

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, October 24, 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. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of September 26, 2017
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Space Plan—Proposal from Electrical Engineer (information, discussion, possible action)
 - b. Board Bylaws (information, discussion, possible action)

H. NEW BUSINESS

- a. 2018 Holiday Calendar (information, discussion, possible action)
- b. Wine and Cheese Reception for Ventura County Museum (information and discussion)
- c. Placement of a Reporting Kiosk for Ventura County Probation Agency (information, discussion, possible action)
- d. 2018 Santa Society of the Arts Paula 81st Annual Art Show March 1, 2018, through April 7, 2018 (information discussion, possible action)

I. 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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

November 28, 2017

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 24, 2017
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of September 26, 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, September 26, 2017

CALL TO ORDER---The Meeting was called to order at 5:32 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. District Director Ned Branch and Steve McFadden, C.P.A. were present.

APPROVAL OF THE ORDER OF AGENDA---The Order of the Agenda with Item G.a. Space Plan - Report from Facilities Committee being moved to follow the Financial Reports, was unanimously approved (Hicks/Nasalroad).

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

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of August 22, 2017, were unanimously approved as corrected (Nasalroad/Hicks).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. New sheets were issued because Personnel was off by about \$300. There were three paychecks in September, so payroll was up about \$14,000. The cd's all earn interest every six months, which is held and then rolled in with the next matured, reinvested cd. The Financial statements were unanimously received and filed (Hicks/Nasalroad). Mr. McFadden departed after the report.

UNFINISHED BUSINESS--- Marilyn Appleby and David Anderson presented their *Facilities Plan*. The Board unanimously approved the contract for construction documents (Coughlin/Nasalroad).

REPORTS CONT. ---Dick Eastlake reported that the *Friends* donated \$1,000 for the Literacy Program's adult beginner reader books, they have committed to fund the RFID tagging, and the October book sale will offer books on hobbies at half price.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---The Chamber 'Author Night' mixer at the Library was successful. The Optimists will help with the Dios de los Muertos celebration.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 26, 2017

UNFINISHED BUSINESS CONT.---The Board unanimously chose to table the *Board Bylaws* for some editing and a review by Nancy Schreiner (Hicks/Nasalroad). The Board unanimously accepted the *Library Art Collection Policy* with some minor corrections (Hicks/Nasalroad).

NEW BUSINESS--- The Board rejected an amendment to the *Checking Account Signature Policy* which would only require one signature for amounts under \$1,000 (Hicks, Nasalroad - aye, Coughlin, Phillips - nay). The Board unanimously agreed to purchase *RFID equipment* with a gift from the Friends and extra expenses up to \$500 to be absorbed by the Library using DIF funds (Hicks/Nasalroad). The annual fee will be about \$1,500; the current gates cost about \$3,000 a year.

REPORTS CONT. --- The *Literacy Program* has received a state grant for bilingual children's books, there is a waitlist of 21 learners, and the final report to California Library Literacy Services for Fiscal Year 2016-2017 is being prepared. *Public Services* reported that 275 people attended the "Best Bubble Show", 18 people attended Dr. Sanchez's program, and efforts are being made to have SPHS students provide after school homework help. The *District Director* continues to review applications for the Volunteer Coordinator position, he is trying to extend the 500 mBt's from CENIC to the front of the library, the library will cosponsor a poetry contest with the Ventura County Arts Council, and the Library Space at Harvest at Limoneira is still being discussed.

Board Committee Reports:

Strategic Plan Team Reports: Under *Visioning*, Board President Phillip's will write something about the new Facilities Plan for the press. For *Fundraising*, an idea for naming the Building Fund will be needed for the October meeting, and the funds will probably be held in the Blake account. Under *Community Connections*, the Board just hosted the Chamber Mixer, Director Branch was elected to the Chamber of Commerce Board, and President Phillips is inviting the City Manager to hold monthly coffees at the Library. For *Adult Programs* President Phillips is working on providing Veterans' services with CalVet, and the SBA follow up program is in progress.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 26, 2017

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas:
Bylaws

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, October 24, 2017, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 8:37 p.m.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF OCTOBER 24, 2017
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file September 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

September 30, 2017

BLANCHARD COMMUNITY LIBRARY

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ACCOUNTANTS COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of September 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 is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. 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.

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
October 15, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE
September 30, 2017

ASSETS

	CURRENT ASSETS	
CASH		\$ 1,270,801
RESTRICTED CASH		227,068
PREPAID EXPENSES		10,296
TOTAL CURRENT ASSETS		1,508,165
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		556,597
TOTAL ASSETS		\$ 2,064,762

LIABILITIES AND FUND BALANCES

	LIABILITIES	
ACCOUNTS PAYABLE	\$ 8,491	
ACCRUED PAYROLL EXPENSE	32,792	
TOTAL LIABILITIES		\$ 41,283
	FUND BALANCES	
GENERAL FUND	1,239,814	
FIXED ASSET FUND	556,597	
RESTRICTED FUNDS	227,068	
TOTAL FUND BALANCE		2,023,479
TOTAL LIABILITIES AND FUND BALANCE		\$ 2,064,762

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED SEPTEMBER 30, 2017

	SEPTEMBER			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 1,409	\$ 359		\$ 242,116	\$ 228,782	5.8%
LIBRARY OPERATIONS	1,133	417	171.70%	3,403	1,250	172.2%
DONATIONS		2,083	-100.00%	2,378	6,250	-62.0%
CLLS LITERACY	\$ -				\$ 18,000	
	\$ 2,542	\$ 2,859	-11.1%	\$ 247,897	\$ 254,282	-2.5%
EXPENSES						
PERSONNEL	\$ 41,292	\$ 44,986	-8.2%	\$ 140,900	\$ 113,957	23.6%
ADMINISTRATIVE	3,256	3,779	-13.8%	8,777	11,337	-22.6%
FACILITIES	6,013	4,704	27.8%	17,954	9,408	90.8%
OPERATIONS	10,615	6,628	60.2%	36,645	28,255	29.7%
	\$ 61,176	\$ 60,097	1.8%	\$ 204,276	\$ 162,957	25.4%
NET INCOME (LOSS)	\$ (58,634)	\$ (57,238)	2.4%	\$ 43,621	\$ 91,325	-52.2%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667			1,667	
INVESTMENT INTEREST				1,015		
CITY IMPACT						
NET AFTER NON BUDGETED ITEMS	\$ (58,634)	\$ (55,571)	5.5%	\$ 44,636	\$ 92,992	-52.0%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

September 30, 2017

COUNTY	\$	871,995	
SANTA PAULA CITY		184,931	1
BLAKE		35,666	1
LITERACY		6,471	1
BOOK TRUST		36,147	
WELLS FARGO		358,950	
OTHERS		<u>3,709</u>	
TOTAL CASH	\$	<u>1,497,869</u>	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	9/30/16	9/30/17	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 236,936	\$ 242,116	\$ 228,782	\$ 740,132
LIBRARY OPERATIONS	7,779	3,403	1,250	5,000
DONATIONS	1,937	2,378	6,250	45,000
CLLS LITERACY	18,500		18,000	27,000
TOTAL REVENUE	<u>\$ 265,152</u>	<u>\$ 247,897</u>	<u>\$ 254,282</u>	<u>\$ 817,132</u>
EXPENSES				
PERSONNEL				
WAGES	98,903	104,372	95,658	407,333
RETIREMENT	13,959	14,116	13,644	56,141
HEALTH INSURANCE	15,163	13,662	17,064	68,250
PAYROLL TAX	7,932	8,385	8,168	33,866
EMPLOYEE BENEFIT	418	365	423	1,692
	<u>136,375</u>	<u>140,900</u>	<u>134,957</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			63	250
BANK CHARGES			100	400
INSURANCE	132	132	2,163	8,650
OFFICE EXPENSE	2,104	1,468	1,250	5,000
TELEPHONE	1,058	902	1,000	4,000
POSTAGE	834	209	87	350
PRINTING	218	(278)	675	2,700
PROFESSIONAL FEES	278	3,874	5,500	38,000
STAFF DEVELOPMENT	11,364		500	2,000
	<u>82</u>	<u>8,777</u>	<u>11,338</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANCE	16,070	3,039	3,500	14,000
JANITORIAL	1,535	2,010	2,025	8,100
UTILITIES	2,010	12,906	8,588	34,350
	<u>10,806</u>	<u>17,955</u>	<u>14,113</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	14,351	14,766	15,000	60,000
PUBLICITY	15,388	1,421	3,000	12,000
MEMBERSHIPS	1,760	537	750	3,000
ACQUISITIONS	608	13,650	6,250	30,000
PROGRAMS	2,947	4,635	7,558	30,230
MATERIALS	4,837			
COMPUTER SERVICE	14	20	1,200	4,800
BOOK BINDING			500	2,000
ADVERTISING	547	538		
TRAVEL	569	1,078	625	2,500
	<u>26,670</u>	<u>36,645</u>	<u>34,883</u>	<u>144,530</u>
TOTAL EXPENSES	<u>193,466</u>	<u>204,277</u>	<u>195,291</u>	<u>829,612</u>
NET INCOME(LOSS)	<u>\$ 71,686</u>	<u>\$ 43,620</u>	<u>\$ 58,991</u>	<u>\$ (12,480)</u>
NON BUDGETED INCOME (EXPENSES)				
REIMBURSEMENT DIF			5,000	20,000
INVESTMENT INTEREST		1,015		
CITY IMPACT				
NET AFTER NON BUDGETED ITEMS	<u>\$ 71,686</u>	<u>\$ 44,635</u>	<u>\$ 63,991</u>	<u>\$ 7,520</u>

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF ACCOUNTS PAYABLE

September 30, 2017

FOTL		416
Credit Card		6,090
McNaughton Books		1,980
Others		<u>5</u>
Total		<u>\$ 8,491</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	

BLANCHARD COMMUNITY LUBRARY

9.30.17

EXPLANATIONS

- 1 Adjusted accounts for payroll tax
- 2 adjusted out over payment to postage
- 3 adjusted HI withheld to HI expense.
- 4 Moved overpayment on document systems to prepaid.
- 5 Added \$15 to salaries for meetings for 2017
- 6 Added \$50 to Library services for 2017 from miscellaneous
- 7 Please review the financial statements and provide any comments or changes you wish.
- 8 I will bring over the Accountant's Changes today.

PREPAIDS

1 Accounts Receivable	\$ 202
2 Prepaid Insurance	8,363
3 Prepaid Printing	819
4 Interest Receivable	<u>912</u>
	\$ 10,296

BLANCHARD COMMUNITY LIBRARY

RECONCILIATION OF FUND BALANCES

September 30, 2017

	CASH	RESTRICTED CASH	FIXED ASSETS
BALANCE	\$ 1,270,801	\$ 227,068	\$ 556,597
PREPAID	10,296		
LIABILITIES	<u>(41,283)</u>		
ENDING FUND BALANCE	\$ 1,239,814	\$ 227,068	\$ 556,597

**Blanchard/Santa Paula Library District
Deposit Detail
September 2017**

10:30 AM
10/19/17

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		09/07/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		109.60
				Circulation Desk week of 8/21/17	Fines	General Fund	-92.50
				Circulation Desk week of 8/21/17	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-16.20
				Circulation Desk week of 8/21/17	Printing	General Fund	-0.90
TOTAL							-109.60
Deposit		09/11/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		25.00
Sales Receipt	135A	09/11/2017	Las Pasadas HOA		1499.10 · Undeposited Funds		-25.00
TOTAL							-25.00
Deposit		09/13/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		283.40
				July copier receipts	Printing & Copying	General Fund	-283.40
TOTAL							-283.40
Deposit		09/13/2017		Deposit	1020 · Book Trust Account		287.05
				Fines			-281.00
				Deposit	2510 · Due to Friends of the Library (Money receiv...		-5.00
				Deposit	Printing & Copying		-1.00
				to record deposit	Over/Short		-0.05
TOTAL							-287.05
Bill Pmt -Check		09/18/2017	Document Systems	QuickBooks generated zero a...	1020.10 · Book Trust Account-Unrestricted		0.00
Bill	Invoinc...	09/05/2017	Document Systems	Admin copier for the period of 7...	2000.10 · Accts Payable - General		-20.90
Bill	Invoinc...	09/05/2017	Document Systems	Front Area copier for period of ...	2000.10 · Accts Payable - General		-6.39
TOTAL							-27.29
Deposit		09/18/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		250.00
				Circulation Desk week of 9/5/17	Fines	General Fund	-237.50
				Circulation Desk week of 9/5/17	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-11.00
				Circulation Desk week of 9/5/17	Over/Short	General Fund	-1.50
TOTAL							-250.00
Deposit		09/27/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		249.70
				Circulation Desk week of 9/17/17	Fines	General Fund	-219.70
				Circulation Desk week of 9/17/17	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-30.00
TOTAL							-249.70

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail**
September 2017

10:29 AM
10/19/17

Num	Date	Name	Memo	Account	Paid Amount
	09/18/2017	Document Systems	QuickBooks generated zero amount transaction for ...	1020.10 · Book Trust Account-Unrestrict...	
Invoice #2...	09/05/2017	Document Systems	Admin copier for the period of 7/23/17 to 8/22/17	2000.10 · Accts Payable - General	0.00
Invoice #2...	09/05/2017	Document Systems	Front Area copier for period of 7/23/17 to 8/22/17	2000.10 · Accts Payable - General	0.00
TOTAL					0.00
	09/30/2017		Service Charge	1020 · Book Trust Account	
			Service Charge	Bank Charges	-3.00
TOTAL					-3.00
EFT	09/11/2017	Calif. Public Employees' Retir...	September health insurance balance after prepaid ex...	1020.10 · Book Trust Account-Unrestrict...	
			September health insurance balance after prepaid expen...	PERS Group Health Insurance	-213.22
TOTAL					-213.22
EFT	09/12/2017	Blanchard Community Library	Funds transfer for payroll pay date 9/14/17	1020.10 · Book Trust Account-Unrestrict...	
			Funds transfer for payroll pay date 9/14/17	1011.10 · Checking - Payroll (Checking Ac...	-15,500.00
TOTAL					-15,500.00
EFT	09/25/2017	Calif. Public Employees' Retir...	PEPRA Unfunded Accrued Liability	1020.10 · Book Trust Account-Unrestrict...	
			PEPRA Unfunded Accrued Liability	PERS Retirement (Contribution Account - ...	-43.57
TOTAL					-43.57
EFT	09/25/2017	Calif. Public Employees' Retir...	Classics 817 Unfunded Accrued Liability	1020.10 · Book Trust Account-Unrestrict...	
			Classics 817 Unfunded Accrued Liability	PERS Retirement (Contribution Account - ...	-3,045.03
TOTAL					-3,045.03
EFT	09/25/2017	Calif. Public Employees' Retir...	GASB 68 Reporting service fee	1020.10 · Book Trust Account-Unrestrict...	
			GASB 68 Reporting service fee	Audit Services	-700.00
TOTAL					-700.00

Blanchard/Santa Paula Library District Monthly Book Trust Check Detail

September 2017

10:29 AM
10/19/17

Num	Date	Name	Memo	Account	Paid Amount
EFT	09/26/2017	Blanchard Community Library	Transfer for payroll pay date 9/28/17	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Transfer for payroll pay date 9/28/17	1011.10 · Checking - Payroll (Checking Ac...	-14,750.00
					-14,750.00
10996	09/05/2017	Ned Branch	Reimbursement for travel to Santa Barbara/ Safety m...	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Reimbursement for travel to Santa Barbara/ Safety meet...	Travel	-53.08
					-53.08
10997	09/05/2017	Document Systems	Contract for copiers 8/23/17 to 11/22/17	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Invoice #26801 Invoice #26799	Printing Printing	-225.86 -209.44
					-435.30
10998	09/05/2017	Peterson's, A Nelnet Company	Invoice #4886132	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Invoice #4886132	General	-31.13
					-31.13
10999	09/05/2017	Smart Apple Media	Invoice #ARU233896	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Invoice #ARU233896	Children's Books	-448.16
					-448.16
11000	09/05/2017	Nancy Kierstyn Schreiner	Invoice #1302	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Invoice #1302	Legal Fees (Outside (non-employee) legal ...	-250.00
					-250.00
11001	09/05/2017	HASLER	Acct 7900 0110 8012 6524	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			8/9/17 postage	Postage	-50.00
					-50.00
11002	09/05/2017	Baker & Taylor Books	Invoice #4011993724	1020.10 · Book Trust Account-Unrestrict...	

Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
 September 2017

10:29 AM
 10/19/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Invoice #4011993724	Children's Books	<u>-741.82</u>
					-741.82
11003	09/05/2017	City of Santa Paula (067500-00)	111-067500-00	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Fire Service 7/24/17 to 8/24/17	Water and Sewer	<u>-71.53</u>
					-71.53
11004	09/05/2017	City of Santa Paula (067000-00)	111-067000-00	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Water for the period of 7/24/17 to 8/24/17	Water and Sewer	<u>-468.38</u>
					-468.38
11005	09/05/2017	County Fire Protection	VOID: Invoice #17-20752	1020.10 · Book Trust Account-Unrestrict...	0.00
N TOTAL					
11006	09/05/2017	County Fire Protection	Invoice #17-20752	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Fire extinguisher service	Building Maintenance	<u>-107.70</u>
					-107.70
11007	09/05/2017	Stephen McFadden CPA		1020.10 · Book Trust Account-Unrestrict...	
TOTAL				Accounting Fees (Outside (non-employee))...	<u>-863.00</u>
					-863.00
11008	09/11/2017	Baker & Taylor Books	Invoice #4011999776	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Bilingual Children's books	Children's Books	<u>-401.53</u>
					-401.53
11009	09/11/2017	Unique Management Services...	Invoice #450503	1020.10 · Book Trust Account-Unrestrict...	
			August Placements	Collection Agency	<u>-143.20</u>
					-143.20

Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
 September 2017

10:29 AM
 10/19/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-143.20
11010	09/11/2017	Olivia Escoto	Teen Scene - reimburse mileage	1020.10 · Book Trust Account-Unrestrict...	
			Teen Scene - reimburse mileage	Travel	-10.70
TOTAL					-10.70
11011	09/11/2017	Santa Paula Glass Company	Invoice #164	1020.10 · Book Trust Account-Unrestrict...	
			Door handle replacement	Building Maintenance	-148.52
TOTAL					-148.52
11012	09/11/2017	Andy's Plumbing Place	Invoice #4401-17	1020.10 · Book Trust Account-Unrestrict...	
			Clean out main line in Womens bathroom	Building Maintenance	-247.50
TOTAL					-247.50
11013	09/11/2017	Coleman Landscape	Invoice #7033	1020.10 · Book Trust Account-Unrestrict...	
			August Landscaping charges	Grounds Maintenance	-305.00
TOTAL					-305.00
11014	09/11/2017	SoCalGas	Acct #151 414 1600 6	1020.10 · Book Trust Account-Unrestrict...	
			billing period 8/2/17 to 8/31/17	Gas	-12.92
TOTAL					-12.92
11015	09/11/2017	Ned Branch	Monthly health insurance reimbursement	1020.10 · Book Trust Account-Unrestrict...	
	09/01/2017		Monthly health insurance reimbursement	PERS Group Health Insurance	-325.76
TOTAL					-325.76
11016	09/18/2017	Athens Environmental	A20004977 Invoice #6810	1020.10 · Book Trust Account-Unrestrict...	
			Trash & Recycle for September	Trash	-172.46
			Franchise fees added on in error	Trash	11.28

Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
 September 2017

10:29 AM
 10/19/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-161.18
11017	09/18/2017	Blanchard Community Library	Reimburse Petty Cash 6/21/17 - 9/14/17	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Reimburse Petty Cash 6/21/17 - 9/14/17	Teen & YA Programs	-388.64
11018	09/18/2017	Sparkletts	Acct #26410174648715	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Bottled water for August 2017	Office Supplies	-47.91
11019	09/18/2017	Ilene E Gavenman	Reimbursement	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Reimb for purchase Naphtalie & Jon Onstot Reimb for postage	Children's Books Postage	-336.85 -15.05
11020	09/18/2017	Kelly Cleaning & Supplies	Invoice #45267741	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Janitorial Service for September	Janitorial Services & Supplies	-670.00
11021	09/18/2017	SDRMA	Invoice #7054	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Workers Comp Reconciliation 2016-17	Insurance- Workers Comp.	-60.58
11022	09/18/2017	Frontier Communications	Acct 805-525-234-012885-5	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Telephone Service 9/10/17 to 10/09/17	Telephone Expense	-306.32
11023	09/25/2017	Maureen E. Shields	Reimburse lost book fees "The Mystery of the Stolen...	1020.10 · Book Trust Account-Unrestrict...	
TOTAL			Reimburse lost book fees "The Mystery of the Stolen Mu..."	Fines	-10.00

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail**

September 2017

10:29 AM
10/19/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-10.00
11024	09/25/2017	Ilene E Gavenman	Reimbursement for mileage to Lompoc Library	1020.10 · Book Trust Account-Unrestrict...	
			Reimbursement for mileage to Lompoc Library	Travel	-83.25
TOTAL					-83.25
11025	09/25/2017	Ned Branch	Reimburse for mileage - Black Gold meeting in Sant...	1020.10 · Book Trust Account-Unrestrict...	
			Reimburse for mileage - Black Gold meeting in Santa M...	Travel	-104.86
TOTAL					-104.86
11026	09/25/2017	Western Exterminator Compa...	Customer #50764666-9 Aug - Sept service	1020.10 · Book Trust Account-Unrestrict...	
			Customer #50764666-9 Aug - Sept service	Pest Control	-100.00
TOTAL					-100.00
11027	09/25/2017	Southern California Edison	Acct 2-03-984-8064	1020.10 · Book Trust Account-Unrestrict...	
			Electricity 8/18/17 to 9/19/17	Electricity	-3,720.49
TOTAL					-3,720.49
11028	09/25/2017	SDRMA	Invoice #61723	1020.10 · Book Trust Account-Unrestrict...	
			Insurance for NASA Discovery Dome	Insurance	-1.62
TOTAL					-1.62
11029	09/26/2017	Business Card	Credit Card Charges 8/17/17-9/16/17	1020.10 · Book Trust Account-Unrestrict...	
			Credit Card Charges 8/17/17-9/16/17	Bank of America Platinum Plus	-3,948.47
TOTAL					-3,948.47

REGULAR MEETING OF OCTOBER 24, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF OCTOBER 24, 2017

G(a). SPACE PLAN—PROPOSAL FROM ELECTRICAL ENGINEER

At its last meeting, the Board approved a letter of agreement with Anderson, Kulwicz, Appleby, Architects, to prepare construction documents for the first phase of the approved space plan. That agreement specifically excluded costs for outside design professionals. Subsequent to that approval, library staff met with Marilyn Appleby and an electrical engineer, Parviz Ebrahimi. The electrical engineer’s recommendations were more extensive than originally contemplated because they include some system changes and upgrades in anticipation of future elements of the space plan. Whereas staff originally anticipated engineering costs of approximately \$250, the current proposal is \$2,500 but will reduce future engineering costs.

RECOMMENDATION: Staff recommends the Board approve the revised letter of agreement with Anderson, Kulwicz, Appleby, Architects, including electrical engineering costs as described to prepare construction documents to submit to the Building Department.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

ANDERSON KULWIEC APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula California 93060-2734
T 805-933-0225 F 805-933-6609
www.KulwiecGroup.com

October 5, 2017

Ned Branch
Blanchard Community Library
119 N. 8th Street
Santa Paula, CA 93060

PROJECT: Blanchard Community Library Classroom Remodel

Dear Ned,

This is to amend the Letter of Agreement sent on September 13, 2017 to include full electrical engineering as per our meeting with Parviz on September 29, 2017. This includes reviewing the existing electrical conditions as well as the future needs for Blanchard Library.

AKA will provide the following professional services:

SCOPE OF WORK

PHASE 1 – Construction Documents for new Classroom:

Plan to be based on approved schematic design for classroom remodel shown in Master Plan; through availability of building permit.

1. Client Meetings
2. Floor Plan to show new Classroom
3. New doors to link main library to classrooms
Drawings to include:
 - a. Location / Site Plan
 - b. Floor Plan
 - c. Details for construction
4. Meet with City Staff, as required
5. Full Electrical Engineering; see attached for Scope of Work

Architectural Services:

Phase 1 services will be performed on a time-and-materials as requested. If the anticipated time exceeds the budget, the Owner will be notified.

You should budget approximately \$2,500 - \$3,000 for this portion of the work.

Electrical Engineering:

Scope of Work –	Fee	+ Standard Mark-up <i>(As per standard Terms and Conditions)</i>	Total Fee
See Attached Proposal from Parviz Ebrahimi	\$2,500	\$500	\$3,000

The following work or services, which may be required to complete the project, are not included in the above Scope of Work, and should be budgeted separately:

1. Structural Engineering
2. Mechanical Engineering
3. Civil Engineering
4. Soils Investigation
5. Hazardous Materials Testing /Abatement
6. Document Reproduction
7. Agency Fees
8. Renderings

Please return one signed copy of this letter to our office as our official Authorization to Proceed.

We are ready to start work immediately upon receipt of your authorization, and look forward to working with you on this project.

If you have any questions, please contact me.

NOTE: For the Purpose of expedition, both parties agree that a facsimile of this agreement shall be used (binding) in lieu of wet signed originals.

Very truly yours,

AUTHORIZATION TO PROCEED:

Marilyn Appleby, AIA, Architect
Principal Architect C-30868

Signature

Tax I.D. #54-2124488
Enclosure: Attachment 'A'

Title Date

AKA

ANDERSON KULWIEC APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula California 93060-2734
T 805-933-0225 F 805-933-6609
www.KulwiecGroup.com

TERMS AND CONDITIONS

The Firm shall perform the services outlined in this agreement for the stated fee arrangement.

Access To Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, sub-contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications, Guarantees and Warranties:

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$25,000. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Standard Hourly Rates:

For professional services performed on an hourly basis by in-house staff, the following rates are effective January 1, 2014. Current hourly rates are subject to a five percent (5%) increase effective January 1st of each year.

Technician I	\$40.00	Degreed Professional	\$95.00
Design Drafter	\$50.00	Project Manager	\$100.00
Senior Drafter	\$75.00	Associate	\$125.00
Project Designer	\$75.00	Principal	\$150.00

Outside Consultants:

Services of outside Consultants (i.e., structural, mechanical, electrical engineering services, etc.), shall be billed to the Client at a multiple of one point two (1.2) times the amount billed to the Firm for such services.

Reimbursable Expenses:

Reimbursable expenses (document reproduction, fees advanced, etc.), shall be billed to the Client at a multiple of one point one five (1.15) times the amount expended by the Firm, the Firm's employees, and outside Consultants in the interest of the Project.

PARVIZ EBRAHIMI, INC.
Consulting Electrical Engineers

29395 Agoura Road, Suite 205-Agoura Hills, CA 91301 (818) 991-7371

peinc@earthlink.net

Oct. 3, 2017

Marilyn Appleby
Anderson Kulwiec Appleby Architects
854 East Main Street, Suite 100
Santa Paula, CA 93060

Ref.: Blanchard Community Library Remodel: Creation of New Classroom in existing Warehouse Area.
Subject: Proposal for Electrical Engineering

Dear Marilyn:

Please find our Proposal for Electrical Engineering services as follows:

1-Scope of Work:

- A. Pre-design site survey to assess condition of the existing service equipment. Work to include coordination with the Southern California Edison Co. for obtaining maximum energy demand that will be used for project power calculation.
- B. Design of a new sub-panel to be fed via existing main distribution panel to be used for the referenced project as well as future use.
- C. Design of the Lighting in project area. Work shall include compliance with Title 24 energy standards as applicable.
- D. Design of the convenience and dedicated receptacles in project area.
- E. Device layout and conduits only for Data.
- F. Plan check comments corrections as required.
- G. Design coordination with the member of the design team and local officials via phone calls and e-mail.
- H. Assisting the Architect in RFC/RFI correspondence.

2- Compensation:

- A. Our Engineering Fee for the described services shall be: **\$2,500** (Two Thousand and Five Hundred Dollars)
- B. Compensation for our services shall occur at the completion of the drawings.
- C. Reimbursable expenses will include: Plotting, Printing, and Special deliveries as requested.
- D. We shall submit invoices to the Architect for payment proportion with the work performed, submitted invoices shall be payable to us within (30) days.

3- Extra Services:

- A. Services requested which are not described in the Scope of Work and changes to previously completed contract documents will be provided as extra services.
- B. Extra Services will be provided at the following rates:

1. Principal:	\$150/Hour
2. Engineer:	\$110/Hour
3. Design-Drafter:	\$90/Hour

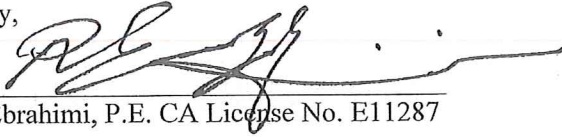
4- Miscellaneous Provisions:

- A. Definitions: Parviz Ebrahimi, INC. Also known as PEI Engineering or PEI shall mean 'Consultant'. Anderson Kulwiec Appleby Architects or AKA shall mean 'Architect'.
- B. It is agreed that this Proposal when accepted and signed by the Architect shall constitute an Agreement between (the Architect) and Consultant. The Law of the State of the CA shall govern the Agreement. It is further agreed that the Consultant services shall be terminated after either of the completion of the services by the Consultant as described in the "Scope of Work", or substantial completion of the project, or issuance of the Certificate of the Occupancy by the Building Department for the project, whichever occurs first.
- C. It is further agreed that this agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Unless the termination is the fault of the Consultant, the Consultant shall be compensated for all services performed prior to receipt of the written notice from the Architect of such termination.
- D. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subjected to non-binding mediation as a condition precedent to arbitration or the institution of legal proceedings by other party.
- E. Project cost estimate shall be excluded from PEI's work.
- F. Design of the low voltage system consisting of the Fire Alarm, Data, Voice , and alarm wiring shall be excluded from our work.
- G. It is agreed that the Consultant will not have control or charge of construction means, methods, techniques, sequences, or procedures, in connection with the installation since these are solely Contractor's responsibilities under the contract.
- H. It is agreed that The Consultant will not be held liable for any construction or design deficiencies, which are the direct result of the existing construction, design, and Codes compliance issues.
- I. Our proposal will be valid for 30 days from the date first written on the above.

(Continued on page 3 of 3)

Thank you for the opportunity to present this proposal. If you agree with our proposal, please sign a copy in the space provided and return to our office.

Sincerely,



Parviz Ebrahimi, P.E. CA License No. E11287

Agreed and Accepted:

Anderson Kulwicz Appleby Architects
854 East Main Street, Suite 100
Santa Paula, CA 93060

By:

Signature:

Date:

Proposal for Consulting Services
Blanchard Library Remodel


Page 3 of 3

REGULAR MEETING OF OCTOBER 24, 2017
G(b). DRAFT OF BOARD BYLAWS

Board Counsel, Nancy Schreiner, has reviewed the proposed Board Bylaws and has made suggested amendments. A redline is attached.

RECOMMENDATION: Staff recommends that the Board approve the attached draft Bylaws as revised.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

From: Nancy Schreiner Nancy@nkslaw.com 
Subject: RE: Board Bylaws
Date: October 17, 2017 at 10:43 42AM
To: Ned Branch ned.branch@blanchardlibrary.org



Ned-I reviewed the draft revised Bylaws. I have attached my redline suggested revisions. The big change is adding a Vice President. The Clerk cannot take over the position of President. You need to have a Vice President to act in the absence of the President. I fixed the notice to the media section to reflect the Brown Act language. With respect to meetings the President at any time can be the maker of the motion generally they run the meeting but they do not need to surrender any rights. I deleted the language in the draft Bylaws. I added for the Library Director the employment agreement. I clarified calendar days for Bylaw revisions and added the severability clause.

If you have any questions call or email me.

Nancy Kierstyn Schreiner
Attorney at Law
Law Offices of Nancy Kierstyn Schreiner
751 Daily Drive, Suite 325
Camarillo, CA 93010
(805) 248-9093

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From: Ned Branch [mailto:ned.branch@blanchardlibrary.org]
Sent: Friday, October 13, 2017 9:59 AM
To: Nancy Schreiner
Subject: Board Bylaws

Good morning, Nancy,

I have attached a draft of new bylaws for the Board. Please review and comment.

In particular, there is the section about removal of trustees for nonperformance, which has been the subject of our ongoing conversation.

Ned Branch
District Director
Blanchard/Santa Paula Community Library
805.525.3615 ext 102
ned.branch@blanchardlibrary.org

Blanchard/Santa Paula Library District

Bylaws of the Board of Trustees

Article I: Name

This organization shall be called “Blanchard/Santa Paula Library District”, also referred to as the “Blanchard Community Library,” exercising the powers and authority and assuming the responsibilities delegated to it under Section 18449 of the Education Code.

Article II: Purpose

The Library Board of Trustees (hereinafter “Board”) shall represent the library interests of the citizens of the community by ensuring responsible management of resources to provide free library services within the Library District area. The Board shall support the Library’s participation in resource sharing and networking on regional, state, national, and international levels. They shall also provide a public forum at Library Board meetings for the community to express its views regarding goals and operations of the Blanchard/Santa Paula Library District.

Article III: Membership

- Section 1: The Board shall consist of five elected members of the public with staggered four-year terms.
- Section 2: All members shall live within the geographic boundary of the Blanchard/Santa Paula Library District.
- Section 3: The Board shall serve without compensation.
- Section 4: The Board may declare, by majority vote, a position vacant for a member of the Board who has failed to discharge the duties of his or her office for a period of three consecutive months except when prevented by illness or any other reason permitted by law or when the member manifests a clear intention to abandon the office whether the intention is stated or can be inferred by the member’s conduct.

Article IV: Duties

The Board shall:

- a. Select and appoint a Library District Director who meets the established qualifications and who shall perform the duties noted in the District Director job description;
- b. Conduct an annual performance evaluation of the District Director;
- c. Review annually the Blanchard Community’s Strategic Plan;
- d. Provide a public forum at the Board meetings for the community to express its views regarding goals and operations of the Blanchard Community Library;

Article V: Officers and Elections

- Section 1: The officers shall be a Board President, **Vice President** and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.
- Section 2: The officers remain in office for a term of one year or until their successors are duly elected.
- Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.
- Section 4: A resignation, death, or other cause creating a vacancy in one of the offices shall be filled in accordance with the requirements of Government Code section 1780.

- Section 5: Duties of the Board President:
- a. presides at all Board of Trustees meetings;
 - b. authorizes calls for any special meetings;
 - c. appoints all Board committees and may create ad hoc committees to perform a specific task;
 - d. works closely with the Director to facilitate effective communication among the Board and community;
 - e. works with the Director in preparing the agenda for all Board of Trustees meetings;
 - f. shall have a vote in all proceedings of the Board of Trustees;
 - g. signs and executes all documents as authorized by the Board.

Duties of the Vice President:

The Vice President shall, in the absence or disability of the President, perform all the duties of the President, and when so acting, have all the powers of and be subject to all the restriction on the President. The Vice President shall such other powers and perform such duties as may be proscribed by the Board.

Duties of the Board Clerk:

- a. ~~in the absence or disability of the President, presides at regular meetings and assumes the duties of the President;~~
- b. transcribes and/or authenticates the minutes of all regular and special meetings;
- c. shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business;
- d. maintains Closed Sessions Minute Book.

- Section 6: Should the positions of District Director, President, ~~Vice President of the Board~~, or Clerk of the Board become vacant during a term, the Board members shall determine how best to proceed in filling the positions in accordance with California law.

Article VI: Library Board Meetings

- Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 5:30 at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.
- Section 2: The annual reorganization meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in December of each year.
- Section 3: If all necessary business cannot be concluded at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.
- Section: 4 Seventy-two (72) hours notice shall be given for all regular meetings.
- Section 5: Special meetings may be called by the Board President or a majority of the Board, providing that notice has been given to all Board members and the ~~news~~-media, who have requested such in writing, at least twenty-four (24) hours in advance of the special meeting.

Section 6 A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

Article VII: Conduct of Business

Section 1: All business transacted at any meeting of the Library Board shall be in conformance with the Ralph M Brown Act.

Section 2: Any Board member may request that an item be included on the agenda. The Board President and the District Director shall set the agenda. The District Director shall issue an agenda of all regular and special meetings, which will be publicly posted on the Library's front door, posted on the Library's web site, and sent to a list of people requesting notification of agendas. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location for the meeting.

Section 3: All meetings shall be called to order by the Board President, or in the President's absence, by the ~~Vice President~~ Clerk of the Board, or any other Board member in attendance, as designated.

Section 4: The order of business for regular meetings shall include, but not be limited to the following items.

- a. Establishment of Quorum/Call to order
- b. Approval of the order of the agenda
- c. Public comment
- d. Closed session, when applicable
- e. Consent calendar
- f. Reports (financial, Friends of the Library)
- g. Board Comments/Concerns
- h. Old business
- i. New business
- j. Reports continued: Literacy, Public Services, District Director, and Executive Committees.
- k. Future agenda items
- l. Upcoming meeting dates

Section 5: An affirmative vote of the majority of all members of the Board present at the meeting shall be necessary to approve any action before them. The Board President or any member of the Board may call for a roll call vote or qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

Section 6: ~~The Board President shall vote on all matters and shall have the right to succeed to the position temporarily for purposes of making motions, introducing resolutions or making nominations.~~

Section 7: Action shall be taken only by resolution or motion of the Library Board and as approved by a majority vote of the trustees voting.

Section 8: Meetings shall be conducted according to Rosenberg's Rules of Order.

Section 9: The District Director receives direction from the Board as a whole and not from individual members.

Article VIII: District Director and Staff

Section 1: The District Director shall be the executive and administrative officer of the library on behalf of the Board and shall be subject to its review and direction.

the Board.

- Section 2: The District Director shall develop and recommend proposals and actions to the Board, as needed, for the enhancement of library services to the community.
- Section 3: The District Director shall be responsible to the Board for all duties as stated in the Director's job description and any employment agreement.
- Section 4: The District Director shall have the authority to appoint and terminate all employees, without prior approval of the Board, provided that any such appointment or termination shall be reported to the Board at its next regular meeting.

Article IX: Committees

- Section 1: The Board President shall appoint committees of one or two Board members for such specific purposes the Board may require from time to time or on an ongoing basis. The committee may be discharged or replaced at any given time, but generally during the reorganization meeting each December.
- Section 2: All committees shall make a progress report to the Board at each of its meetings.
- Section 3: No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article X: General

- Section 1: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment(s) shall have been provided to all members at least five calendar days prior to the meeting at which such actions is proposed to be taken.
- Section 2: Authority rests with a majority decision of the Board. The majority is at least three out of five votes. The Board President nor any other Board member may assume this power.

Article XI: Severability

The provisions of these Bylaws are severable. The invalidity or unenforceability of anyone provision in these Bylaws shall not affect the other provisions.

REGULAR MEETING OF OCTOBER 24, 2017
H(a) 2018 HOLIDAY CALENDAR

A calendar of proposed holidays for 2018 is attached.

RECOMMENDATION: Staff recommends that the Board adopt the attached 2018 Holiday Schedule.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



2018 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE

Updates posted at www.ats.blackgold.org > General Staff Resources

Holidays/closures at bottom of page affect individual jurisdictions only.

2018 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE							
HOLIDAY	PASO ROBLES* closed Sunday	SAN LUIS OBISPO* closed Sunday	SANTA MARIA closed Sunday	LOMPOC closed Sunday	SANTA BARBARA*	SANTA PAULA closed Fri/Sun	BLACK GOLD closed Sat/Sun
Monday, Jan 1 New Year's Day	closed	closed	Closed	closed	closed	closed	closed
Monday, Jan 15 Martin Luther King, Jr.	closed	closed	OPEN	closed	closed	closed	closed
Monday, Feb 19 Presidents' Day	closed	closed	OPEN	closed	closed	closed	closed
Sunday, April 1 Easter	closed	closed	closed	closed	OPEN	closed	closed
Monday, May 28 Memorial Day	closed	closed	closed	closed	closed	closed	closed
Wednesday, July 4 Independence Day	closed	closed	closed	closed	OPEN	closed	closed
Monday, Sept 3 Labor Day	closed	closed	closed	closed	closed	closed	closed
Monday, Oct 8 Columbus Day	OPEN	closed	OPEN	OPEN	OPEN	OPEN	OPEN
Sunday, Nov 11 Veterans' Day	closed	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Thursday, Nov 22 Thanksgiving	closed	closed	closed	closed	closed	closed	closed
Friday, Nov 23 Day after Thanksgiving	closed	closed	closed	closed	closed	closed	closed
Monday, Dec 24 Christmas Eve	closed	closed	closed	closed	OPEN	closed	closed
Tuesday, Dec 25 Christmas	closed	closed	closed	closed	closed	closed	closed
Monday, Dec 31 New Year's Eve	closed	closed	closed	closed	OPEN	closed	closed
Tuesday, Jan 1, 2019 New Year's Day	closed	closed	closed	closed	OPEN	closed	closed

created 10.03.17

Locator: Manager\Admin\Holiday\Info\2018LibraryHolidaySchedule

Holidays/closures that affect individual jurisdictions:

*PR Closed these Saturdays: May ____, "Wine Festival," Pioneer Day", Oct. ____, TBD "Bookplates" & ____ Sat after Thanksgiving;

*SLO Closed for Lincoln's birthday ____ & ____ observation of Veterans

*SB Closed for César Chávez Day ____.

REGULAR MEETING OF OCTOBER 24, 2017

H(b) WINE AND CHEESE RECEPTION FOR VENTURA COUNTY MUSEUM

A representative of the Ventura County Museum contact the library about co-hosting a community outreach event in November. The library will host a wine and cheese reception from approximately 5:30 p.m. to 6:15 p.m. on Wednesday, November 8, or, November 15, after which attendees will move to the Agricultural Museum of a community input session. The museum has offered to defray the cost of the refreshments.

RECCOMENDATION: None. This is an information item.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

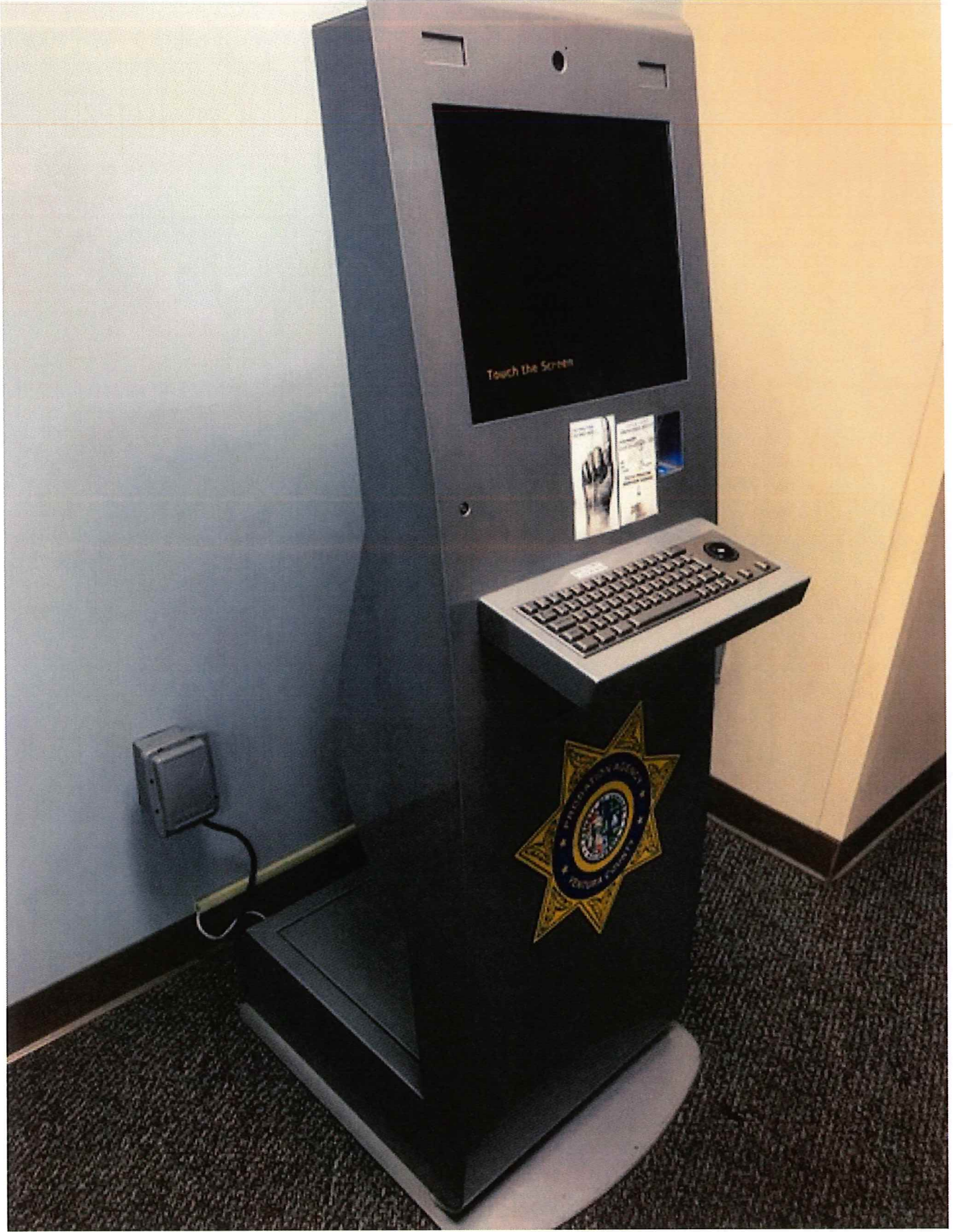
REGULAR MEETING OF OCTOBER 24, 2017
H(c). PLACEMENT OF REPORTING KIOSK FOR VENTURA COUNTY
PROBATION AGENCY

Staff has been discussing with the County Probation Department placing a kiosk in the front area of the library at which low-risk offenders can submit reports to their parole officers instead of having to travel to Ventura. These are low-level offenders for things such as DUIs and child support payments; more serious offenders, such as assault or sexual/child abuse offenses, are not eligible to use the kiosk.

This would be the first such installation in a facility other than one owned by the County. Some offenders find it difficult to get to Ventura to comply with reporting requirements. There is some risk that parents may be apprehensive about allowing their children to come to the library if they know offender may be here; however, the library has positioned itself as a service point for the entire community. The proposed location of the kiosk in the front area of the library would allow staff to monitor its use.

RECOMMENDATION: Staff recommends that the Board approve provisionally approve the placement of a reporting kiosk for Ventura County Probation Agency in the lobby of the library.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						





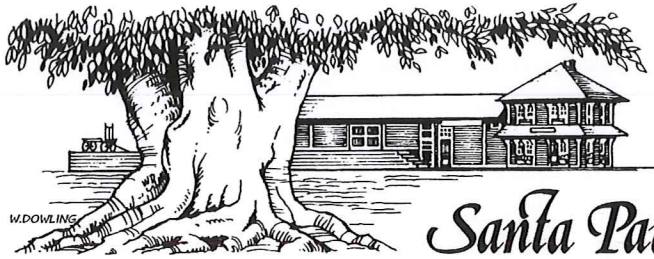
R REGULAR MEETING OF OCTOBER 24, 2017

H(d). REQUEST FROM SANTA PAULA SOCIETY OF THE ARTS TO HOLD THE 2018 ANNUAL ART SHOW IN THE LIBRARY

As is customary, Santa Paula Society of the Arts is requesting the use of the library as the venue for the 81st Annual Art Show. The proposed schedule is attached.

RECOMMENDATION: Staff recommends that the Board approve the request from the Santa Paula Society of the Arts to use the library as the venue for the annual art show on the attached schedule.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



Santa Paula Society of the Arts

P.O. BOX 788, SANTA PAULA, CALIFORNIA 93061 (805) 525-1104 [HTTP://WWW.THESPSA.COM](http://www.thespsa.com)
LOCATED IN THE RESTORED SOUTHERN PACIFIC DEPOT ON THE CORNER OF 10TH AND SANTA BARBARA STREET

September 25, 2017

Mrs. Laura Phillips
BCL Board President
119 North 8th Street
Santa Paula, CA 93060

Dear Laura and Board of Trustees,

This is our schedule for the upcoming year 2018 Annual Art Show. Please accept this letter as a formal request six months in advance for permission to use the Library for our 81st Show. We hope that this year's show will be even more organized and that the annual process for the Library will go as smoothly as possible.

We, of course, will reimburse the Library for utility costs for hours the show uses from set-up to take-down that are not during normal library hours. The contact person and telephone number for questions concerning the upcoming show will be Lynda Gruber at 525-4732.

Our schedule will be as follows:

			Extended Library Hrs.
Entry Dates:	Thur., Mar. 1	Noon-8 pm	
	Sat., Mar. 3	10am-2 pm	
Show Set Up:	Sat., Mar. 3	2-10 pm	2-10 pm (if needed)
	Sun., Mar. 4	10am-6 pm	10 am-6 pm (if needed)
Show Opens:	Tues., Mar. 6	Noon-8 pm	
Reception:	Sat., Mar. 17	3-7 pm	2-8 pm
Show Closes:	Wed., Apr. 4	6 pm	
Pick Up Work:	Thur., Apr. 5	Noon-8 pm	
	Sat., Apr. 7	10am-2 pm	
Take Down Show:	Fri., Apr. 6	10am-12 pm	10 am-12 pm (if needed)
	Sat., Apr. 7	10am-2 pm	

Very truly yours,

Gerald Zwiers, Chairman

81st Art & Photography Exhibit Committee 60

REGULAR MEETING OF OCTOBER 24, 2017
I(a) REPORTS: LITERACY SERVICES

14.October, 2017

BEST Adult Learning Center



Board Report for October, 2017



We mentioned the **bilingual children's books** coming into the library, last month. Olivia, Nancy & Ilene managed to get them processed and out on the floor in short order. One Thursday during "Book Time", Ilene and Nancy introduced the ESL Moms to all the new offerings. They were thrilled to know that these were available, AND that there are children's books in Spanish, as well. Little Antony immediately helped himself to some of the bilingual board books!

We have submitted our "**Final Report**" for Fiscal Year 2016-17 to the State Library, and will be looking for our second "helping" from the State Grant. Every Adult Literacy Program in the CLLS system received \$18,000 for the baseline grant, and the second portion will

depend on the activity we demonstrate in the previous year. Baseline for 2015-16 was also \$18,000, and 2nd portion \$8989, totaling \$26,989 from the State. We of course hope to increase that year by year.

Pablo Marín, Mike Cossid, and Teodoro Paredes were our "Poster Tutors" this month, with a series of ads in the *Times*. We got **ONE** wonderful person to the Tutor Orientation because of it. (Sigh—not enough!)



TUTORING is NOT A ONE-WAY STREET!

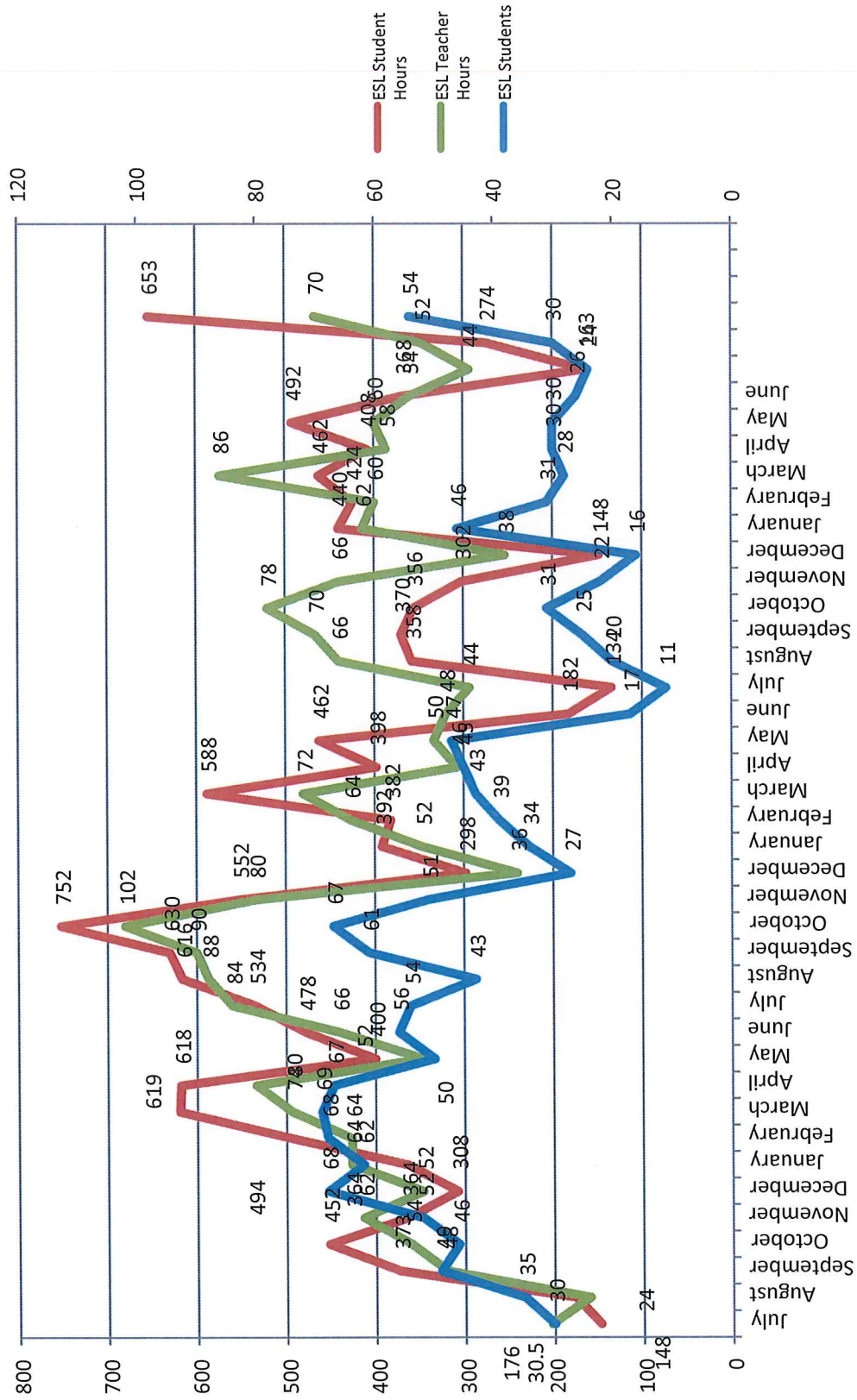
This is the most rewarding volunteer job I have ever had! There's that "YES!" when they really get it.

---Mike Cossid, 9 years a tutor!

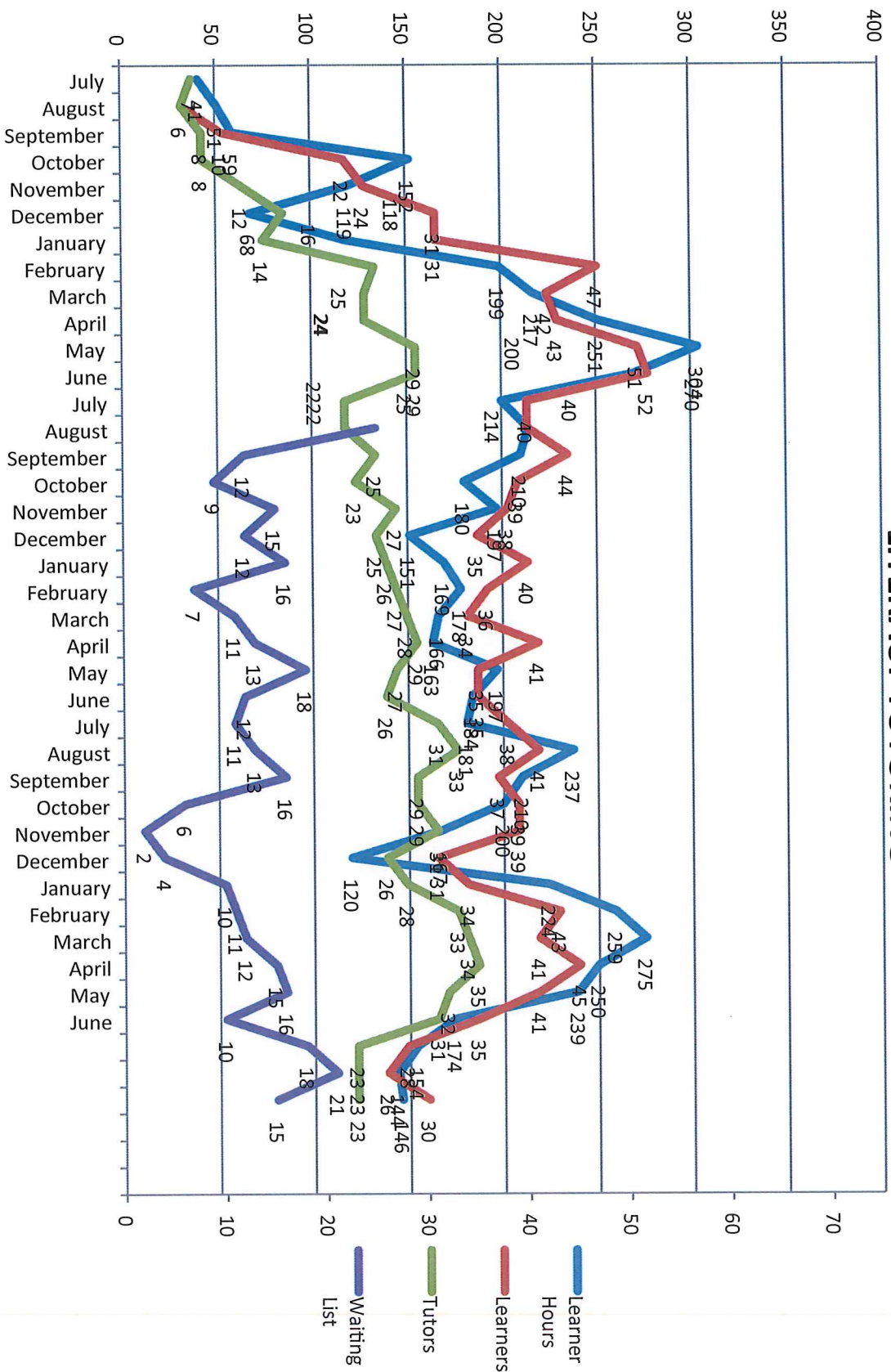
**Fall Tutor Training will be
Saturday, October 21, 10-
2:30**



ESL CLASSES



LITERACY TUTORING

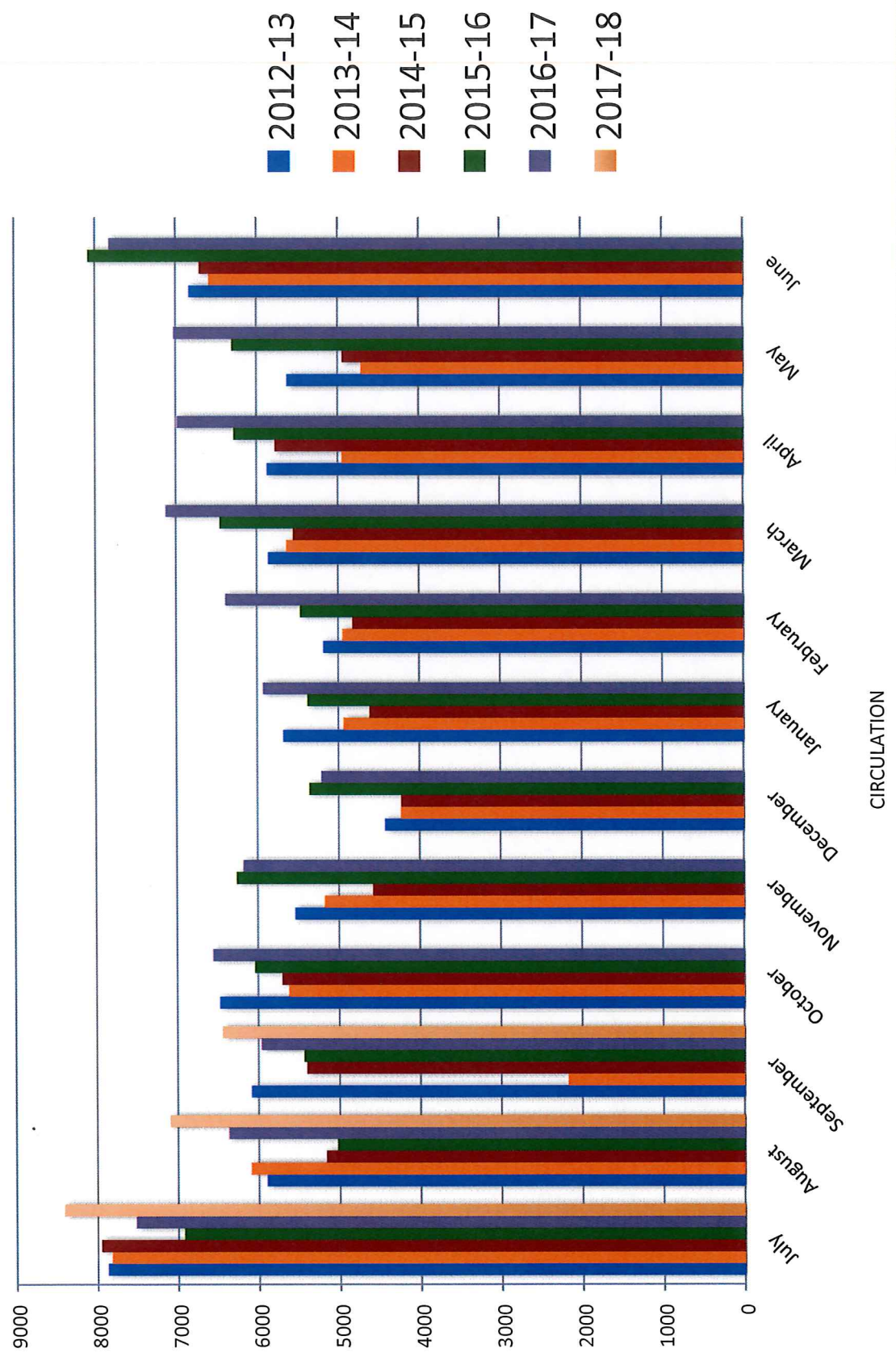


REGULAR MEETING OF OCTOBER 24, 2017
I(b) REPORTS: PUBLIC SERVICES

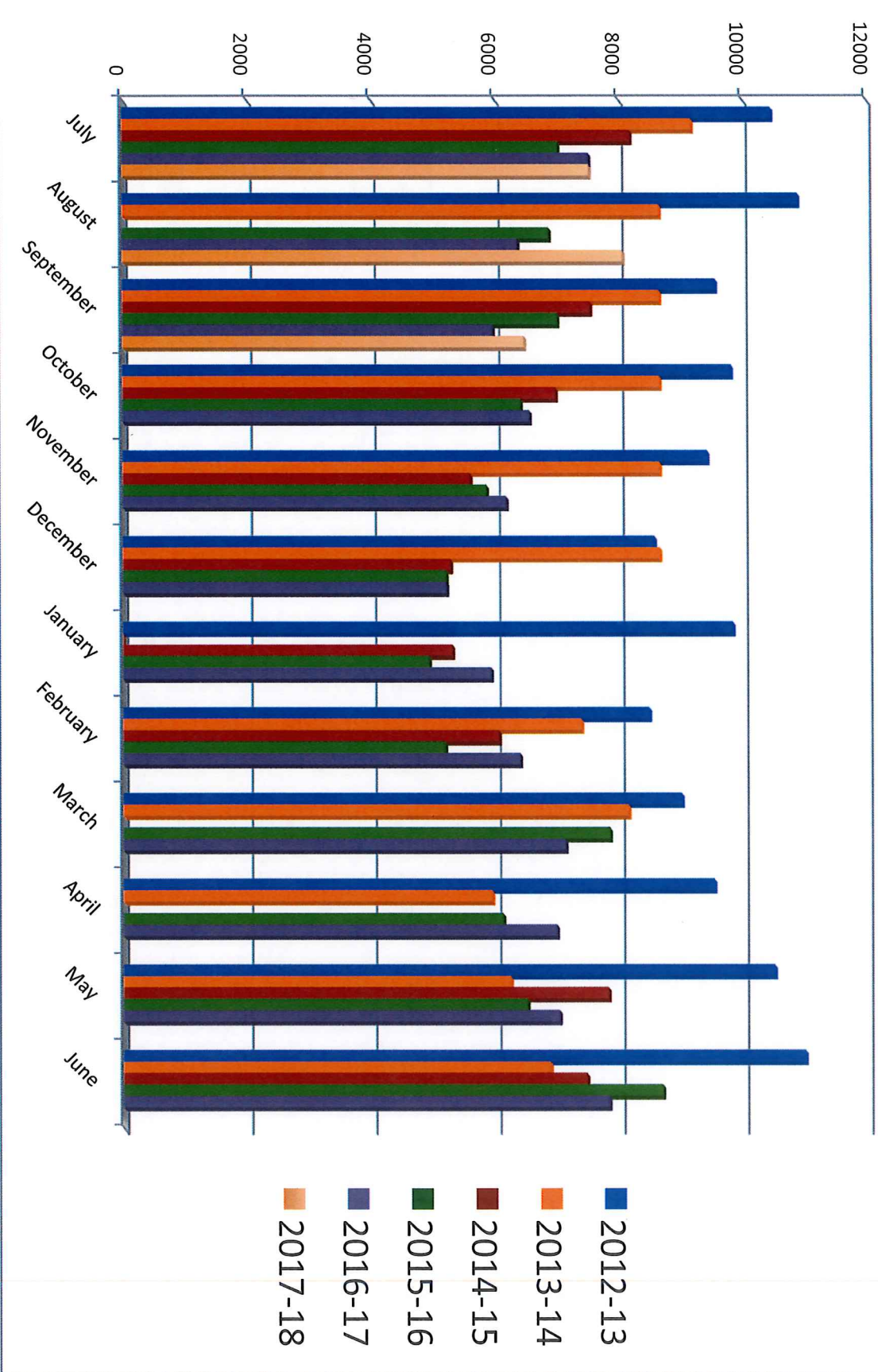
REGULAR MEETING OF OCTOBER 24, 2017
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Volunteer Coordinator
3. CENIC Connection

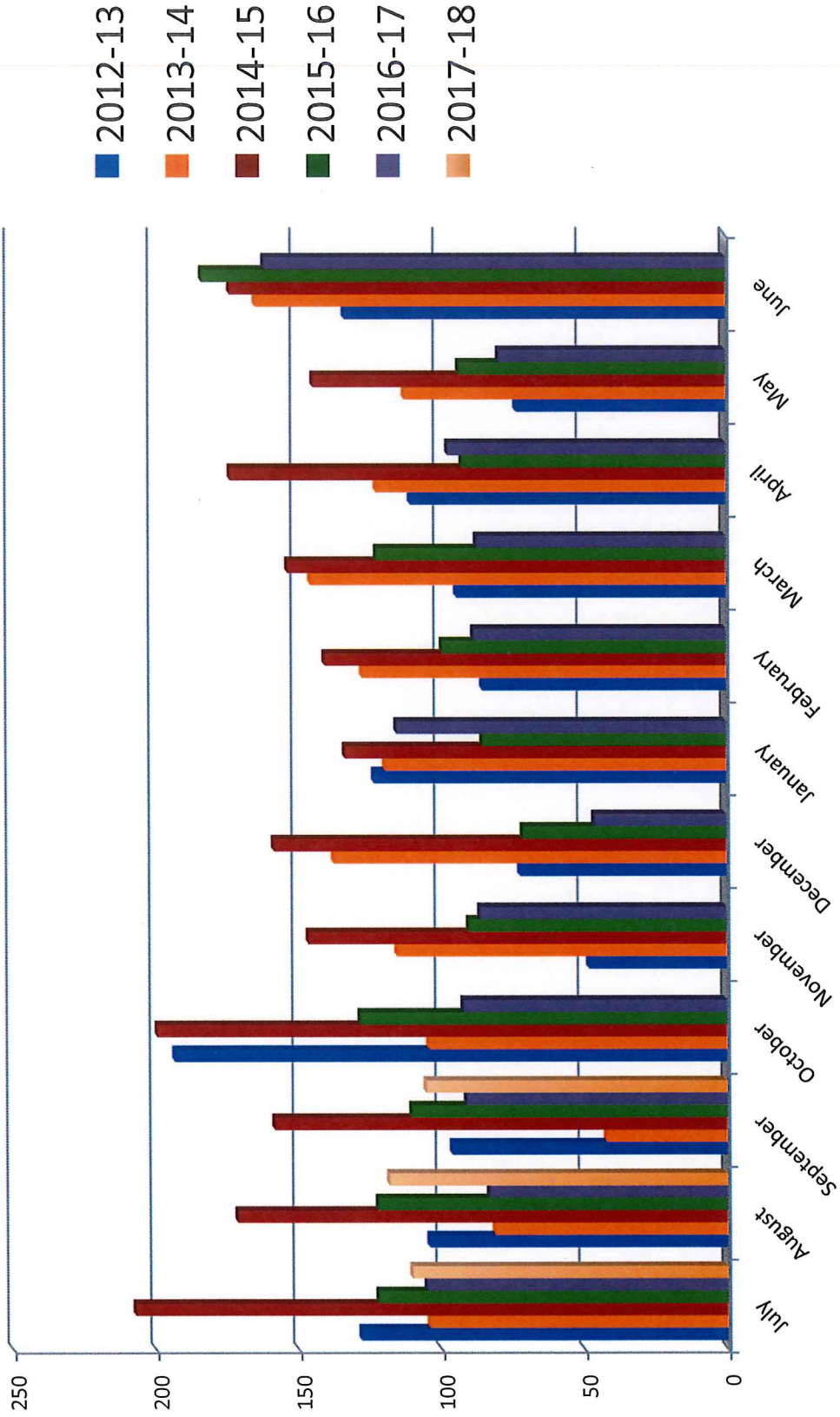
TOTAL CIRCULATION



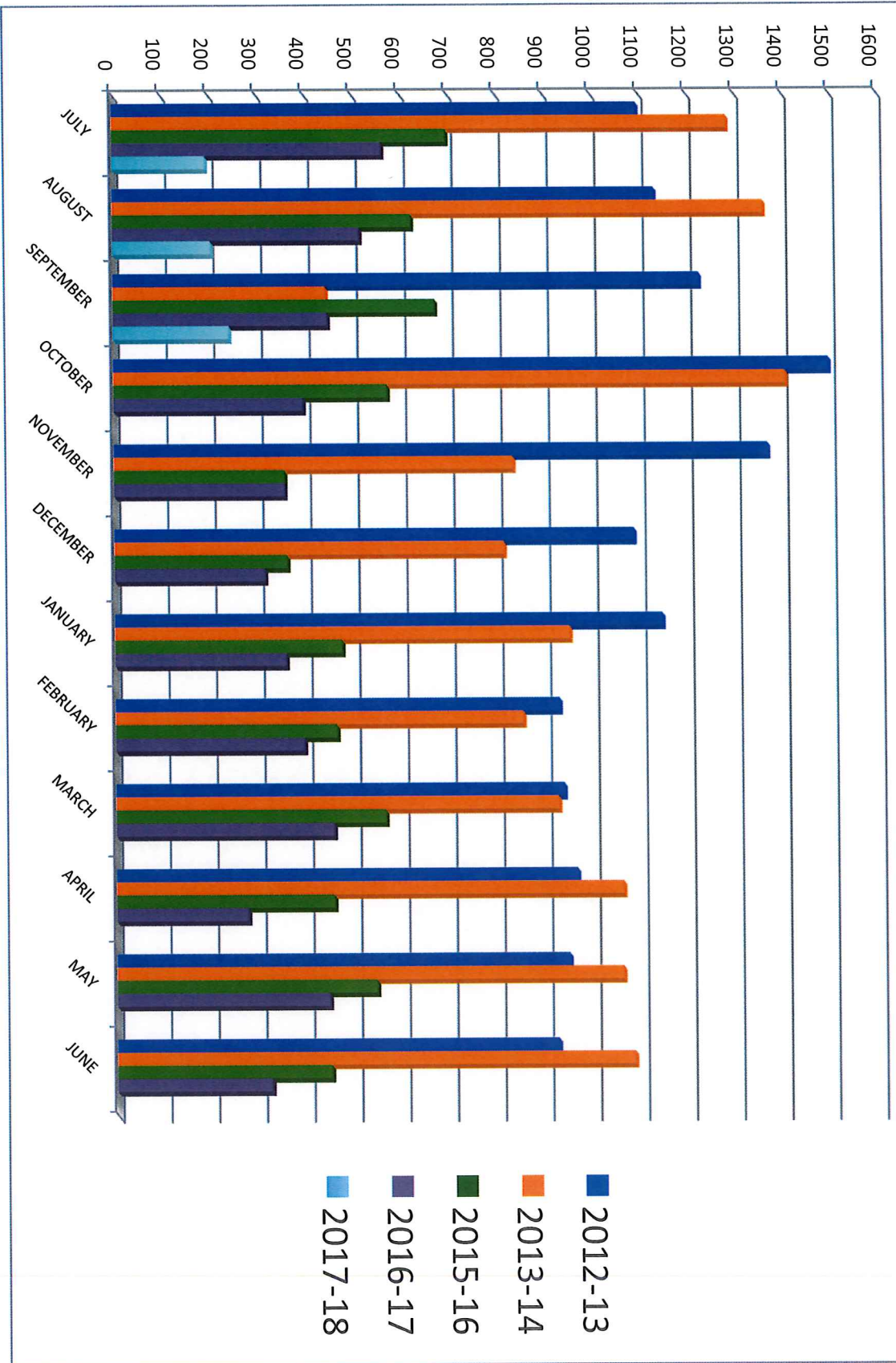
PATRON COUNT



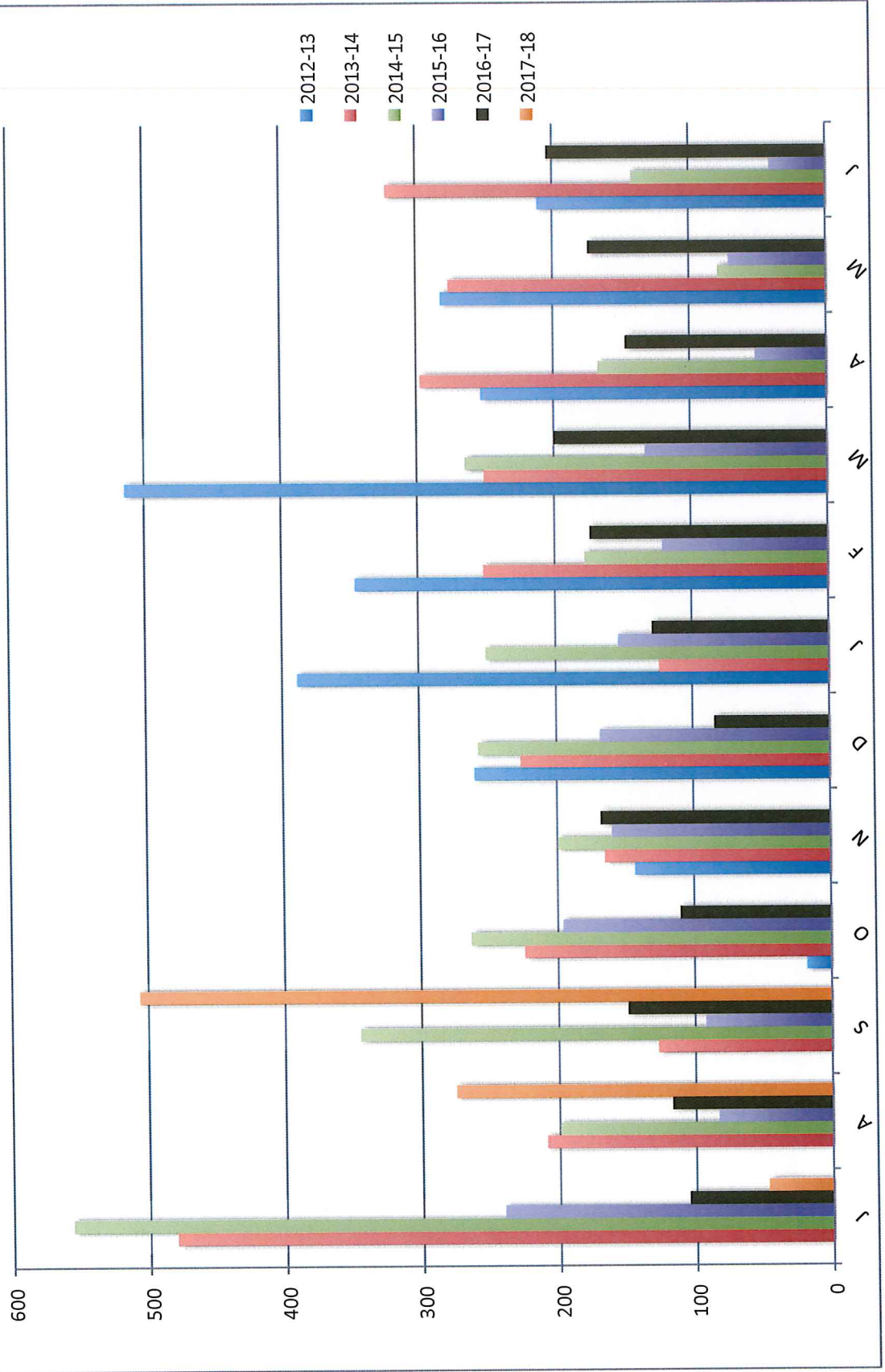
PATRON REGISTRATIONS



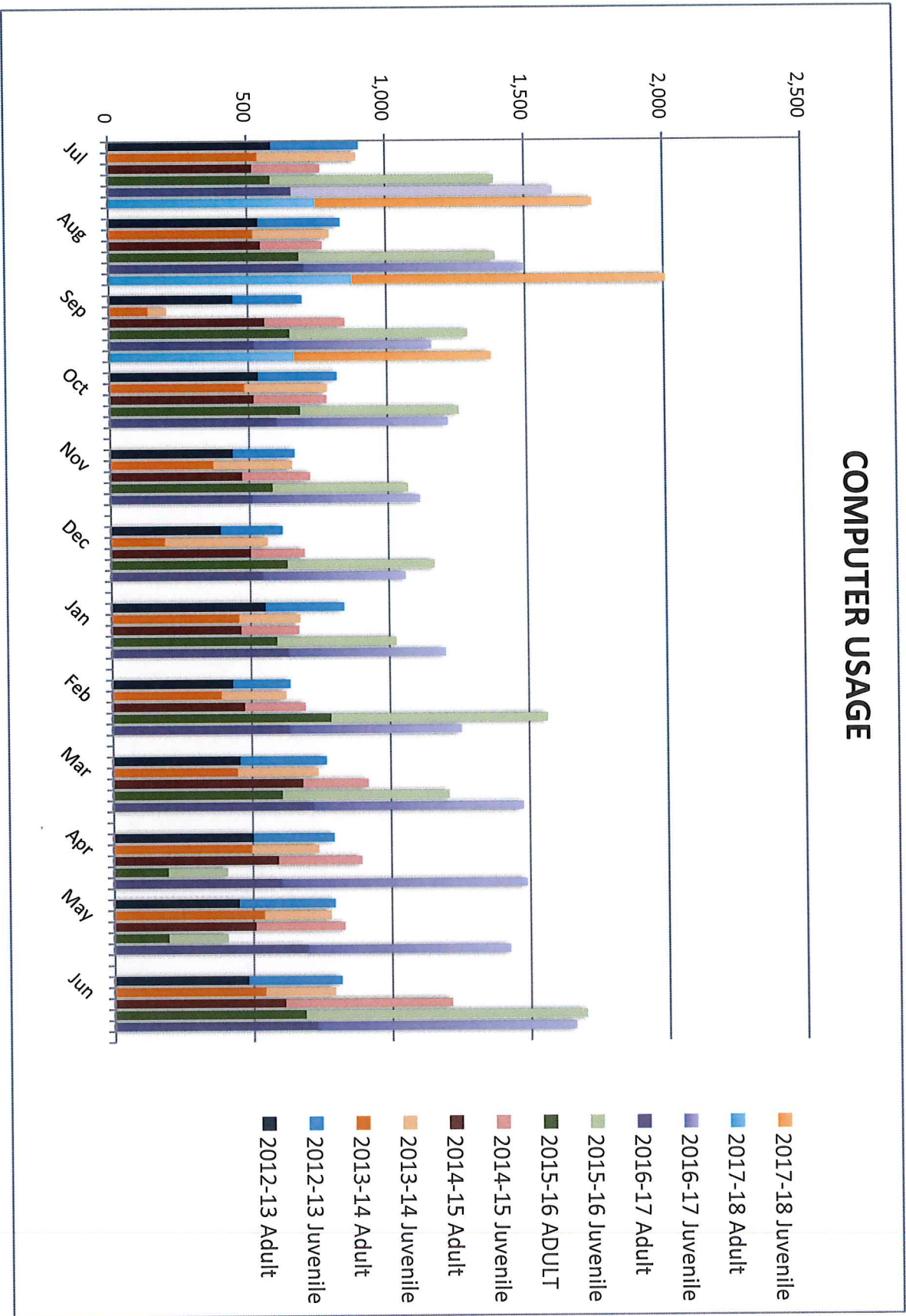
REFERENCE INQUIRIES



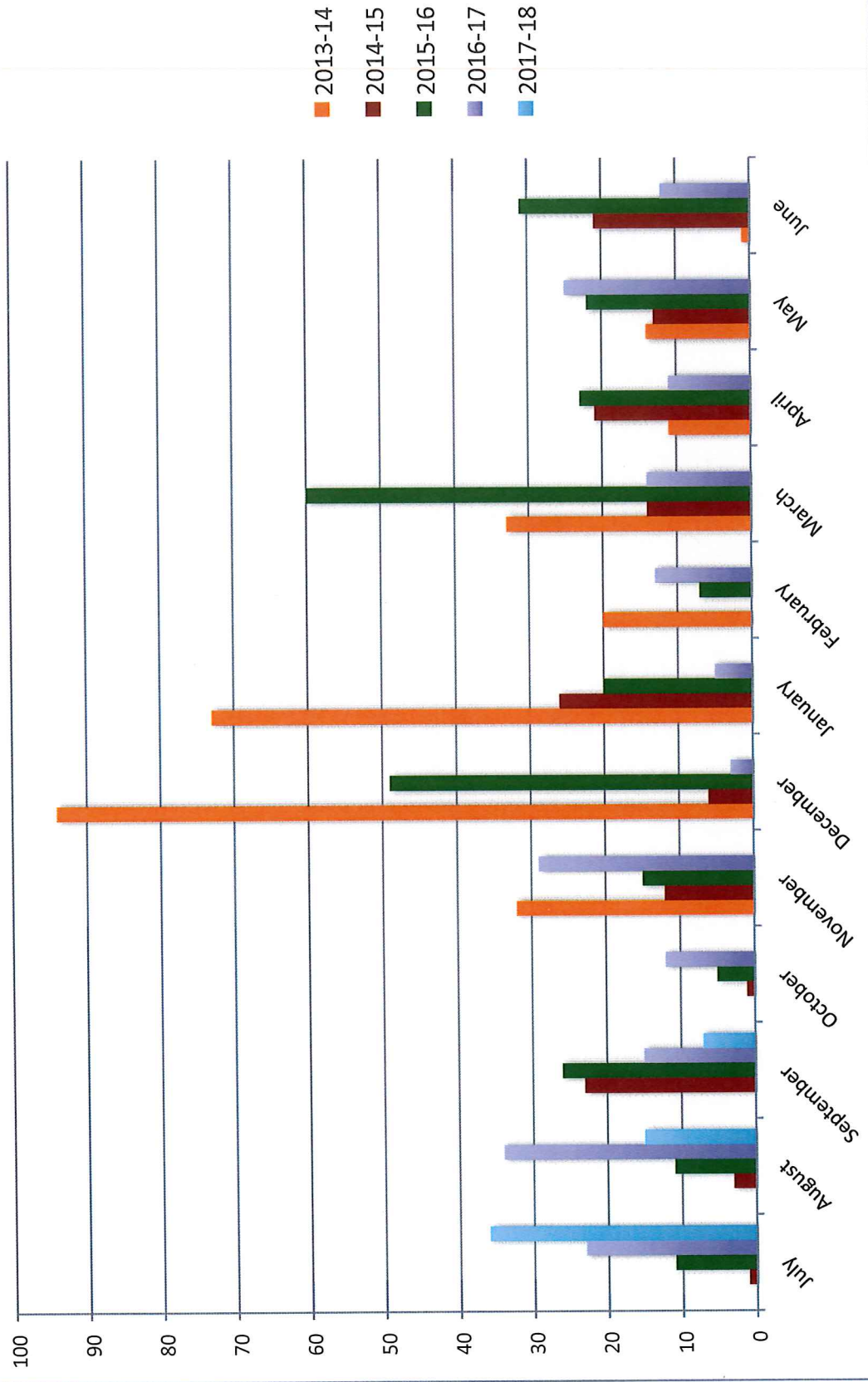
VOLUMES ADDED



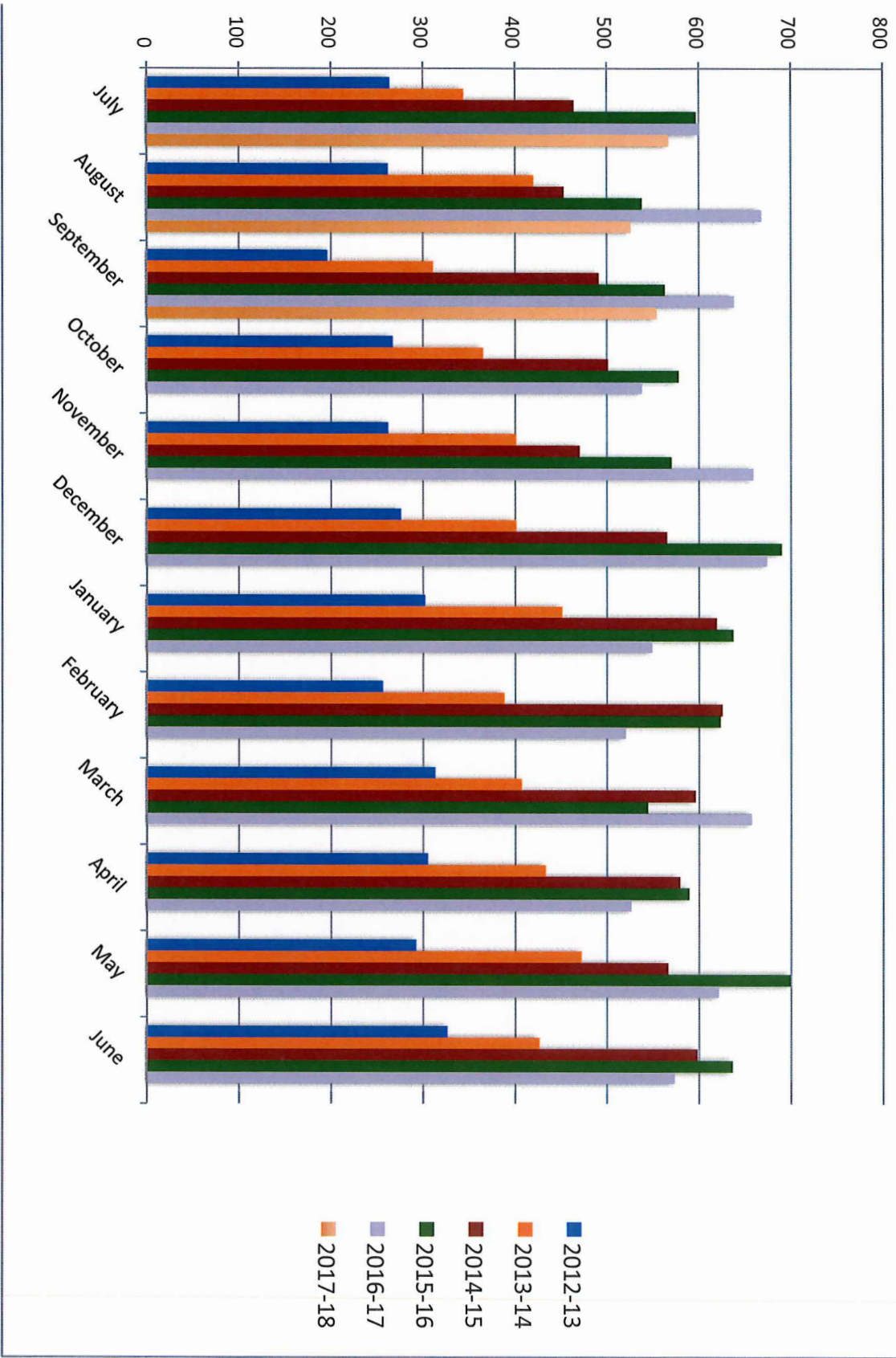
COMPUTER USAGE



ZINIO CIRCULATION



eBOOK CIRCULATION



HOOPLA

