

## AGENDA REGULAR MEETING OF THE BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES TUESDAY, NOVEMBER 28, 2023 – 6:00 PM. BLANCHARD COMMUNITY LIBRARY 119 N. 8<sup>TH</sup> STREET SANTA PAULA, CA 93060 www.blanchardlibrary.org

## THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

## 1. CALL TO ORDER

## 2. ROLL CALL

President..... Miriam Zamora Vice President.... Geraldine Barrows Trustee...... Ron Merson Trustee...... Rick Reyes

## 3. APPROVAL OF THE ORDER OF THE AGENDA

## 4. 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.

## 5. CONSENT AGENDA

- A. Approval of Minutes: Meeting of October 24, 2023
- B. Approval of Financial Reports for October 2023

## 6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

#### Blanchard / Santa Paula Library District Board of Trustees Meeting November 28, 2023

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## 7. TRUSTEE VACANCY APPOINTMENT (information, discussion, possible action)

## 8. OLD BUSINESS

- A. Status of Remodel Project (information, discussion, possible action)
- B. Status of Building Forward Project (information, discussion, possible action)
- C. Status of Community Hall Project (information, discussion, possible action)

### 9. NEW BUSINESS

- A. Review of Financial Services (information, discussion, possible action)
- B. Review and Update of Blanchard Community Library's Accounting Standards Manual (information, discussion, possible action)

## 10. REPORTS

- A. Staff Reports
  - 1) Adult Services
  - 2) Youth Services
  - 3) Literacy
  - 4) Library Director
- B. Friends of the Library
- C. Board Committees
  - 1) Art
  - 2) Facilities
  - 3) Finance
  - 4) Fundraising/Grants
  - 5) Human Resources
  - 6) Strategic Planning

## **11. FUTURE AGENDA ITEMS**

### **12. UPCOMING MEETING DATES**

A. Regular Meeting December 26, 2023 at 6:00 PM

### **13. 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 Justin Formanek, Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email <u>justin.formanek@blanchardlibrary.org</u>. Notification 48 hours before the meeting will enable reasonable arrangements to be made.



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 5

**REPORT:** Consent Agenda **PREPARED BY:** Justin Formanek **MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

The Consent Agenda adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Agenda for discussion and consideration. Items removed from the Consent Agenda will be considered individually at the end of the Consent Agenda. The entire remaining Consent Agenda is then voted upon by roll call under one motion.

### RECOMMENDATION

Staff recommends the Board approve the items in the Consent Agenda, listed below.

- A. Approval of Minutes: Meeting of October 24, 2023
- B. Approval of Financial Reports for October 2023

### Attachments

- Minutes: Meeting of October 24, 2023
- Financial Reports for October 2023

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Reyes						
Zamora						

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**



## MINUTES OF THE REGULAR MEETING OF THE BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES TUESDAY, OCTOBER 24 2023 – 6:00 PM.

## 1. CALL TO ORDER

The Meeting was called to order at 6:05 PM by Board President Miriam Zamora.

## 2. ROLL CALL

Trustees Lori Beardsley, Ron Merson, and Miriam Zamora were in attendance, a quorum established. Library Director Justin Formanek was present. Trustee Geraldine Barrows arrived at 6:07 PM.

## 3. APPROVAL OF THE ORDER OF THE AGENDA

Trustee Merson made a motion to approve the order of the agenda and Trustee Beardsley seconded the motion.

## The motion passed unanimously.

## 4. PUBLIC COMMENT

There were no public comments.

## 5. CONSENT AGENDA

Trustee Merson made a motion to approve the items on the Consent Agenda and Trustee Barrows seconded the motion.

## The motion passed unanimously.

## 6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

There were no Board or administration comments or concerns.

## 7. OLD BUSINESS

## A. Update on Community Hall project

Marilyn Appleby from Anderson, Kulwiec, Appleby (AKA) presented three new drawings for the proposed Community Hall based on feedback from the Facilities Committee After her presentation, the Board discussed the intended use of the space and possible alterations to the updated design. AKA will move forward with the process based on the Board's requests.

## **B. Status of Remodel Project**

Mr. Formanek requested Board approval on final paint choices and provided an updated schedule for the renovation project. Change orders for data feed, lighting options, and entrance tile prep were presented and Mr. Formanek requested approval for these and preapproval for those upcoming.

Trustee Merson made a motion to approve payment of existing change orders and to provide the Library Director with the authority to approve upcoming change orders. Trustee Barrows seconded the motion.

## The motion passed unanimously.

## C. Status of Building Forward Project

Mr. Formanek informed the Board that the 1% Energy Conservation Assistance Act (ECAA) loan program now has a waitlist, and would not be available in time to fund the Backup Energy Storage System (BESS). The Library has enough in reserves to fund the project while waiting for the Self-Generation Incentive Program (SGIP) incentives and Inflation Reduction Act Direct Pay Tax Credits.

## D. Update on Art Committee

Mr. Formanek reported that Linda Spink and John Nichols are interested in joining the Art Committee and will forward their contact information to Trustees Barrows and Zamora. Mr. Formanek will also obtain a sample of the Art Track system from Griplock for presentation at the next meeting.

## 8. NEW BUSINESS

## A. Approval to Engage Accounting Services

Mr. Formanek reported that he has been interviewing local bookkeeping agencies and CPAs and has identified an appropriate vendor. However, he is unsure if he has the authority to enter a service agreement based on the guidelines as written in the current Accounting Procedures Manual.

### The motion passed unanimously.

## 9. REPORTS

The Board reviewed the department reports for September 2023. Mr. Formanek shared his activities for the month and patron feedback to the renovation videos staff have been sharing on social media.

## **10. FUTURE AGENDA ITEMS**

Mr. Formanek will add the Art Committee to the list of Board Committees on the monthly reports.

## **11. UPCOMING MEETING DATES**

The next Regular Meeting is Tuesday, November 28, 2023, at 6:00 PM.

## **12. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:00 PM.

Miriam Zamora Board President Justin Formanek Library Director



#### BUDGET VARIATIONS AND SUMMARIES YTD as of October 2023 - Month 4 of 12

	SIGNIFICANT VARIANCES FROM BODGET								
		ACTUAL	BUDGET	%					
Revenue	Property Taxes	\$252,777	\$320,143	-21.0%					
	Grants	\$51,363	\$28,458	80.5%					
	Donations	\$0	\$11,680	-100.0%					
Expense	Advertising	\$719	\$2,680	-73.2%					
	Accounting Fees	\$0	\$3,680	-100.0%	CPA/bookkeeping service TBD				
	Audit Services	\$11,800	\$4,333	172.3%	annual fees; monthly estimate				
	Staff Development & Recognition	\$23	\$1,680	-98.6%	CALL has provided free training opportunities				
	eContent	\$6,346	\$4,000	58.7%	Hoopla usage has increased 50% so far this FY				
	Memberships & Dues	\$5,066	\$1,680	201.6%	annual CSDA membership; monthly estimate				
	Service / Licensing Agreements	\$10,761	\$4,000	169.0%	Bibliotheca service agreement + ESET license				
	Network Services/ILS	\$37,463	\$21,333	75.6%	BG UAL increase, RFID uninstall				

#### SIGNIFICANT VARIANCES FROM BUDGET

#### **BUDGET SUMMARY**

	2	2-23 YTD Actual	 23-24 YTD Actual	23-24 YTD Budget	YTD Variance	23-24 Annual Budget
Income	\$	298,564	\$ 310,292	\$ 364,681	-14.9%	\$ 1,088,043
Expense	\$	314,766	\$ 369,243	\$ 362,406	1.9%	\$ 1,087,220

## Statement of Financial Position

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010.10 B of A - General Operating Fund	171,400.17
1010.20 County Accounts	867,808.73
1010.40 Santa Paula City	250,245.94
1015.10 Petty Cash - General	309.50
1016.10 Copy Machine Change Fund	0.00
1020 B of A - Book Trust Account	25,205.85
1020.10 Book Trust Account-Unrestricted	0.00
1020.20 Children's Books-Restricted	0.00
1020.25 Teen & YA Books-Restricted	0.00
1020.31 Adult Book Purchase-Restricted	0.00
1020.35 Children's Programs-Restricted	0.00
1020.40 Teen SRP-Restricted	0.00
1020.5 Book Purchases-Restricted 1020.50 Look-A-Book-Restricted	0.00
Total 1020 B of A - Book Trust Account	0.00 <b>25,205.8</b>
B of A - Blake Memorial Fund	21,131.13
B of A - Building Fund	280,439.32
B of A - Payroll	200,439.32
In-Kind Clearing	21,110.00
Literacy	0.00
1010.30 B of A - Literacy Checking	93,117.04
1014.30 B of A - Literacy CD	5,406.57
1015.15 Petty Cash-Literacy	0.00
Total Literacy	98,523.61
Raymond James Investment Trust	405,188.17
Total Bank Accounts	\$2,141,363.28
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1063.10 Prepaid Expenses	25,648.47
1499.10 Undeposited Funds	0.00
Total Other Current Assets	\$25,648.47
Total Current Assets	\$2,167,011.75
Fixed Assets	
1070.10 Construction In Process	271,273.39
1401.1 Land	69,309.00
1402.10 Building	474,710.00
1485.10 Furniture & Fixtures	292,980.92

	TOTAL
1490.10 Equipment	305,430.69
1495.10 Improvements	603,441.00
Restroom Remodel	94,795.24
Total 1495.10 Improvements	698,236.24
15000 Equipmentn	0.00
Accumulated Depreciation (F/A)	-1,167,580.00
Total Fixed Assets	\$944,360.24
TOTAL ASSETS	\$3,111,371.99
IABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 Accts Payable - General	4,038.89
Total Accounts Payable	\$4,038.89
Credit Cards	
Bank of America Platinum Plus	-183.60
1138 - Literacy Center MF	25.00
1163 - Adult Services BG	-29.67
1504 - Director JF	1,016.29
1711- Youth & Children's Services OE	548.56
Total Bank of America Platinum Plus	1,376.58
Total Credit Cards	\$1,376.58
Other Current Liabilities	
2100.10 Payroll Liabilities	0.00
CA PIT / SDI	28.70
CA SUI / ETT	-1.99
CALPERS	-48,791.76
Federal Taxes (941/944)	188.45
Federal Unemployment (940)	-1.87
Health Insurance Deduction	0.00
Total 2100.10 Payroll Liabilities	-48,578.47
2510 Due to Friends of the Library	-76.55
2572.10 Compensated Absences	38,030.00
Deferred Revenue	224.98
Prior period voided check	0.00
Total Other Current Liabilities	\$ -10,400.04
Total Current Liabilities	\$ -4,984.57
Total Liabilities	\$ -4,984.57
Equity	
3000.10 Opening Bal Equity	29.67
31300 Perm. Restricted Net Assets	340,845.14
3704.10 Investment Gen. Fixed Asset	755,308.22
3901.10 Fund Balance - General	2,248,902.56
Fund Bal Offset - Comp. Absence	-38,030.00
Net Revenue	-190,699.03
Total Equity	\$3,116,356.56
TOTAL LIABILITIES AND EQUITY	\$3,111,371.99

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET		
Revenue						
4000 Property Taxes		0.00	0.00			
4100 Secured		0.00	0.00			
4101 Current Secured P/T	228,000.00	156,000.00	72,000.00	146.15 %		
Total 4100 Secured	228,000.00	156,000.00	72,000.00	146.15 %		
4200 Unsecured						
4201 Current Unsecured P/T		2,333.34	-2,333.34			
Total 4200 Unsecured		2,333.34	-2,333.34			
4300 Penalties/Delinquent Taxes	409.88	310.00	99.88	132.22 %		
4400 Property Tax Interest Earnings	10,587.84	0.00	10,587.84			
4501 HOPTR		500.00	-500.00			
Redevelopment Property Tax						
4502 Passthrough Property Taxes		49,666.66	-49,666.66			
4503 Redevelopment Residual		0.00	0.00			
Total Redevelopment Property Tax		49,666.66	-49,666.66			
Special Dist. Assessments	8,019.25	109,000.00	-100,980.75	7.36 %		
Supplemental						
4103 Current Supplemental P/T	5,031.90	2,333.34	2,698.56	215.65 %		
4104 Prior Year Supplemental	728.45		728.45			
Total Supplemental	5,760.35	2,333.34	3,427.01	246.87 %		
Total 4000 Property Taxes	252,777.32	320,143.34	-67,366.02	78.96 %		
4600 Donations		6,680.00	-6,680.00			
4602 Endowment Fund		5,000.00	-5,000.00			
Total 4600 Donations		11,680.00	-11,680.00			
4700 Grants		1,920.00	-1,920.00			
4705 Other Grants		,	,			
4706 Ventura County Charitable Fnd	5,029.13		5,029.13			
Total 4705 Other Grants	5,029.13		5,029.13			
California State Library Grants	11,901.00		11,901.00			
4701 CLLS Adult Literacy	,	9,956.36	-9,956.36			
4702 CLLS Family Literacy	13,433.00	9,581.32	3,851.68	140.20 %		
4703 CLLS ESL	21,000.00	7,000.00	14,000.00	300.00 %		
Total California State Library Grants	46,334.00	26,537.68	19,796.32	174.60 %		
Total 4700 Grants	51,363.13	28,457.68	22,905.45	180.49 %		
4800 Library Services						
4801 Books Lost & Paid	71.50		71.50			
4803 Lost Card	10.00		10.00			
4804 Printing & Copying	181.74	400.00	-218.26	45.44 %		
4905 Interest income	0.72	2,000.00	-1,999.28	0.04 %		
Total 4800 Library Services	263.96	2,400.00	-2,136.04	11.00 %		
4900 Miscellaneous Income	25.60		25.60			

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

	TOTAL						
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET			
Miscellaneous Revenue							
4904 Restitution	85.00		85.00				
4906 Sales	500.00		500.00				
Total Miscellaneous Revenue	585.00		585.00				
Total 4900 Miscellaneous Income	610.60		610.60				
Interest Income	5,276.67	2,000.00	3,276.67	263.83 %			
Total Revenue	\$310,291.68	\$364,681.02	\$ -54,389.34	85.09 %			
GROSS PROFIT	\$310,291.68	\$364,681.02	\$ -54,389.34	85.09 %			
Expenditures							
Administration	782.56		782.56				
Advertising	10.00	2,680.00	-2,670.00	0.37 %			
Bank Charges	261.40	360.00	-98.60	72.61 %			
Credit Card Fees	274.93		274.93				
Total Bank Charges	536.33	360.00	176.33	148.98 %			
Insurance	7,633.63	11,000.00	-3,366.37	69.40 %			
Miscellaneous	60.00		60.00				
Office Expenses	235.87	0.00	235.87				
Computer Network		1,680.00	-1,680.00				
Office Expense	2,261.31	2,360.00	-98.69	95.82 %			
Postage	614.85	520.00	94.85	118.24 %			
Printing		1,680.00	-1,680.00				
Total Office Expenses	3,112.03	6,240.00	-3,127.97	49.87 %			
Payroll Processing	1,360.98		1,360.98				
Professional Services	3,060.00		3,060.00				
Accounting Fees		3,680.00	-3,680.00				
Audit Services	11,800.00	4,333.36	7,466.64	272.31 %			
Collection Services	502.18		502.18				
Grant Writing		333.33	-333.33				
Legal Fees	7,345.00	4,000.00	3,345.00	183.63 %			
Total Professional Services	22,707.18	12,346.69	10,360.49	183.91 %			
Staff Development & Recognition	22.97	1,680.00	-1,657.03	1.37 %			
Strategic Planning		1,000.00	-1,000.00				
Telephone Expense	1,316.22	1,360.00	-43.78	96.78 %			
Total Administration	37,541.90	36,666.69	875.21	102.39 %			
Facilities	4,373.22		4,373.22				
Furniture, Fixtures & Equipment		3,360.00	-3,360.00				
Janitorial Services & Supplies	2,212.17	4,360.00	-2,147.83	50.74 %			
Repairs & Maintenance							
Building Maintenance	1,224.94	4,320.00	-3,095.06	28.36 %			
Grounds Maintenance	8,005.00	3,840.00	4,165.00	208.46 %			
HVAC Maintenance	1,544.00		1,544.00				
Pest Control	271.10		271.10				

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

		TAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE	
Security	449.40	520.00	-70.60	86.42 %	
Total Repairs & Maintenance	11,494.44	8,680.00	2,814.44	132.42 %	
Utilities					
Electricity	14,450.54	11,680.00	2,770.54	123.72 %	
Gas	80.99	1,360.00	-1,279.01	5.96 9	
Trash	1,164.45	1,200.00	-35.55	97.04 9	
Water and Sewer	2,733.28	2,200.00	533.28	124.24 9	
Total Utilities	18,429.26	16,440.00	1,989.26	112.10 9	
Total Facilities	36,509.09	32,840.00	3,669.09	111.17	
Salaries & Employee Benefits					
Health Insurance					
Annuitant Health Insurance	9,288.04	10,000.00	-711.96	92.88	
PERS Group Health Insurance	11,198.28	11,360.00	-161.72	98.58	
Total Health Insurance	20,486.32	21,360.00	-873.68	95.91	
Insurance- Workers Comp.	493.68	1,166.66	-672.98	42.32	
Payroll Tax					
FICA	11,983.38	12,840.00	-856.62	93.33	
SUI & ETT Taxes	254.63	1,166.66	-912.03	21.83	
Total Payroll Tax	12,238.01	14,006.66	-1,768.65	87.37	
Retirement					
PERS Retirement	5,683.05	7,800.00	-2,116.95	72.86	
Unfunded Accrued Liability	8,765.74	18,120.00	-9,354.26	48.38	
Total Retirement	14,448.79	25,920.00	-11,471.21	55.74	
Salaries	157,914.51	167,420.00	-9,505.49	94.32	
Total Salaries & Employee Benefits	205,581.31	229,873.32	-24,292.01	89.43	
Services					
Collection Development	100.00		100.00		
AV Materials	162.10		162.10		
Adult AV	674.53	1,000.00	-325.47	67.45	
Children's AV	9.20	400.00	-390.80	2.30	
Young Adult AV		200.00	-200.00		
Total AV Materials	845.83	1,600.00	-754.17	52.86	
Books	806.67		806.67		
Children's Books	3,461.95	2,440.00	1,021.95	141.88	
General	3,002.94	6,080.00	-3,077.06	49.39	
Young adult books	960.30	1,120.00	-159.70	85.74	
Zip Books	499.15		499.15		
Total Books	8,731.01	9,640.00	-908.99	90.57	
Databases		200.00	-200.00		
eContent	6,346.36	4,000.00	2,346.36	158.66 9	
Periodicals	600.72	1,000.00	-399.28	60.07	
WiFi Hot Spots	4,524.99	5,333.33	-808.34	84.84 9	

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET		
Total Collection Development	21,148.91	21,773.33	-624.42	97.13 %		
Computer Services		1,680.00	-1,680.00			
Network Services/ILS	37,463.41	21,333.39	16,130.02	175.61 %		
Service/Licensing Agreements	10,761.20	4,000.00	6,761.20	269.03 %		
Total Computer Services	48,224.61	27,013.39	21,211.22	178.52 %		
Library Supplies	646.73		646.73			
Book Binding/Mending	547.57	680.00	-132.43	80.53 %		
Library Materials - Other	168.92		168.92			
Total Library Supplies	1,363.22	680.00	683.22	200.47 %		
Memberships & Dues	5,066.34	1,680.00	3,386.34	301.57 %		
Programs						
Adult Programs	1,124.35	1,520.00	-395.65	73.97 %		
Children's Programs	3,465.33	4,680.00	-1,214.67	74.05 %		
Literacy Programs	1,294.19	3,000.00	-1,705.81	43.14 %		
Supplies	883.40		883.40			
Total Literacy Programs	2,177.59	3,000.00	-822.41	72.59 %		
Young Adult Programs	1,395.67	1,680.00	-284.33	83.08 %		
Total Programs	8,162.94	10,880.00	-2,717.06	75.03 %		
Promotion & Public Relations	709.17		709.17			
Travel and Meetings		1,000.00	-1,000.00			
Conferences & meetings	39.33		39.33			
Total Travel and Meetings	39.33	1,000.00	-960.67	3.93 %		
Total Services	84,714.52	63,026.72	21,687.80	134.41 %		
Uncategorized Expenses	7,956.00		7,956.00			
otal Expenditures	\$372,302.82	\$362,406.73	\$9,896.09	102.73 %		
NET OPERATING REVENUE	\$ -62,011.14	\$2,274.29	\$ -64,285.43	-2,726.62 %		
Other Revenue						
Extraordinary Income	5,094.93		5,094.93			
Unrealized Gain/Loss in Investment Account	334.68		334.68			
otal Other Revenue	\$5,429.61	\$0.00	\$5,429.61	0.00%		
Other Expenditures						
Extraordinary Expenses	134,117.50	6,000.00	128,117.50	2,235.29 %		
otal Other Expenditures	\$134,117.50	\$6,000.00	\$128,117.50	2,235.29 %		
NET OTHER REVENUE	\$ -128,687.89	\$ -6,000.00	\$ -122,687.89	2,144.80 %		
IET REVENUE	\$ -190,699.03	\$ -3,725.71	\$ -186,973.32	5,118.46 %		

# Check Detail

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1010.10 B of	A - General Opera	ating Fur	nd			
10/02/2023	Bill Payment (Check)	11830	Nancy Kierstyn Schreiner	Invoice #1813	R	-1,575.00 -1,575.00
10/02/2023	Bill Payment (Check)	11829	T-Mobile	986896932	R	-405.25 -405.25
10/02/2023	Expenditure			TSYS DES:FEES SEP ID:XXXXXXXXX8028 INDN:BLANCHARD COMMUNITY LI CO ID:XXXXX59043 CCD	R	-130.70
				TSYS DES:FEES SEP ID:XXXXXXXXX8028 INDN:BLANCHARD COMMUNITY LI CO ID:XXXXX59043 CCD		130.70
10/03/2023	Bill Payment (Check)	11831	Baker & Taylor Books	415157 L444180 4 000000	R	-84.59
						-84.59
10/03/2023	Bill Payment (Check)	11832	Boyd & Associates	9030	R	-224.70
						-224.70
10/05/2023	Bill Payment (Check)	11833	City of Santa Paula (067000- 00)	111-067000-00	R	-463.82
			,			-463.82
10/05/2023	Bill Payment (Check)	11834	City of Santa Paula (067500- 00)	111-067500-00	R	-119.85
			00)			-119.85
10/05/2023	Bill Payment (Check)	11835	Moss, Levy & Hartzheim LLP	BLANCHARD	R	-7,000.00
	(Oncor)					-7,000.00
10/10/2023	Bill Payment (Check)	11836	Athens Enviromental	A20004977	R	-305.91
						-305.91
10/10/2023	Bill Payment	11837	Black Gold	FY 2023-2024 2nd Qtr Contribution	R	-
	(Check)		Cooperative Library System			19,032.00

## Check Detail October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						- 19,032.00
10/10/2023	Bill Payment (Check)	11838	Kelly Cleaning & Supplies	Invoice # 59724598	R	-338.00 -338.00
10/10/2023	Bill Payment (Check)	11839	Scholastic Inc	4239002	R	-433.03 -433.03
10/10/2023	Bill Payment (Check)	11840	SoCalGas	08/30/23 - 10/02/23	R	-20.22
10/10/2023	Bill Payment (Check)	11841	Unique Management Services, Inc.	538	R	-20.22
						-157.60
10/10/2023	Bill Payment (Check)	11842	OrangeBoy, Inc.	Annual Savannah subscription	R	-2,000.00
	(,					-2,000.00
10/11/2023	Bill Payment (Check)	11843	Amazon Capital Services	A2UKBMZA52GWII	R	-723.86
10/17/2023	Dill Dovmont	11047	Bibliotheca		С	-723.86 -1,530.41
10/17/2023	Bill Payment (Check)	11047	DIDIIOTITECa		U	-1,530.41
10/17/2023	Bill Payment (Check)	11848	California Special District Association		R	-4,095.00
			Association			-4,095.00
10/17/2023	Bill Payment (Check)	11849	County Fire Protection		R	-149.70
						-149.70
10/17/2023	Bill Payment (Check)	11850	Quadient Leasing USA, Inc	01105609	С	-69.93
						-69.93

## Check Detail October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/18/2023	Bill Payment (Check)	11851	Amazon - Zip Book	AEEFCS8W29E8G	R	-499.15
						-499.15
10/19/2023	Bill Payment (Check)	11852	Unique Management Services, Inc.	538	R	-226.55
						-226.55
10/24/2023	Bill Payment	11853	Venco Electric,		R	-
	(Check)		Inc.			62,325.70 - 62,325.70
						02,020.70
10/24/2023	Bill Payment (Check)	11854	David Atkin		R	- 44,059.10
						- 44,059.10
10/25/2023	Check	EFT	Calif. Public Employees' Retirement Systm	October 2023 Health Insurance		-6,420.54
			-,	October 2023 Active Premium		4,078.05
				October 2023 Retired Premium		2,322.01
				October 2023 Admin Fee		20.48
10/25/2023	Bill Payment (Check)	11855	Anderson Kulwiec Appleby Architects	COMMUNITY HALL SCHEMATIC DESIGN		-6,037.50
						-6,037.50
10/25/2023	Bill Payment	11856	Edison	700501221979		-2,271.49
	(Check)					-2,271.49
10/25/2023	Bill Payment (Check)	11857	First Christian Church	REFUNDABLE DEPOSIT FOR FACILITY USE		-250.00
			Church			-250.00
10/25/2023	Bill Payment (Check)	11858	Demco, Inc.	BOOK PROCESSING SUPPLIES		-410.23
						-410.23

## Check Detail

## October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/26/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXX58181 INDN:Blanchard/Santa Paula CO ID:XXXXX07465 CCD PMT INFO:XXXXXXXXX22192	R	-6,430.60
				CALPERS DES:3100 ID:XXXXX58181 INDN:Blanchard/Santa Paula CO ID:XXXXX07465 CCD PMT INFO:XXXXXXXXX22192		-6,430.60
10/31/2023	Bill Payment (Check)	11859	Black Gold Cooperative Library System			-1,617.52
						-1,617.52
10/31/2023	Bill Payment (Check)	11860	Business Card			-1,950.02
						-1,950.02
10/31/2023	Bill Payment (Check)	11861	Mobile Citizen, LLC			-120.00
						-120.00
10/31/2023	Bill Payment (Check)	11862	Brenda Goldy		С	-100.00
	<b>с</b> ,					-100.00
10/31/2023	Bill Payment (Check)	11863	T-Mobile	986896932		-439.58
	(0.000)					-439.58
10/31/2023	Bill Payment (Check)	11864	Landscape Valley			-305.00
			, and j			-305.00
10/31/2023	Bill Payment (Check)	11865	Western Exterminator Company	00093864-7		-135.55
			Company			-135.55
10/31/2023	Bill Payment (Check)	11866	Total Tech			-1,226.61
						-1,226.61
10/31/2023	Bill Payment (Check)	11867	Bibliotheca			-5,304.51
						-5,304.51

## Check Detail October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
B of A - Buildi	ng Fund					
10/02/2023	Bill Payment (Check)	10015	Swell Services, Inc.	BCLS1001	R	- 27,732.70 -
						27,732.70
10/31/2023	Bill Payment (Check)	10017	Precision Fire Protection		С	- 16,809.00
						16,809.00
Literacy						
	A - Literacy Cheo Bill Payment (Check)	-	T-Mobile - Literacy	968719262	R	-171.84
						-171.84
10/31/2023	Bill Payment (Check)	7420	T-Mobile - Literacy	968719262		-308.00
						-308.00



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 7

**REPORT:** Trustee Vacancy Appointment **PREPARED BY:** Justin Formanek

**MEETING DATE:** November, 28 2023 **LOCATION:** Blanchard Library

### SUMMARY

Maisha Cole Olson and Sandra K. Easley have submitted resumes and answers to Board questions in response to the Board vacancy. The application deadline for this meeting was Thursday, November 23.

## BACKGROUND

Lori Beth Beardsley resigned her position on October 31, 2023. Pursuant to Government Code section 1780(b), the Ventura County Board of Elections was notified within 15 days (November 6) of the vacancy. The remaining district board members have 60 days (January 5, 2024) to fill the vacancy by appointment or special election.

The appointed or elected successor will serve until the next general district election on November 5, 2024, and thereafter until the person elected at that election to fill the vacancy has been qualified.

### CONCLUSION

The Board should decide to appoint one of the current applicants, seek further applications for appointment at a future meeting prior to January 5, or hold a special election to fill the vacancy.

### RECOMMENDATION

None.

Attachments

- 7A1 BCL\_trustee \_\_2023\_Olson
- 7A2 BCL\_trustee\_\_2023\_Easley

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Reyes						
Zamora						

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

#### Maisha Cole Olson



November 3, 2023

Ms. Miriam Zamora The Blanchard Library Board of Trustees 119 N. 8<sup>th</sup> Street Santa Paula, CA 93060

Dear Miriam Zamora,

I am writing to express my enthusiastic interest in the position of Board Trustee for the Blanchard Library, as advertised to fill the remaining first half of a four-year term expiring in 2026. I am excited about the opportunity to contribute my skills and dedication to the library's mission, and I am eager to help advance its role in our community.

My background and experience have equipped me with the necessary qualifications to be an effective and committed Board Trustee. As a new resident of Santa Paula, I have been thoroughly impressed and appreciate the vital role that libraries play in fostering education, fostering community, and promoting a love for literature and learning. Throughout my professional career, I have demonstrated a strong commitment to public service and community engagement, which I believe aligns well with the values and goals of the Blanchard Library. I have sat on school boards and I'm now in a leadership role locally serving as the President of the Santa Paula Society of the Arts.

I hold a degree in Film and Social Justice from Mount Saint Mary's college, which has equipped me with critical thinking and analytical skills that I believe will be valuable in making informed decisions as a Trustee. Additionally, I have over 20 years of experience in production, where I have honed my ability to work collaboratively, set and achieve goals, and effectively manage resources. These skills, I believe, will be instrumental in contributing to the strategic planning and decision-making processes of the Library Board.

Furthermore, I am deeply committed to fostering a sense of inclusion and diversity within our community and believe that the library plays a crucial role in this endeavor. I am passionate about ensuring that our library remains accessible to all residents, offering programs and services that cater to a broad spectrum of needs and interests. I am excited about the prospect of helping to develop and support initiatives that will make The Blanchard Library an even more vibrant and inclusive space for our community.

As someone who believes in the transformative power of education, literature, and community engagement, I see becoming a Board Trustee of the Blanchard Library as an opportunity to combine my passion and skills for the betterment of our community. I am excited to work collaboratively with other board members, library staff, and the community to ensure that our library continues to thrive and adapt to the changing needs of our patrons. I look forward to the possibility of serving as a Board Trustee for The Blanchard Library and working towards its continued success. Please find my resume attached for your reference as well as your questions answered. I am available for an interview at your convenience to discuss my qualifications and how I can contribute to the board's mission further.

Thank you for considering my application. I am excited about the prospect of serving the Blanchard Library and contributing to its future.

Sincerely,

Maisha Cole Olson

Maisha Cole Olson

## Maisha Cole Olson



Results-oriented Production Manager with extensive experience in commercial and post-production within the Los Angeles and Atlanta areas. Skilled in all aspects of production, including story development, scripting, location scouting and permitting, budgeting, contract negotiation with crew and vendors, and ensuring smooth production operations. Possesses advanced analytical and organizational abilities, meticulous attention to detail, and a methodical work approach. Proficient in collaborating effectively and diplomatically with production team members, actors, contributors, and the public. Demonstrates up-to-date knowledge of legal requirements related to working hours and personnel wellbeing. Holds certification as a Covid Compliance Officer and understands the necessary health and safety procedures. A creative thinker, problem solver, resourceful manager, and leader known for a positive demeanor.

#### **EDUCATION**

2014 - Bachelor of Science in Film and Social Justice, Mount St. Mary's College, Los Angeles

#### CREDITS

#### PRODUCTION MANAGER, CONVOY ENTERTAINMENT, BROADCAST & DIGITAL, 2013-2021

- Sapadilla "Sommelier"
- Gorilla Glue "Garage"
- Gorilla Glue "Skylight"
- O'Keeffe's Working Hands "Eczema 6"
- O'Keeffe's Working Hands "Pool Mom"
- O'Keeffe's Working Hands "Hotel"
- Gorilla Glue "Kids School Glue"
- Gorilla Glue "Clear Gorilla Glue"
- Gorilla Glue "Children & Animals"
- Gorilla Glue "Train Set"
- Gorilla Glue "Movers"
- Gorilla Glue "Fixer"
- Gorilla Glue "Clear Repair"
- Gorilla Glue "Self-Standing Bags"
- Gorilla Glue "Curb"
- O'Keeffe's Working Hands: "Mackinac Bridge"
- O'Keeffe's Working Hands: "Sterner Veterinary Clinic"

- Gorilla Glue "Shed"
- Gorilla Glue "Wreath"
- O'Keeffe's Working Hands "Postal"
- O'Keeffe's Working Hands "Skier"
- O'Keeffe's Working Hands "Night Out"
- O'Keeffe's Working Hands "Hairstylist"
- Gorilla Glue "Roughhousing"
- Gorilla Glue "Camping"
- Gorilla Glue "Mounting Tape"
- Gorilla Glue "Clear 10"
- Gorilla Glue "Mower"
- Gorilla Glue "Mounting Tape"
- Gorilla Glue "Sealant"
- Gorilla Glue "Clear 9"
- Baxter of California "Mad Greedy"
- Sodastream "How Do You Stream?"
- "Bruno Mars Gorilla" Music Video Parody

#### PRODUCTION MANAGER, STUN Creative, RFP3, and Denim Pictures, 2014-2022

- Taco Bell "\$2 Nachos"
- Access Hollywood
- Plum Organics
- Women Care Global
- Masterclass

#### **FEATURE FILMS**

2011- Division III, Associated Producer

2003- Freaky Friday, Locations Production Assistant

SEGMENT & ASSOCIATE PRODUCER	POST PRODUCTION
2017 - B.E.T. Experience "Live Hits"	2012 - Sony DADC, Production Manager
2016 - B.E.T. Experience "Top Ten" Countdown	2012 - Sony DADC, Media Services Manager
2016 - B.E.T. Experience "Live Hits"	2005 - Technicolor Group, Client Services
2015 - B.E.T. Experience "Top Ten" Countdown	Assistant
2015 - B.E.T. Experience "Live Hits"	2001 - Superior Assembly, Vault Manager
2014 - B.E.T. Experience "Top Ten" Countdown	1999 - LA Police Department-Video Unit, Editor

#### **VOLUNTEER ROLES**

2023- Present	Santa Paula Society of the Arts, President
2023	Arte y Cultura Collectiva of Santa Paula, Member
2023	City of Santa Paula Art Advisory Committee, Member
2023	City of Santa Paula Parks and Rec, Community Garden Initiative
2020-2022	University Glen, Chairperson of Social Committee, Chairperson
2020-2022	University Glen, Community Garden Committee

#### **REFERENCES AVAILABLE UPON REQUEST**

### MCO RESUME

- NFL Playoffs
- Listerine
- Shoedazzle
- Cookie Jam



## LIBRARY BOARD OF TRUSTEES APPLICANT QUESTIONS

Applicant Name: Maisha Cole Olson

Date of Application: November 3rd

## 1. Why do you want to be considered for the library Board?

I want to be considered for the library Board because I believe in the transformative power of libraries in fostering social justice. Libraries are more than just repositories of books; they are essential community hubs that provide access to knowledge, resources, and opportunities for all. By serving on the Board, I aim to contribute to the library's mission of equitable access to information and education, ensuring that it remains a vital resource for our diverse community.

## 2. What personal experiences and skills can you bring to the library Board to help serve the library?

I can contribute my personal experiences and skills to the library Board, including strong organizational and leadership abilities, as well as a profound commitment to social justice. These skills will enable me to collaborate with the Board in developing and implementing policies and programs that align with the library's dedication to inclusivity, diversity, and accessibility. My passion for social justice will motivate me to champion services and initiatives aimed at addressing the unique requirements of underserved and marginalized populations within our community. Additionally, my position as President of the Santa Paula Society of the Arts will facilitate improved communication and collaboration between our two organizations.

# 3. What do you perceive to be the library's role within the community, and what do you perceive to be in the library's best interests for securing its welfare and progress?

The library's role within the community is to be a beacon of knowledge, a cultural hub, and a facilitator of social justice. To secure its welfare and progress, it must adapt to the evolving needs of the community, ensuring that it remains a relevant and inclusive resource for all. This may involve expanding digital resources, fostering community partnerships, and advocating for equitable funding to sustain its mission.

### **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060-2709 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG Board of Trustees: Geraldine Barrows, Ron Merson, Ricardo Reyes, Miriam Zamora

# 4. What do you perceive to be unmet needs in the community, and what do you see as the library's role in helping meet those needs?

Unmet needs in the community may include limited access to educational resources, technology, and information for underserved populations. The library's role in addressing these needs is to have literature by indigenous voices, develop programs and services that bridge these gaps. This could involve literacy initiatives, digital literacy programs, and outreach efforts to ensure that everyone in our community can benefit from the library's resources.

# 5. The library's user population is diverse. There is a vast difference between the modern library and the library of yesteryear. Please explain what a "modern library" means to you.

A "modern library" to me is one that transcends the traditional image of a quiet space filled with books. It is a dynamic, inclusive, and technologically adept institution that embraces diversity, offers cuttingedge digital resources, hosts community events and workshops, and actively promotes social justice and equity. A modern library is a place that engages with its users, meeting them where they are in their pursuit of knowledge and empowerment.

## 6. Is your library doing a good job? Does it serve the community well? What can it do better?

While our library does a commendable job in serving the community, there is always room for improvement. We can enhance outreach efforts to underserved communities, expand our digital resources, and develop programs that address evolving community needs. Additionally, ongoing community feedback and collaboration can help us better align our services with the changing expectations of our users.

## 7. Do you have a library card?

Yes, I do have a library card, and I believe that having a library card is a valuable resource for anyone who wishes to access the wealth of knowledge and services offered by our library.

## 8. Is there anything else you would like to add?

I would like to emphasize my strong dedication to social justice and equity within our community. I'm committed to ensuring that our library remains a vibrant and inclusive resource for all, and I look forward to the opportunity to work with the Board to achieve this vision. Thank you for considering my candidacy.

# Sandra K. Easley

#### Experience

Finance Director, City of Santa Paula 2011-2019

Supervised the operations of the Finance Department including 9 employees. Completed Federal, State and Local reporting which included bi-monthly reporting to the local Council Members. Worked closely with the auditors to complete the annual audit of the city.

Assistant Finance Director, City of Santa Paula 2004-2011

Performed responsible professional accounting work including the maintenance, compilation and review of financial records; prepared various reports and financial statements; interpreted and applied GASB pronouncements; and preformed a variety of technical tasks relative to assigned areas of responsibility. Supervised department staff and worked closely with auditors to complete the annual audit of the city.

**Elected City Treasurer,** December 2000-December 2020, *City of Santa Paula* Signed checks and reviewed all incoming and outgoing funds of the City. Reported to the City Manager and City Council

**Held the following positions with the City of Santa Paula:** These positions allowed me to obtain increasingly responsible professional accounting experience for future advancement.

Accountant 12/4/1996-2004 Accounting Technician 3/28/1987-12/4/1996 Account Clerk 5/23/1983-3/28/1987

#### Education

Bachelor of Science degree in Accounting from California Lutheran Collage 5/22/1983 Associates of Science degree in Accounting from Ventura Jr. College 6/1983 Volunteer

Boy Scouts - Pack & Scout Leader (approximately 18 years) Girl Scouts – Scout Leader (approximately 20 years) T-Ball & Girls Basketball coach with the City of Santa Paula Member of Soroptimist of Santa Paula (approximately 5 years) Member of the Santa Paula Odd Fellows Lodge #314 (Currently Noble Grand) Friends of the Blanchard Community Library since September 2022



## LIBRARY BOARD OF TRUSTEES APPLICANT QUESTIONS

Applicant Name: Sandra K. Easley

Date of Application: 11/16/23

- Why do you want to be considered for the library Board?
   I have been volunteering with Friends of the Library since last September and would like to expand my assistance to the library.
- 2. What personal experiences and skills can you bring to the library Board to help serve the library? In my past professional life, I was Finance Director with the City of Santa Paula. I worked closely with Ned Branch and am familiar with the Developer Impact Fees that are held with the City of Santa Paula for disbursement to the library.
- 3. What do you perceive to be the library's role within the community, and what do you perceive to be in the library's best interests for securing its welfare and progress? The role of the library should be to make resources available to the public that they might not have otherwise have available due to expenses, etc.
- 4. What do you perceive to be unmet needs in the community, and what do you see as the library's role in helping meet those needs? I would like to hear from the community on what services could be added to include more involvement with the citizens of the City of Santa Paula.
- 5. The library's user population is diverse. There is a vast difference between the modern library and the library of yesteryear. Please explain what a "modern library" means to you. The modern library should include resources such as the use of computers and other learning opportunities.
- 6. Is your library doing a good job? Does it serve the community well? What can it do better? I believe so. They are under construction currently to upgrade the library and have projects in the works to add other meeting rooms, etc.
- Do you have a library card? Yes
- Is there anything else you would like to add?
   I look forward to your consideration of my application and if chosen, would look forward to working with the current board.

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060-2709 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG Board of Trustees: Geraldine Barrows, Ron Merson, Ricardo Reyes, Miriam Zamora



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 8A

**REPORT:** Status of Remodel Project **PREPARED BY:** Justin Formanek

**MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

#### SUMMARY

Staff will provide additional progress updates related to the interior renovations.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 8B

**REPORT:** Status of Building Forward Project **PREPARED BY:** Justin Formanek **MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

#### SUMMARY

Staff will provide additional progress updates related to the projects funded by the Building Forward Library Facilities Improvement Program.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 8C

**REPORT:** Status of Community Hall Project **PREPARED BY:** Justin Formanek

**MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

### SUMMARY

Marilyn Appleby from Anderson Kulwiec Appleby Architects (AKA) has submitted updated plans for the Community Hall.

#### RECOMMENDATION

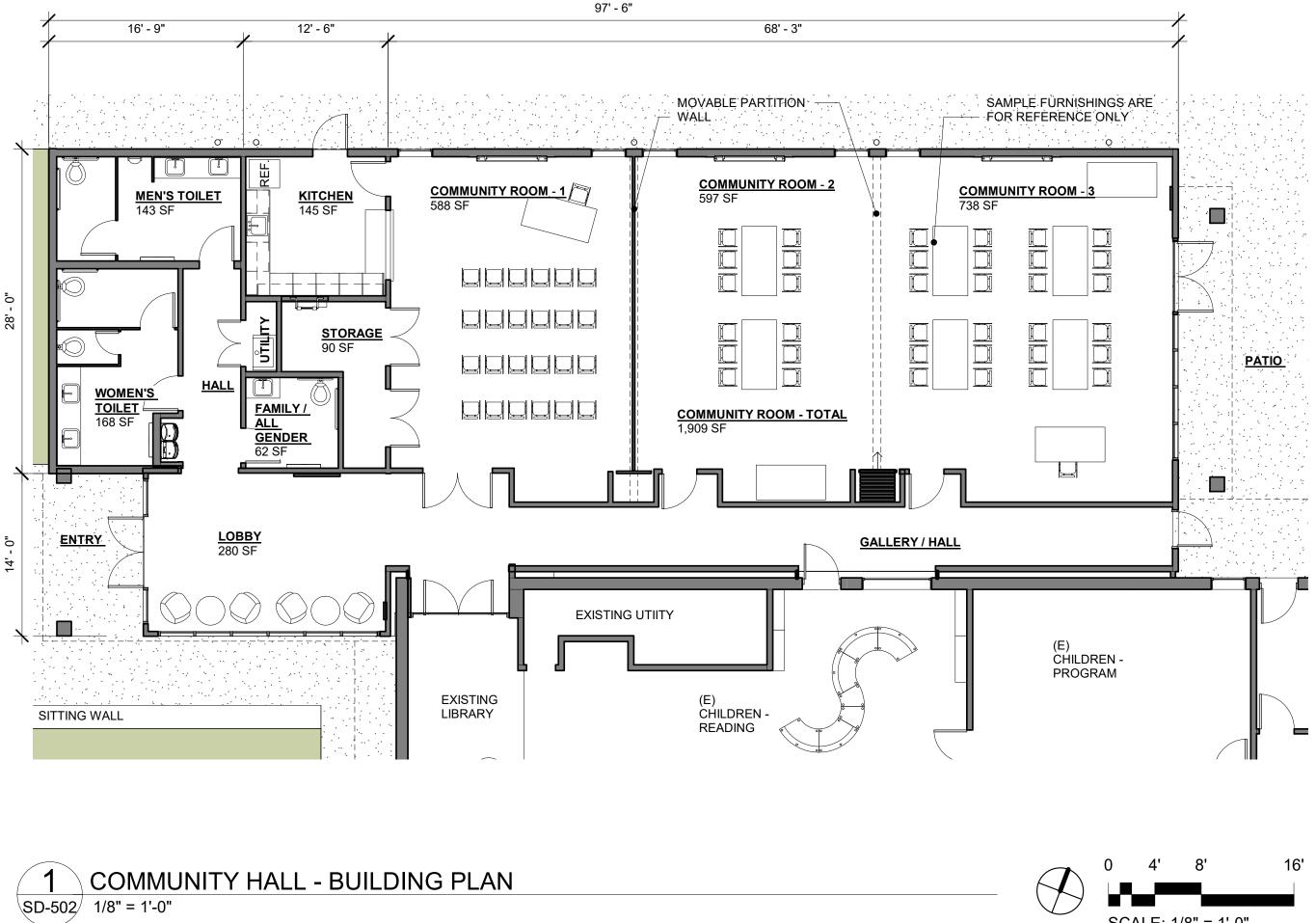
It is recommended that the Board receive the updated Community Hall plans and provide feedback to staff.

Attachments

— 8C1 11-22-2023 - Community Hall - sample

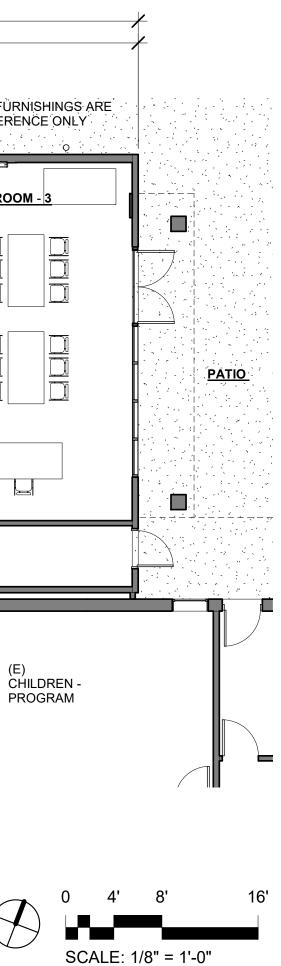
	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

## **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**



34







854 E Main Street, Suite 100 Santa Paula, CA 93060

Project No. 2019-101

# **BLANCHARD** COMMUNITY LIBRARY COMMUNITY HALL

119 North 8th Street Santa Paula, CA 93060

Owner:

## Blanchard Community Library

119 North 8th Street Santa Paula, CA 93060

# SD-502

# COMMUNITY HALL -**BUILDING** PLAN

NOVEMBER 2023





854 E Main Street, Suite 100 Santa Paula, CA 93060

Project No. 2019-101

# BLANCHARD COMMUNITY LIBRARY COMMUNITY HALL

119 North 8th Street Santa Paula, CA 93060

Owner:

## Blanchard Community Library

119 North 8th Street Santa Paula, CA 93060

# SD-503

# COMMUNITY HALL -FRONT



**REPORT:** Review of Financial Services **PREPARED BY:** Justin Formanek

**MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

#### SUMMARY

Trustee Zamora requested that a discussion of the adjusted payment approval system be included on the agenda.

#### BACKGROUND

The Library has retained the services of Kathryn (CPA, Certified QuickBooks ProAdvisor) and Ian Walters of Walters Accountancy Corporation. They have been tasked with maintaining the Library's books, reviewing the accuracy of prior entries, and coordinating with the Library Director to propose methods for streamlining and modernizing the Library's record keeping and accounts payable procedures.

#### RECOMMENDATION

None.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Reyes						
Zamora						

#### **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG



**REPORT:** Review/Update of Accounting Procedures **PREPARED BY:** Justin Formanek

**MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

#### SUMMARY

Based on initial feedback from both Trustees and the Library's CPA, adjustments to the existing Accounting Procedures Manual may be required in order to ensure the Library can improve service while maintaining compliance with internal controls.

#### BACKGROUND

For reference, the complete Accounting Procedures Manual (2015) can be accessed here.

#### CONCLUSION

Discussion items may include, but are not limited to:

- Revising the Checks and Balances outlined in Section 17 General Procedures of the Accounting Procedures (attached) to account for ACH and/or electronic payments.
- Potentially exempting certain recurring budgeted expenditures from payment approval (e.g., utilities, insurance premiums, membership fees, legal and audit fees, etc.).
- Reviewing and revising Fund Classifications and the Chart of Accounts to better reflect existing structure and be limited to operating requirements.

#### RECOMMENDATION

Staff recommends the Board review the existing Accounting Procedures Manual and revise as necessary to update procedures while maintaining adequate financial oversight.

Attachments

— 9B1 Section 17 - General Procedures

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Reyes						
Zamora						

#### **BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG

Blanchard COMMUNITY LIBRARY California	Accounting Procedures Manual Section 17 – General Procedures
Effective Date: January 27, 2015	Attachments:
Prior Versions:	

# **General Procedures**

#### **Fraud Prevention**

The Library has established systems and procedures to significantly reduce the potential for fraud in the handling of assets.

#### **Checks and Balances**

- All purchases, payroll, and disbursements are to be approved by the District Director;
- Only Library Trustees may be signatories on bank accounts, with two signatures required on all checks;
- Bank accounts are reconciled by someone other than the person that authorizes disbursements or the persons that are bank account signatories. At the present time, bank accounts are reconciled by an independent accounting firm;
- Bank account reconciliations are reviewed monthly by the Board's Finance Committee;
- All cash received for the payment of fines, lost books, et cetera, is posted to the patron's account in the Integrated Library System (ILS) by staff working the circulation desk. Daily reports are run by the Director of Finance, who reconciles the cash against the report. A deposit is prepared weekly, and the deposit is reconciled against the daily cash receipts reports. The deposit

receipt from the bank is attached to the cash reconciliation and daily cash reports. The Board Finance Committee reviews a random sample of the weekly reconciliation, daily cash reports, and deposit receipts monthly.

#### **Credit Cards**

- Credit cards are issued only to the District Director and some department heads. The District Director's card has a \$10,000 credit limit and the department heads' cards have a \$5,000 credit limit;
- When charges are made to a credit card, the cardholder gives a copy of the purchase order or a copy of the order to accounting. If the purchase is for goods, when the items are received, the receiver checks the items against the packing slip to verify the accuracy of the packing slip and gives the packing slip to accounting;
- Accounting verifies that the items received are the times that were ordered and files the purchase order/packing slip in a suspense file pending receipt of the monthly credit card statement;
- When the statement is received, the charges are proved by comparison with the purchase order/packing slip or receipts. Only when all the charges have been validated may the statement be approved for payment;
- When the check is presented to the account signatories for payment, it is accompanied by the statement and all the supporting documentation for every charge;
- Account signatories sample the supporting documentation to verify charges are correct.

#### **Independent Audit**

The Library's financial statements and its financial records are audited by an independent auditing firm at least biennially. The audit engagement must be approved by the Board. The final report must be reviewed and accepted by the Board before it is published.

#### **Monthly Financial Statements**

The District Director or the Director of Finance shall cause financial statements for the prior month and the year to date, along with comparisons to the Board-approved budget, for presentation to the Board at its regular monthly meeting.

#### Petty Cash

- The Library maintains two petty cash funds: one for general use and one for Literacy Programs. All petty cash expenditures must be supported by original receipts.
- When either fund nears deletion, accounting prepares a check in the amount of the receipts and presents the receipts with the check to be signed.
- Each fund is reconciled at the time the check for replenishment is prepared.

#### Checks

All check stock is kept in a locked file cabinet in a locked office.

If a check is voided, it is stamped "VOID" and the signature lines are obliterated. Voided checks are retained.

#### **Fixed Asset Management**

- A. A permanent property log or database is to be maintained by the Finance Department for all fixed assets purchased by the District.
- B. The log should contain the following information:
  - 1. date of purchase
  - 2. description of item purchased
  - 3. received by donation or purchased
  - 4. cost or fair market value on the date receipt (if applicable)
  - 5. donor or funding source (if applicable)
  - 6. funding source restrictions on use or disposition
  - 7. identification/serial number (if appropriate)
  - 8. depreciation period
  - 9. number of the District's check used to pay for the equipment
- C. At least annually, a physical inspection and inventory should be taken of all the District fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
- D. All capital items which have a cost greater than \$5,000.00 will be capitalized and depreciated.

#### Personnel

- A. Human Resources is charged with the responsibility of maintaining personnel files on staff persons;
- B. Each personnel file should contain the following information, at a minimum:
  - 1. Employment application or resume;
  - 2. A record of background investigation (if applicable)
  - 3. date of employment;
  - 4. position, pay rates and changes therein (PAFs);
  - 5. authorization of payroll deductions;
  - 6. earnings records for non-active employees;
  - 7. W-4 Form, withholding authorization;
  - 8. I-9 Immigration Form;
  - 9. termination data, when applicable.
- C. All personnel records are to be kept locked in a locking file cabinet in the Finance/Human Resources Office and access to these files other than by the District Director, Finance/HR Director, or the auditor should be requested in writing to the Board of Trustees.



**REPORT:** Adult Services Report **PREPARED BY:** Brenda Goldy **MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

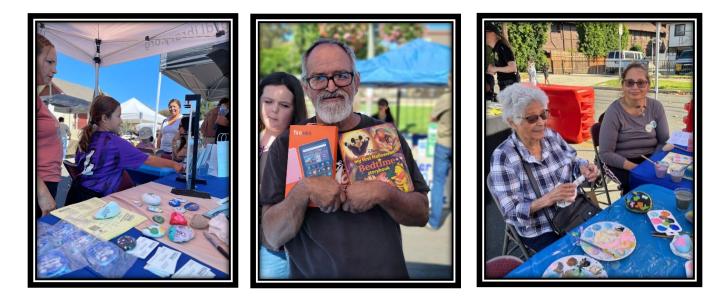
#### **Programs & Services**

#### Mountains to Sea Jubilee

The library actively participated in the Mountains to Sea Jubilee, Ventura County's 150th Anniversary Event, on Saturday, October 21. Thanks to the grant from the Ventura County Museum, the library was able to create programs that allowed it to be part of the celebration. The grant covered the cost of the rock painting supplies and the prizes for the Rock Scavenger Hunt. The Adult and Youth Services departments collaborated to organize the two related events. The first event was a rock painting program held last month, while the second event was the Rock Scavenger Hunt that took place during the Jubilee.



The library hosted rock painting and a book giveaway for children at its booth.



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Program Name	Description	Audience	Attendance I	Date	Start	End	Location
Poetry On Eighth	Poetry Reading	Adult	10	14-Oct	12:00 PM	2:00 PM	Classroom 1
Book Club - Pride and Prejudice by Jane Austen	Book Club	Adult	9	17-Oct	5:30 PM	6:30 PM	Classroom 1
Rock Scavenger Hunt	Outreach	Family	45	21-Oct	11:00 AM		Santa Paula
Mountains to Sea Jubilee Booth / Rock Painting	Outreach	Family	?	21-Oct	11:00 AM	3:00 PM	Agriculture Museum

#### Collection

96 adult-oriented items were added to the collection in October 2023.

Adult Materials Added to Collection							
2023-2024	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	9	16	0	0	0	10	5
AUGUST	44	20	3	0	1	9	5
SEPTEMBER	47	9	3	0	0	8	3
OCTOBER	11	62	0	12	0	6	5

#### 5 of the items with the most checkouts for the past 3 months



#### 5 items with the greatest number of hold requests





**REPORT:** Youth Services Report

PREPARED BY: Olivia Escoto

MEETING DATE: November 28, 2023 LOCATION: Blanchard Library

#### 1. Mountains to the Sea Jubilee

Saturday, October 21

Rock painting, rock scavenger hunt and children's book giveaway.



2. Halloween Treat Bags

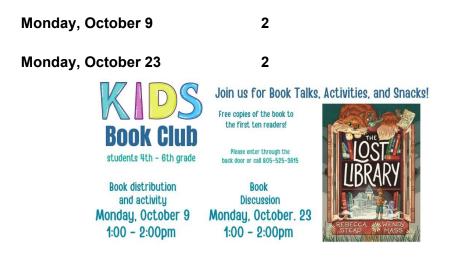
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#### 3. Kids Book Club – The Lost Library by Rebecca Stead



#### 3. Outreach

#### a. SPARC Trunk or Treat

We gave over 200 books, book bags, pencils, bookmarks, curbside instructions and candy to the children of Santa Paula.



b. School visit- Barbara Webster Preschool

Thursday, October 19 3 preschool classes

c. Harvard Shelter

New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	Total
January	104	35	11	15	3	168
February	43	22	6	3	31	105
March	62	56	8	2	6	134
April	145	47	90	29	1	312
Мау	73	18	4	1	0	96
June	138	38	115	40	19	350
July	31	12	5	2	47	97
August	32	7	13	8	19	79
September	61	52	12	2	0	127
October	90	7	3	0	0	100

We dropped off 15 book bags with children's books, pencils, activity sheets, journals and candy.

Circulation	August	September	October
YA Fic	26	22	14
YA NF	1	6	1
YA Fic Spanish	0	0	0
YA NF Spanish	0	0	0
JUV Fic	200	159	161
JUV NF	70	59	54
JUV Fic Spanish	16	1	5
JUV NF Spanish	2	2	1
J BKCD	0	3	0
J DVD/BLURAY	6	5	8
J MAGAZINE	0	0	0
TOTAL	245	257	244

# Blanchard / Santa Paula Library District Board of Trustees Meeting

Discards	Adult Fic	Adult NF	DVD	YA	Juv Fic	Juv NF	Total
July	114	149	4	0	42	25	334
August	75	40	2	5	25	20	365
September	126	210	0	21	17	39	413
October	23	201	0	0	8	58	290



**REPORT:** Adult Learning Center Report

**MEETING DATE:** November 28, 2023 **LOCATION:** Blanchard Library

PREPARED BY: Misty Finch

# Adult Literacy Services

#### One-To-One Adult Literacy Tutoring:

In October, adult literacy tutors and learners spent a combined total of 192 hours practicing reading writing, and conversational English Skills.

#### California Library Literacy Services Writer-to-Writer Challenge

Blanchard Community Library will be participating in a statewide writing challenge this year. Writer to Writer, a writing challenge for adult learners enrolled in California Library Literacy Services (CLLS), begins with a learner reading or listening to a book. Learners then write a letter to the author, telling how the book affected them. The Writer-to-Writer Challenge gets at the heart of reading and writing, builds an appreciation for the written word, and demonstrates how books and personal expression make all our lives richer.

#### **BEST Virtual Book Discussion with Tricia Lemmon:**

Participants of our weekly *Best Virtual Book Discussion* are currently reading, *My Heart Lies South* written by Elizabeth Barton de Trevino.

#### ESL Services

The Adult Learning Center has forged a partnership with Cabrillo Economic Development Corporation (CDEC.) and offers ESL classes offsite, at Rodney F. Gardens. BEST provides two classes twice per week. Level One supports adult learners who have little to no English proficiency. Level two is offered to adult learners who are proficient in English and would like to advance their skills further. Both classes are taught by TESOL certified instructor, Yoko Mansfield. We currently have 12 students enrolled in ESL classes.

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### October 2023 Literacy Services Statistics:

One-To-One Tutoring	Adult Literacy Small Groups	ESL Services
	(ALS)	(ESL)
Active Tutors: 8	BEST Virtual Book Discussion	ESL Classes
Active Learners: 13	Total Attendance: 19	Total Attendance: 92
Total Tutor Hours: 105		
Total Adult Learner Hours: 105		
Total Tutoring Hours: 192		



**REPORT:** Library Director's Report **PREPARED BY:** Justin Formanek MEETING DATE: November 28, 2023

LOCATION: Blanchard Library

#### LIBRARY DIRECTOR'S ACTIVITIES

- October 3 Attended Facilities Committee meeting
- October 4 Meeting with Southern California Regional Energy Network (SoCalREN)
- October 19 Attended Friends of the Blanchard Community Library Board meeting
- October 21 Assisted the Library's booth at the "Mountains to Sea Jubilee" celebration
- October 23 Attended "Getting Your Library Ready for Disaster, 'Ready Or Not'" info session
- October 31 Organization onboarding session with Walters Accountancy Corporation

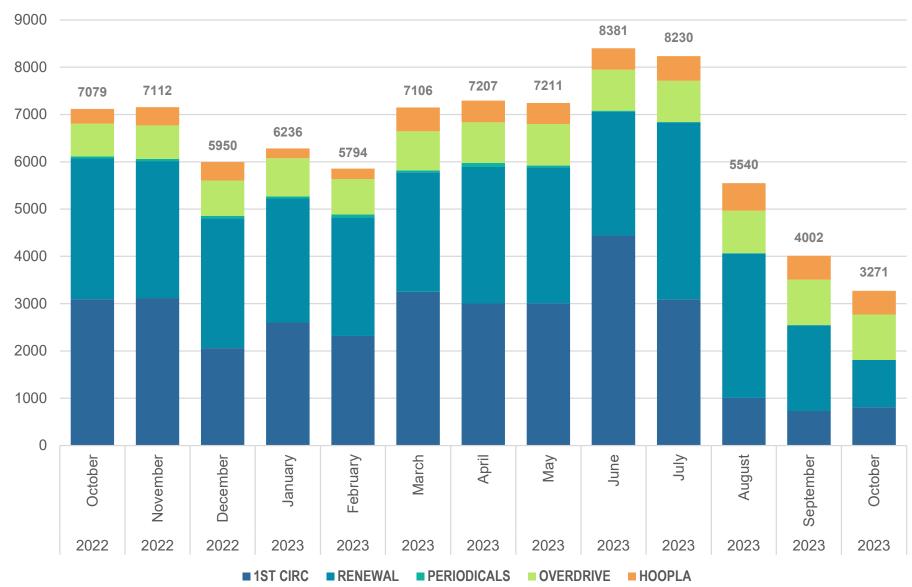
#### MOUNTAINS TO THE SEA JUBILEE



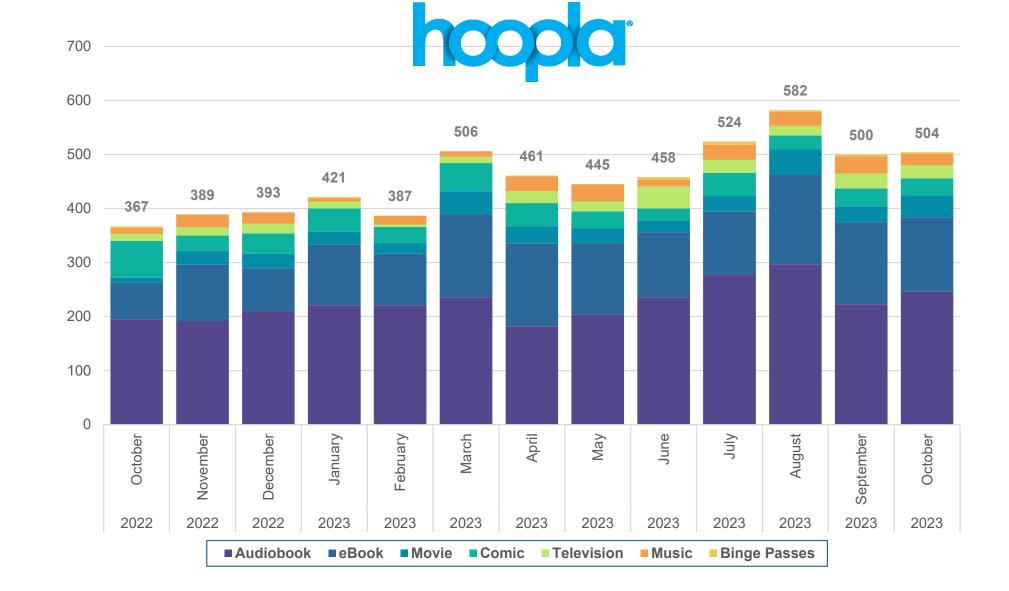
On Saturday, October 21 I had the pleasure of joining staff at the Library's booth at the Mountains to Sea Jubilee, a family festival celebrating the 150th anniversary of Ventura County. We estimated well over 350 visitors stopped by to ask questions, sign up for library cards, paint rocks, or pick up some free books.

Others turned in one of our 80 "story stones" hidden at 40 notable and historic locations in Santa Paula for a chance at our prize wheel. Many won gift cards supporting local businesses, while three lucky winners walked away with a brand-new Kindle Fire!

Attachments — Library Statistics for October 2023



# **TOTAL CIRCULATION**



# **NEW LIBRARY CARDS**

