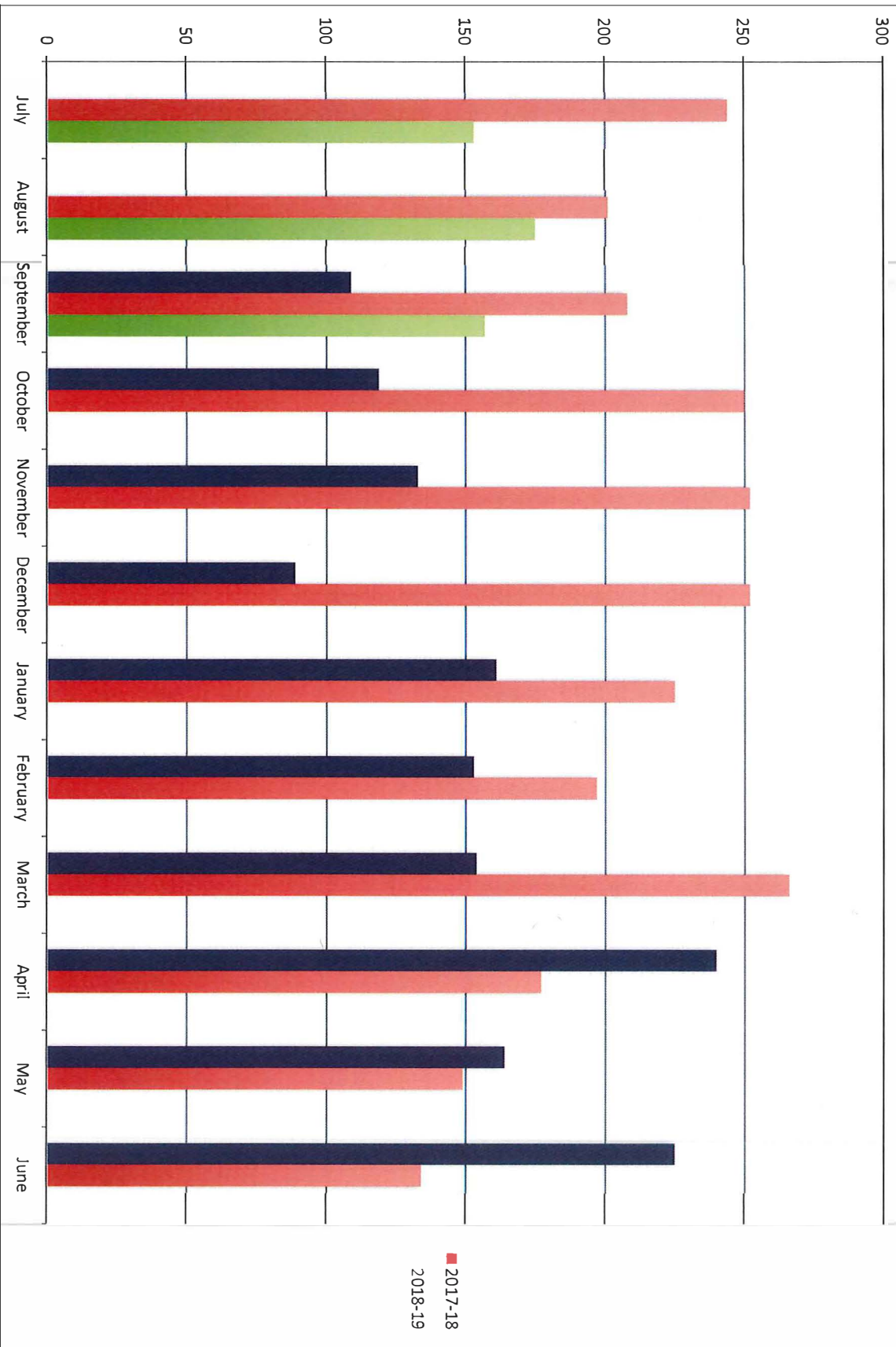
# TOTAL PRINT CIRCULATION

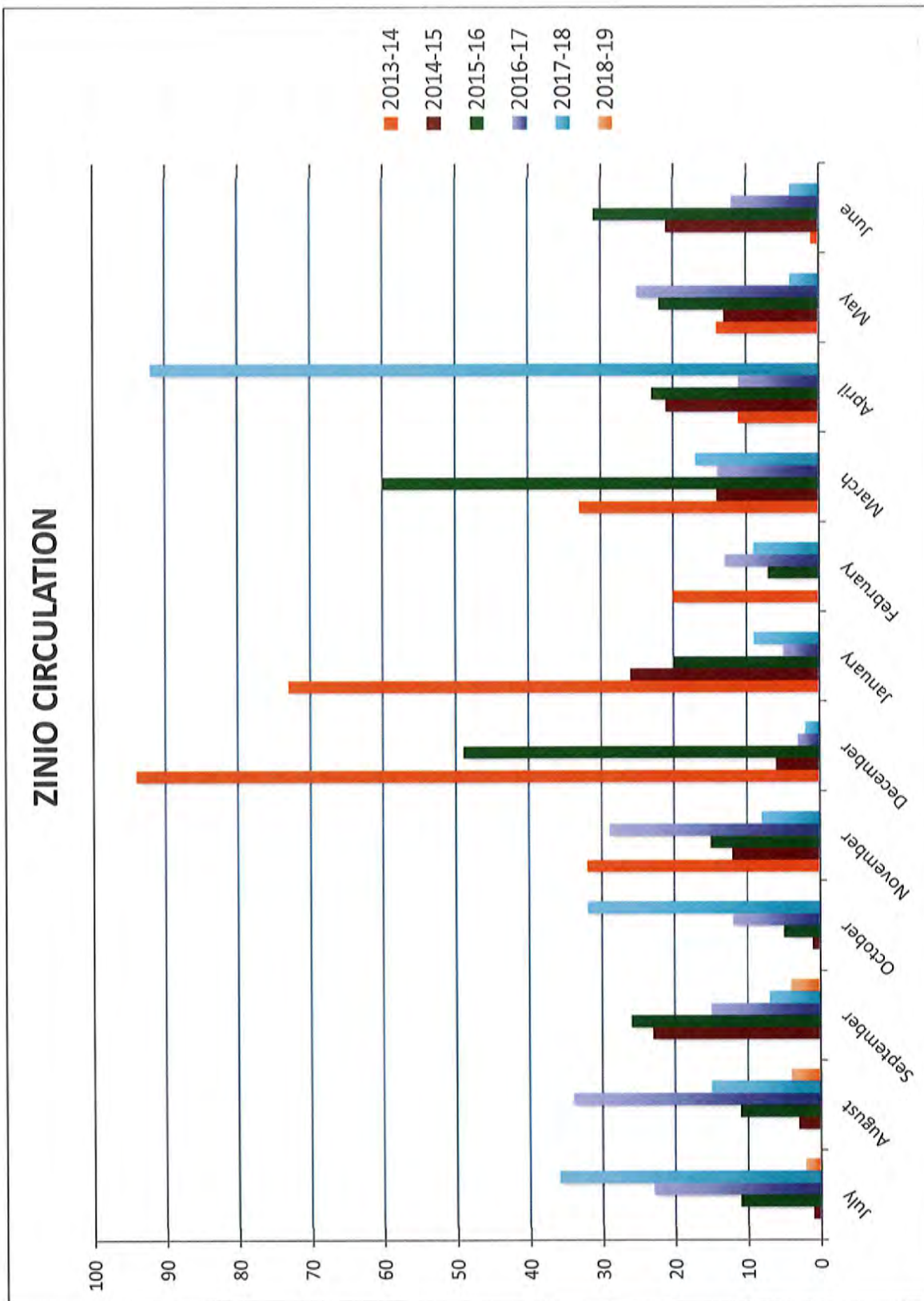


# eBOOK CIRCULATION

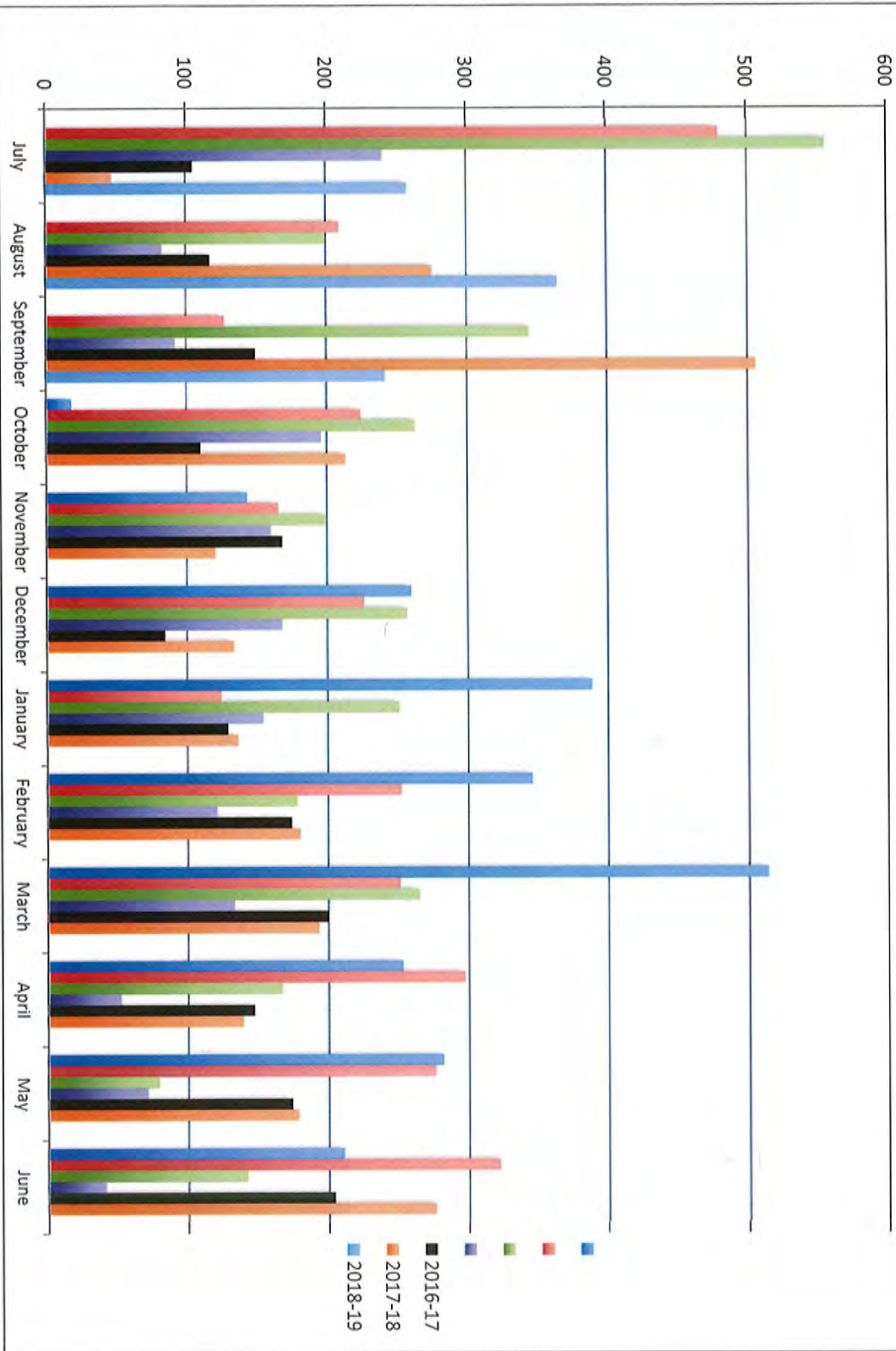


# HOOPLA

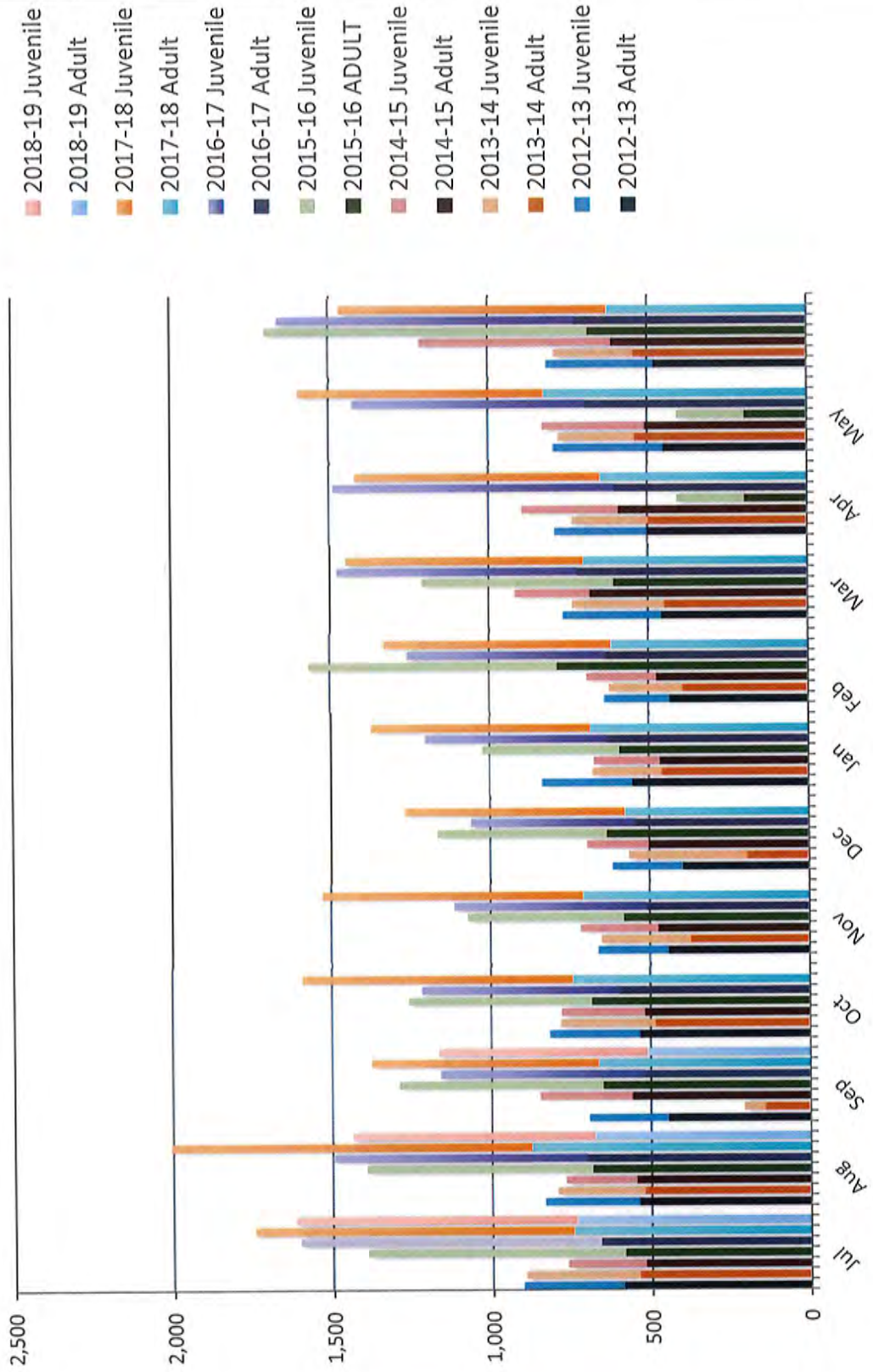




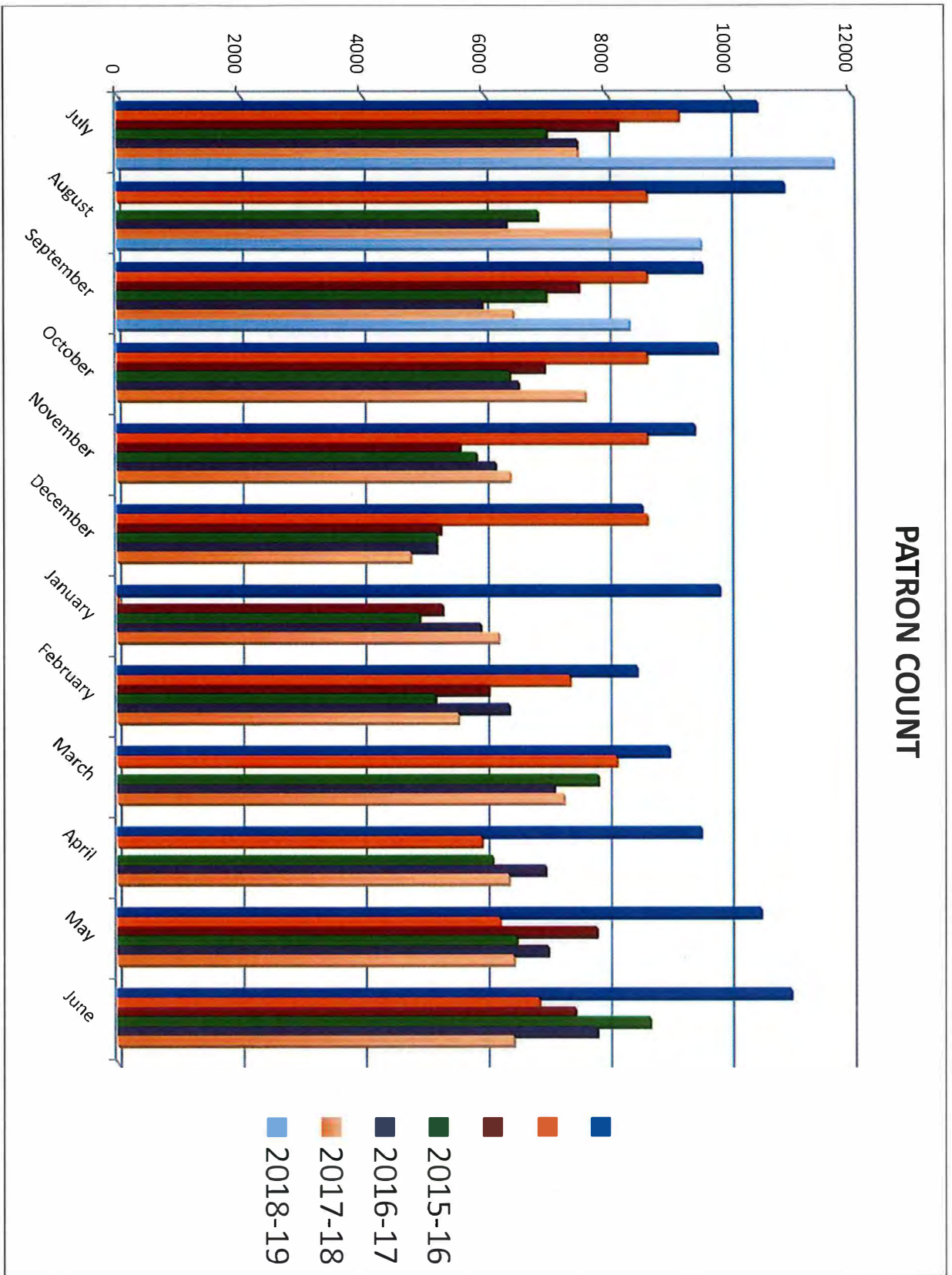
# VOLUMES ADDED



# COMPUTER USAGE

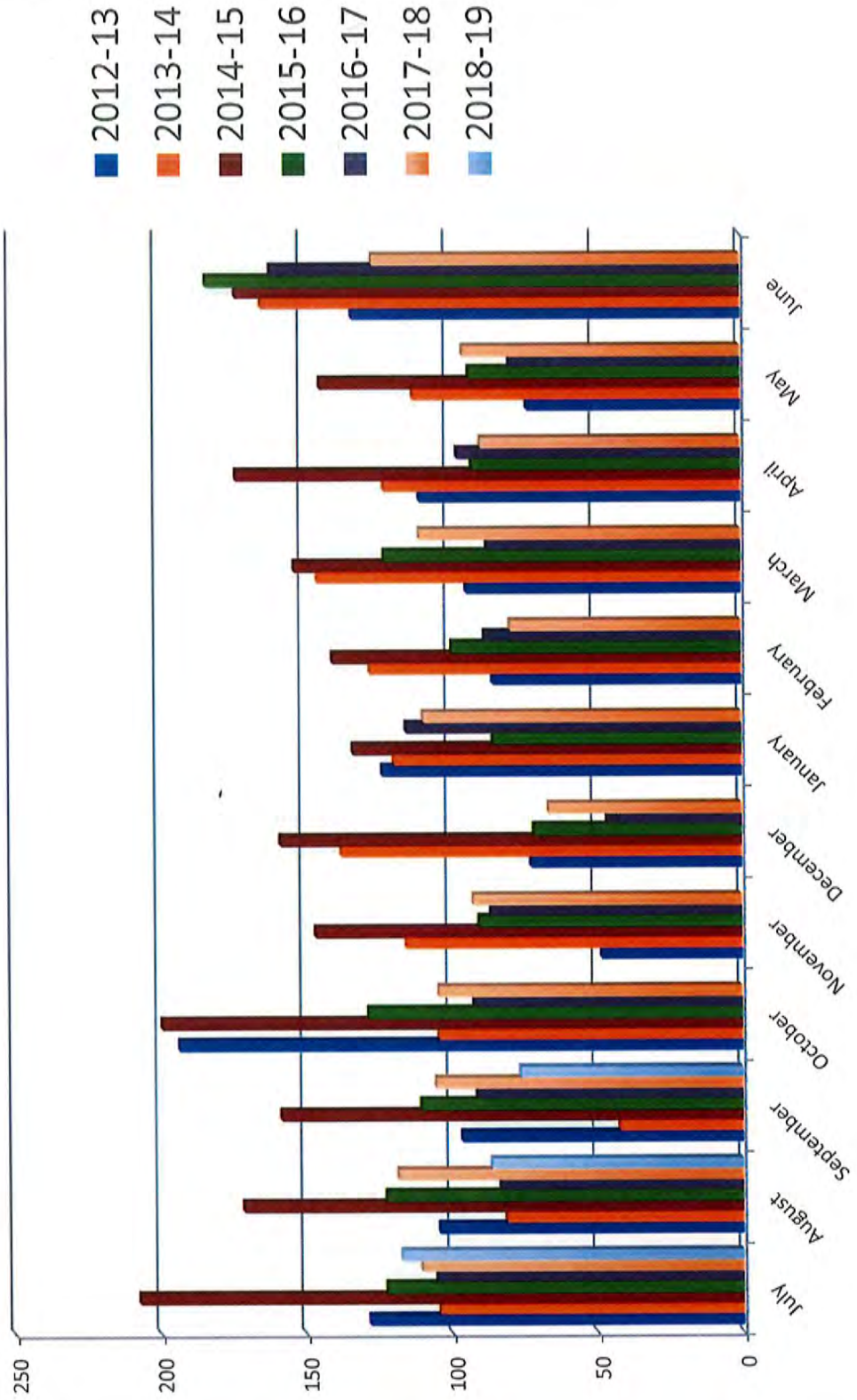


# PATRON COUNT





# PATRON REGISTRATIONS



# REFERENCE INQUIRIES

