

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, January 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 December 20, 2016
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS
- G. UNFINISHED BUSINESS
  - a. 2017 Committee Assignments (information, discussion, possible action)
  - b. Proposed New Contract with District Director (information, discussion, possible action)
- H. NEW BUSINESS
  - a. Santa Paula Chamber of Commerce Awards Banquet (information,

- discussion, possible action)
- b. Santa Paula Chamber of Commerce Mixer (information, discussion, possible action)
- c. 2017 Board Meeting Calendar
- d. 2016-17 Budget Revisions

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

February 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.*

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 20, 2016.**

**CALL TO ORDER**---The Meeting was called to order at 5:34 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, Nancy Nasalroad, Laura Phillips, and Linda Spink were in attendance. District Director Ned Branch was present.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was unanimously approved (Hicks/Spink).

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

**RECOGNITION**--- Beverly Mueller was honored for 14 years of service on the Library Board, Irene Ortega was recognized for 5 years as an employee, Emily Letteney, Ricardo Alvarez and Charlie Coughlin were welcomed as new employees, and Ned Branch was thanked for his service as District Director.

**ADJOURN REGULAR SESSION**---The Regular Session was adjourned for a short reception at 6:00 (Spink/Coughlin, 5-0)

**THE REGULAR SESSION RESUMED** at 6:30

**ELECTION OF OFFICERS**--- Laura Phillips was re-elected as Board President (Coughlin, 4-0, with Trustee Hicks abstaining), and Maureen Coughlin was re-elected as Board Clerk (Phillips, 5-0).

**CONSENT CALENDAR**---The *Minutes* of the Regular Meeting of November 21, 2016, were unanimously approved as corrected (Hicks/Coughlin).

**REPORTS**---Director Branch presented the *Financial Statements and Budget*. The Budget will be revised in January, some accumulated vacation time was paid out, the budgeted legal advise wasn't being used so Operations expenses are much lower than budgeted while the printer coin box is now being added to Operations revenue. The Promotion Expense item will be moved to Public Relations. The Financial statements were received and filed (Hicks/Coughlin, 5-0). The *Friends of the Library* are donating about \$12,000 for items on the Library's wish list; including

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 20, 2016.**

the Endowment Fund, the Summer Program, books, children's programs and new chairs. Books related to New Year's Resolutions will be offered at half price in January.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**---Trustee Spink will thank Lisa Sorensen for facilitating the donation of chairs from Ventura College, and Ellen Ruby for sharing her Christmas tree collection.

**UNFINISHED BUSINESS**---none.

**NEW BUSINESS**---The Board opened discussion of the Contract with *Coverly Professional Services* (Hicks/Coughlin). Director Branch noted that the head count through the door and circulation don't seem to show any increase, but recognition within the community has grown. The Board accepted the *Contract with Coverly* as long as they work with the Publicity Committee, tweaking it as the committee likes, and not to exceed the proposed amount (Coughlin/Nasalroad, 5-0).

The Board passed a Resolution to remove Beverly Mueller, and add Timothy Hicks and Nancy Nasalroad as *Signatories to Library accounts* with Bank of America, Wells Fargo, and the Ventura County Treasury (Coughlin/Spink, 5-0).

The Board extended the *District Director's contract* for 90 days (Hicks/Nasalroad, 5-0).

**ADJOURN REGULAR SESSION**---The Regular Session was adjourned to go into Closed Session at 7:25 p.m. for PUBLIC EMPLOYEE PERFORMANCE EVALUATION:DISTRICT DIRECTOR; pursuant to Government Code 54957 (b)(1)

**THE REGULAR SESSION RESUMED** at 9:04 p.m. There was no Report out of Closed Session.

**REPORTS CONT.** --- *Literacy Services* will commence its new FLAIR classes with a preschool program in January. First Five is providing the preschool teacher and donating little chairs. A Tutor Thank You event will be held on January 6, 2017. *Public Services* will continue

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 20, 2016.**

to host the short story program, but on a different day, hoping to boost attendance. CSUCI will commence a new lecture series, chosen by topic, in the New Year, and the SPHS CIF students are back, offering tech and homework support on Saturdays. The *District Director* signed the contract with Anderson Kulwiek Appleby, Architects, is collecting librarian job descriptions from other libraries, and reported on the donations stemming from the Endowment Committee's solicitation letter. The next stage of the Interior LAN cabling project is being installed on January 12 and 13. The Food for Fines campaign ended. Ventura Community College donated 85 cushioned, wooden chairs to replace all the mismatched chairs up front.

***Board Committee Reports:*** President Phillips will assign new committee members in January.

***Strategic Plan Team Reports:*** Under *Visioning/Strategic Plan*, Trustee Coughlin suggested bringing "significant employers" into the process. Limonera was suggested as a future

***Community Connection*** or focus group. For ***Publicity/Public Relations***, Trustee Spink would like to work with Coverly to post more photos online.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas: Budget Revision, Committee Assignments, Reaffirm the Board Meeting Schedule, District Director's Contract

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

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned unanimously at 9:33 p.m. (Coughlin/Spink).

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 20, 2016.**

**Library Board Clerk**

**ATTEST:**

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**District Director**

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

1. Receive and file December 2016 financial reports

BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

December 31, 2016



BLANCHARD COMMUNITY LIBRARY

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STEPHEN F MCFADDEN  
CERTIFIED PUBLIC ACCOUNTANT  
915 EAST MAIN STREET  
SUITE E-1  
SANTA PAULA CA 93060  
TELEPHONE 805-525-4494  
FACSIMILE 888-881-3210

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 December 31, 2016 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  
January 12, 2017

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

December 31, 2016

**ASSETS**

	CURRENT ASSETS	
CASH		\$ 1,534,602
PREPAID EXPENSES		4,867
TOTAL CURRENT ASSETS		<u>1,539,469</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>545,199</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 2,084,668</u></u>

**LIABILITIES AND FUND BALANCES**

	LIABILITIES	
ACCOUNTS PAYABLE	\$ 2,421	
ACCRUED PAYROLL EXPENSE	<u>26,959</u>	
TOTAL LIABILITIES		\$ 29,380
	FUND BALANCES	
GENERAL FUND	1,246,503	
FIXED ASSET FUND	545,199	
RESTRICTED FUNDS	227,447	
TOTAL FUND BALANCE		<u>2,019,149</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u><u>\$ 2,048,529</u></u>

# BLANCHARD COMMUNITY LIBRARY

228302  
121  
228423

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED DECEMBER 31, 2016

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	December			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 300,699	\$ 121		\$ 539,473	\$ 537,932	0.3%
LIBRARY OPERATIONS	524	417	25.66%	11,039	2,500	341.6%
DONATIONS	11,401	2,083	447.34%	16,308	12,500	30.5%
CLLS LITERACY		\$ 18,000		\$ 18,000	\$ 18,000	
	<u>\$ 312,624</u>	<u>\$ 20,621</u>	1416.0%	<u>\$ 584,820</u>	<u>\$ 570,932</u>	2.4%
EXPENSES						
PERSONNEL	\$ 35,843	\$ 45,123	-20.6%	\$ 267,688	\$ 272,332	-1.7%
ADMINISTRATIVE	4,919	4,988	-1.4%	37,560	41,425	-9.3%
FACILITIES	2,744	4,704	-41.7%	26,471	28,225	-6.2%
OPERATIONS	3,065	7,028	-56.4%	49,879	79,665	-37.4%
	<u>\$ 46,571</u>	<u>\$ 61,843</u>	-24.7%	<u>\$ 381,598</u>	<u>\$ 421,647</u>	-9.5%
NET INCOME (LOSS)	<u>\$ 266,053</u>	<u>\$ (41,222)</u>	-745.4%	<u>\$ 203,222</u>	<u>\$ 149,285</u>	36.1%
EXTRAORDINARY INCOME (EXPENSES)						
REIMBURSEMENT						
REIMBURSEMENT DIF		\$ 1,458			\$ 2,916	
INVESTMENT INTEREST						
CITY IMPACT						
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ 266,053</u>	<u>\$ (39,764)</u>	-769.1%	<u>\$ 203,222</u>	<u>\$ 152,201</u>	33.5%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

July 31, 2016

COUNTY	\$	931,138	
SANTA PAULA CITY		175,133	1
BLAKE		23,890	1
LITERACY		28,424	1
BOOK TRUST		17,136	
WELLS FARGO		355,648	
OTHERS		<u>3,233</u>	
<b>TOTAL CASH</b>	<b>\$</b>	<b><u>1,534,602</u></b>	

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	12/31/15	12/31/16	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$ 487,507	\$ 539,473	537,932	\$ 745,132
LIBRARY OPERATIONS	6,057	11,039	2,500	5,000
DONATIONS	19,120	16,308	12,500	45,000
CLLS FLAIR	26,989	18,000	18,000	21,000
<b>TOTAL REVENUE</b>	<u>\$ 539,673</u>	<u>\$ 584,820</u>	<u>570,932</u>	<u>816,132</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	170,745	183,434	184,812	376,482
RETIREMENT	26,469	38,803	35,838	62,226
HEALTH INSURANCE	31,164	30,058	33,852	71,700
PAYROLL TAX	13,726	14,651	16,138	32,298
EMPLOYEE BENEFIT	801	741	1,692	1,692
	<u>242,905</u>	<u>267,687</u>	<u>272,332</u>	<u>544,398</u>
ADMINISTRATIVE				
ADVERTISING		6,640	125	250
BANK CHARGES	363	217	200	400
INSURANCE	4,102	4,208	4,325	8,650
OFFICE EXPENSE	3,452	2,709	2,500	5,000
TELEPHONE	10,040	1,837	2,750	5,500
POSTAGE	1,076	1,535	1,525	350
PRINTING				2,700
PROFESSIONAL FEES	24,351	19,149	29,000	51,000
STAFF DEVELOPMENT	-	1,264	1,000	2,000
	<u>43,384</u>	<u>29,655</u>	<u>41,425</u>	<u>75,850</u>
FACILITIES				
BUILDING MAINTENANCE	6,338	5,146	5,195	14,000
JANITORIAL	4,020	4,020	1,350	8,100
UTILITIES	18,532	17,306	2,863	34,350
	<u>28,890</u>	<u>26,472</u>	<u>9,408</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	29,445	32,028	32,500	65,000
PUBLICITY			11,000	22,000
MEMBERSHIPS	1,630	3,200	1,500	3,000
ACQUISITIONS	7,741	5,698	15,000	25,000
PROGRAMS	7,605	6,710	15,015	30,030
MATERIALS	63	292		
COMPUTER SERVICE	74		2,400	4,000
BOOK BINDING	381		1,000	2,000
ADVERTISING	752	1,280		22,000
TRAVEL	541	666	1,250	2,500
	<u>48,232</u>	<u>49,874</u>	<u>79,665</u>	<u>175,530</u>
<b>TOTAL EXPENSES</b>	<u>363,411</u>	<u>373,688</u>		<u>852,228</u>
<b>NET INCOME(LOSS)</b>	<u>\$ 176,262</u>	<u>\$ 211,132</u>		<u>(36,096)</u>
<b>EXTRAORDINARY INCOME (EXPENSES)</b>				
REIMBURSEMENT				
REIMBURSEMENT DIF				
INVESTMENT INTEREST				
CITY IMPACT				
<b>NET AFTER EXTRAORDINARY</b>	<u>\$ 176,262</u>	<u>\$ 211,132</u>		<u>(36,096)</u>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

December 31, 2016

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Due to FOTL	\$	422
Bank Card		1,579
Others		<u>420</u>
Total	\$	<u>2,421</u>



BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

March 31, 2016 BALANCE  
\$ 257,053.32

TRANSACTIONS

CK 307997	(13.46)	DIF
INTEREST	258.62	DIF
CK 308125	(35.46)	DIF
CK 308296	(11.82)	DIF
JE 1462-4638	(177.41)	REAPPROPRIATED FEES
CK 308582	(41,108.63)	LIBRARY IMP
CK 308773	(40,799.77)	LIBRARY IMP
CK 308837	<u>(32.38)</u>	DIF

TOTAL (81,920.31)

BALANCE AT 6.30.16 \$ 175,133.01

8:48 AM

01/24/17

**Blanchard/Santa Paula Library District**  
**Deposit Detail**  
**December 2016**

Type	Num	Date	Name	Account	Amount
Deposit		12/01/2016		1020.10 · Book Trust Acc...	273.30
				Printing & Copying	-273.30
TOTAL					-273.30
Deposit		12/08/2016		1020.10 · Book Trust Acc...	56.50
				Fines	-47.75
				2510 · Due to Friends of th...	-8.50
				Over/Short	-0.25
TOTAL					-56.50
Deposit		12/19/2016		1020.10 · Book Trust Acc...	12,000.00
Sales Receipt	95	12/19/2016	Friends of the Blanchard Library	1499.10 · Undeposited Fu...	-808.93
Sales Receipt	96	12/19/2016	Friends of the Blanchard Library:Family ...	1499.10 · Undeposited Fu...	-3,500.00
Sales Receipt	97	12/19/2016	Friends of the Blanchard Library	1499.10 · Undeposited Fu...	-4,000.00
Sales Receipt	98	12/19/2016	Friends of the Blanchard Library	1499.10 · Undeposited Fu...	-3,691.07
TOTAL					-12,000.00
Deposit		12/19/2016		1020.10 · Book Trust Acc...	147.90
				Fines	-123.90
				2510 · Due to Friends of th...	-25.00
				Over/Short	1.00
TOTAL					-147.90
Deposit		12/19/2016		1020.10 · Book Trust Acc...	341.35
				Fines	-34.50
				2510 · Due to Friends of th...	-4.00
				Printing & Copying	-1.75
				Over/Short	-1.10
Sales Receipt	94	12/19/2016	James Arellano:Children's Books	1499.10 · Undeposited Fu...	-300.00
TOTAL					-341.35
Deposit		12/28/2016		1020.10 · Book Trust Acc...	95.65
				Fines	-86.75
				2510 · Due to Friends of th...	-9.00
				Over/Short	0.10
TOTAL					-95.65

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 January 1 - 24, 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	EFT	01/03/2017	Blanchard Commu...	1020.10 · Book Trust Account-Unrestricted		-12,900.00
				1011.10 · Checking - Payroll (Checking Account - P...	-12,900.00	12,900.00
TOTAL					-12,900.00	12,900.00
Check	EFT	01/03/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-446.17
				CALPERS (Payee Account - Employee Deductions)	-446.17	446.17
TOTAL					-446.17	446.17
Check	EFT	01/09/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-4,906.64
				PERS Group Health Insurance	-4,906.64	4,906.64
TOTAL					-4,906.64	4,906.64
Check	EFT	01/17/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-20.98
				PERS Retirement (Contribution Account - Retireme...	-20.98	20.98
TOTAL					-20.98	20.98
Check	EFT	01/17/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-2,570.35
				PERS Retirement (Contribution Account - Retireme...	-2,570.35	2,570.35
TOTAL					-2,570.35	2,570.35
Check	EFT	01/17/2017	Blanchard Commu...	1020.10 · Book Trust Account-Unrestricted		-15,275.00
				1011.10 · Checking - Payroll (Checking Account - P...	-15,275.00	15,275.00
TOTAL					-15,275.00	15,275.00
Check	EFT	01/18/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-835.43
				CALPERS (Payee Account - Employee Deductions)	-835.43	835.43
TOTAL					-835.43	835.43
Check	EFT	01/18/2017	Calif. Public Emplo...	1020.10 · Book Trust Account-Unrestricted		-517.45
				CALPERS (Payee Account - Employee Deductions)	-517.45	517.45
TOTAL					-517.45	517.45
Check	10746	01/03/2017	Cash	1020.10 · Book Trust Account-Unrestricted		-341.47
				Teen & YA Programs	-341.47	341.47
TOTAL					-341.47	341.47
Bill Pmt -Ch...	10747	01/03/2017	City of Santa Paula ...	1020.10 · Book Trust Account-Unrestricted		-169.61
Bill	11106...	01/03/2017		Water and Sewer	-169.61	169.61
TOTAL					-169.61	169.61
Bill Pmt -Ch...	10748	01/03/2017	City of Santa Paula ...	1020.10 · Book Trust Account-Unrestricted		-71.53
Bill	111-0...	01/03/2017		Water and Sewer	-71.53	71.53
TOTAL					-71.53	71.53
Bill Pmt -Ch...	10749	01/03/2017	Document Systems	1020.10 · Book Trust Account-Unrestricted		-187.69
Bill	Invoic...	12/27/2016		Printing	-133.03	133.03
Bill	Invoic...	12/27/2016		Printing	-54.66	54.66
TOTAL					-187.69	187.69
Bill Pmt -Ch...	10750	01/03/2017	Draganchuk	1020.10 · Book Trust Account-Unrestricted		-197.70
Bill	Invoic...	01/01/2017		Security	-197.70	197.70

8:51 AM

01/24/17

## Blanchard/Santa Paula Library District Check Detail January 1 - 24, 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-197.70	197.70
Bill Pmt -Ch...	10751	01/03/2017	HASLER	1020.10 · Book Trust Account-Unrestricted		-50.00
Bill	7900 ...	12/19/2016		Postage	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Ch...	10752	01/03/2017	Ilene Gavenman	1020.10 · Book Trust Account-Unrestricted		-18.36
Bill	12/15 ...	01/03/2017		Travel	-18.36	18.36
TOTAL					-18.36	18.36
Bill Pmt -Ch...	10753	01/03/2017	Kelley Blue Book	1020.10 · Book Trust Account-Unrestricted		-98.00
Bill	Rene...	01/03/2017		Periodicals	-98.00	98.00
TOTAL					-98.00	98.00
Bill Pmt -Ch...	10754	01/03/2017	Ned Branch	1020.10 · Book Trust Account-Unrestricted		-309.22
Bill		01/01/2017		PERS Group Health Insurance	-309.22	309.22
TOTAL					-309.22	309.22
Bill Pmt -Ch...	10755	01/03/2017	Santa Paula Chamb...	1020.10 · Book Trust Account-Unrestricted		-120.00
Bill	Invoic...	01/01/2017		Memberships & Dues	-120.00	120.00
TOTAL					-120.00	120.00
Check	10756	01/03/2017	City of Santa Paula ...	1020 · Book Trust Account		0.00
TOTAL					0.00	0.00
Bill Pmt -Ch...	10757	01/03/2017	City of Santa Paula ...	1020.10 · Book Trust Account-Unrestricted		-222.96
Bill	111-0...	01/03/2017		Water and Sewer	-222.96	222.96
TOTAL					-222.96	222.96
Bill Pmt -Ch...	10758	01/09/2017	Coleman Landscape	1020.10 · Book Trust Account-Unrestricted		-305.00
Bill	Invoic...	01/01/2017		Grounds Maintenance	-305.00	305.00
TOTAL					-305.00	305.00
Bill Pmt -Ch...	10759	01/09/2017	Kelly Cleaning & Su...	1020.10 · Book Trust Account-Unrestricted		-670.00
Bill	Invoic...	01/01/2017		Janitorial Services & Supplies	-670.00	670.00
TOTAL					-670.00	670.00
Bill Pmt -Ch...	10760	01/09/2017	Olivia O. Escoto	1020.10 · Book Trust Account-Unrestricted		-20.09
Bill	Sept 1...	01/09/2017		Travel	-20.09	20.09
TOTAL					-20.09	20.09
Bill Pmt -Ch...	10761	01/09/2017	Stephen McFadden ...	1020.10 · Book Trust Account-Unrestricted		-863.00
Bill	Invoic...	01/02/2017		Accounting Fees (Outside (non-employee) accounti...	-863.00	863.00
TOTAL					-863.00	863.00
Bill Pmt -Ch...	10762	01/09/2017	The Gas Company	1020.10 · Book Trust Account-Unrestricted		-114.38
Bill	151 4...	01/05/2017		Gas	-114.38	114.38
TOTAL					-114.38	114.38
Bill Pmt -Ch...	10763	01/09/2017	Black Gold Cooper...	1020.10 · Book Trust Account-Unrestricted		-14,567.00
Bill	Invoic...	01/07/2017		Network Services	-14,567.00	14,567.00

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 January 1 - 24, 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-14,567.00	14,567.00
Bill Pmt -Ch...	10764	01/17/2017	Karen Browdy	1020.50 · Look-A-Book-Restricted		-100.00
Bill		01/17/2017		Adult Programs	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Ch...	10765	01/17/2017	Linda Kegerreis	1020.50 · Look-A-Book-Restricted		-21.76
Bill		01/17/2017		Adult Programs	-21.76	21.76
TOTAL					-21.76	21.76
Check	10766	01/17/2017	Wendy Batstone	1020.10 · Book Trust Account-Unrestricted		-15.00
				Fines	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Ch...	10767	01/17/2017	Castle Air	1020.10 · Book Trust Account-Unrestricted		-585.00
Bill	Invoic...	01/06/2017		Building Maintenance	-585.00	585.00
TOTAL					-585.00	585.00
Bill Pmt -Ch...	10768	01/17/2017	Deborah Pollack	1020.10 · Book Trust Account-Unrestricted		-50.00
Bill		01/17/2017		Adult Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Ch...	10769	01/17/2017	Dream Shapers	1020.10 · Book Trust Account-Unrestricted		-315.00
Bill	Febru...	01/17/2017		Children's Programs	-315.00	315.00
TOTAL					-315.00	315.00
Bill Pmt -Ch...	10770	01/17/2017	Frontier Communic...	1020.10 · Book Trust Account-Unrestricted		-275.58
Bill	80552...	01/17/2017		Utilities (Utilities)	-275.58	275.58
TOTAL					-275.58	275.58
Bill Pmt -Ch...	10771	01/17/2017	Mary L. Zuanich	1020.10 · Book Trust Account-Unrestricted		-52.10
Bill	Litera...	01/17/2017		Promotion & Public Relations	-52.10	52.10
TOTAL					-52.10	52.10
Bill Pmt -Ch...	10772	01/17/2017	McNaughton Book ...	1020.10 · Book Trust Account-Unrestricted		-3,015.38
Bill	Invoic...	01/10/2017		Collection Development	-3,015.38	3,015.38
TOTAL					-3,015.38	3,015.38
Bill Pmt -Ch...	10773	01/17/2017	Olivia Castillo	1020.10 · Book Trust Account-Unrestricted		-22.00
Bill	Tutor ...	01/17/2017		Literacy Programs	-22.00	22.00
TOTAL					-22.00	22.00
Bill Pmt -Ch...	10774	01/17/2017	Recology	1020.10 · Book Trust Account-Unrestricted		-322.44
Bill	Invoic...	01/01/2017		Trash	-322.44	322.44
TOTAL					-322.44	322.44
Bill Pmt -Ch...	10775	01/17/2017	Sparkletts	1020.10 · Book Trust Account-Unrestricted		-6.75
Bill	26410...	01/05/2017		Office Supplies	-6.75	6.75
TOTAL					-6.75	6.75
Bill Pmt -Ch...	10776	01/17/2017	Unique Managemen...	1020.10 · Book Trust Account-Unrestricted		-98.45

8:51 AM

01/24/17

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 January 1 - 24, 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Invoic...	01/01/2017		Collection Agency	-98.45	98.45
TOTAL					-98.45	98.45
Bill Pmt -Ch...	10777	01/17/2017	Wendy Batstone.	1020.10 · Book Trust Account-Unrestricted		-22.59
Bill	Reimb...	01/17/2017		Office Supplies	-22.59	22.59
TOTAL					-22.59	22.59
Bill Pmt -Ch...	10778	01/17/2017	Western Exterminat...	1020.10 · Book Trust Account-Unrestricted		-96.00
Bill	50764...	01/05/2017		Pest Control	-96.00	96.00
TOTAL					-96.00	96.00
Bill Pmt -Ch...	10779	01/23/2017	Colborn & Associat...	1020.10 · Book Trust Account-Unrestricted		-4,310.77
Bill	Invoic...	01/10/2017		1070.10 · Construction In Process	-4,310.77	4,310.77
TOTAL					-4,310.77	4,310.77
Bill Pmt -Ch...	10780	01/23/2017	Hillford Moving and...	1020.10 · Book Trust Account-Unrestricted		-426.00
Bill	B/L N...	01/10/2017		Chairs	-426.00	426.00
TOTAL					-426.00	426.00

REGULAR MEETING OF JANUARY 24, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

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REGULAR MEETING OF JANUARY 24, 2017

G(b). UNFINISHED BUSINESS: PROPOSED NEW CONTRACT WITH DISTRICT DIRECTOR

At its last meeting, the Board approved a 90-day extension of the existing contract the District Director to enable the Board to complete the annual review of the District Director's performance and negotiate a contract for 2017. The performance review has been completed. A draft of the proposed contract for the period January 1 through December 31 is attached.

RECOMMENDATION: None.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					



**EMPLOYMENT AND CONFIDENTIALITY AGREEMENT**  
**Blanchard Community Library Director**

This Employment and Confidentiality Agreement (the "Agreement"), dated effective January 1, 2017, is made and entered into between Blanchard/Santa Paula Public Library District ("Blanchard"), and Miles "Ned" Edward Branch ("Mr. Branch").

**Recitals**

Whereas Blanchard (also referred to as the "Blanchard Community Library") is a California public library district, validly existing by virtue of the provisions of Chapter 279 of the laws of the State of California, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and Section 18449 of the Education Code, with its corporate offices located at 119 North 8th Street, Santa Paula, CA 93060-2709; and

Whereas Blanchard desires to avail itself of the skill, knowledge and experience of Mr. Branch in order to insure the successful management and operation of its business.

Now, therefore, in consideration of the above-referenced recitals, which are incorporated herein as set forth in full, and the representations, warranties, mutual covenants, promises, terms and conditions set forth in this Agreement, the following terms and conditions shall apply to Mr. Branch's said employment effective as of January 1, 2017, (the "Effective Date"):

**1. ARTICLE I-EMPLOYMENT AND TERM**

1.1 Employment. Blanchard shall employ Mr. Branch and Mr. Branch accepts such employment, in accordance with the terms and conditions set forth in this Agreement.

1.2 Term. The term of employment under this Agreement ("Term") shall commence on the Effective Date and is effective for a period of twelve (12) months (through December 31, 2017). The Term is subject to early termination as provided in Article 4 of this Agreement. Upon expiration of the Term, the Agreement shall remain in effect on a month-to-month basis unless terminated by either Blanchard or Mr. Branch pursuant to the termination requirements of Article 4, set forth herein.

**2. ARTICLE 2-DUTIES OF THE EXECUTIVE**

2.1 Powers. Mr. Branch shall be empowered by and at all times subject to the powers by law vested in the Board of Trustees of Blanchard. Mr. Branch shall report directly to the President of the Board of Trustees of Blanchard.

2.2 Duties. Mr. Branch shall have direct responsibility for the management of Blanchard Community Library. Mr. Branch agrees to render services and perform the duties and acts of the Director of Blanchard in connection with any aspect of Blanchard's business as may be required by the President and Board of Trustees. Mr. Branch shall perform such other duties with Blanchard as may be reasonably assigned to Mr. Branch by the President and Board of

Blanchard which are not inconsistent with the provisions of this Agreement. Mr. Branch shall perform these duties faithfully, diligently, to the best of Mr. Branch's ability and in the best interests of Blanchard, consistent with the highest standards and in compliance with all applicable laws, rules, regulations, and policies applicable to Blanchard, including, but not limited to, Blanchard's Articles of Incorporation and Bylaws.

2.3 Conflict of Interests. Mr. Branch shall not directly or indirectly render any services of a business, commercial or professional nature, to any other person, firm or corporation, whether for compensation or otherwise, which are in conflict with Blanchard's interests. Further, Mr. Branch shall not engage in any activity that would impair Mr. Branch's ability to act and exercise independent judgment in the best interests of Blanchard.

2.4 Exclusive Services. During employment by Blanchard, Mr. Branch shall not engage, directly or indirectly, in any outside employment or consulting which may materially interfere with the services required under this agreement. Mr. Branch may provide services to clients if such services will not detract from the duties he owes to Blanchard pursuant to this agreement.

2.5 Indemnification for Negligence or Misconduct. Mr. Branch shall defend, indemnify and hold Blanchard harmless from all liability for loss, damage, or injury to persons or property resulting from the negligence or misconduct of Mr. Branch.

### **3. ARTICLE 3-COMPENSATION**

As the total consideration for the services that Mr. Branch renders under this Agreement, Mr. Branch shall be entitled to the following:

3.1 Base Salary. Blanchard shall pay Mr. Branch a base salary of Seven Thousand Five Hundred Dollars per month (\$90,000.00 per year), less income tax and other applicable withholdings. Base salary shall be paid in accordance with Blanchard's regular payroll practices. Increases, if any, shall be provided at the sole discretion of the President and Board of Trustees based upon performance.

3.2 Retirement. Mr. Branch shall continue to be enrolled in the CalPERS Retirement System program in effect for new participants as of January 1, 2014, for which Blanchard shall pay the employer contribution specified in its contract with CalPERS during the term of Mr. Branch's employment.

3.3 Reimbursement for Health Insurance. Mr. Branch will receive a monthly payment not to exceed Four Hundred Eighty-Six Dollars and thirty-two cents (\$486.32) but in no case greater than his actual out-of-pocket cost as reimbursement for his health insurance premiums.

3.4 Vacation. Mr. Branch shall be eligible for three weeks of paid vacation annually and sick time in accordance with adopted personnel policies now in effect or as modified in the future. Accumulation of vacation and sick leave shall be subject to the limits specified in personnel policies presently in effect or as modified in the future.

3.5 Administrative Time Off, Sick Leave and Holiday Pay. Mr. Branch shall be eligible for administrative time off, sick leave and holiday pay in accordance with adopted personnel policies presently in effect or as modified in the future.

3.6 Reimbursement for Expenses. Blanchard shall reimburse Mr. Branch for any and all reasonable business expenses incurred by Mr. Branch on behalf of Blanchard in the performance of this Agreement, and approved expenditures to be determined by the President ("Business Expenses"). A reimbursable Business Expense shall be of a nature qualifying it as a proper business expense deduction on the federal and state income tax returns of Blanchard. Mr. Branch must be able to furnish adequate records and other documentary evidence as may be required by Federal and State statutes. Automobile mileage shall be reimbursed at the rate according to current IRS regulations (currently \$0.54 per mile).

3.7 Severance. Blanchard does not offer severance benefits of any kind.

#### **4. ARTICLE 4-TERMINATION**

Mr. Branch's employment with Blanchard shall be terminated only as set forth in this Article:

4.1 Termination for Cause. Termination for Cause shall mean termination because of Mr. Branch's fraud in securing this Agreement, incompetence, inefficiency, inexcusable neglect, insubordination, personal dishonesty, willful misconduct, any breach of fiduciary duty involving personal profit, habitual neglect of duties, intentional failure to perform stated duties, inability to perform stated duties, willful violation of any law, rule or regulation order or material breach of any employment policy of Blanchard or any material breach of any provision of this Agreement. Written notice delivered to Mr. Branch is a prerequisite to Termination for Cause and such termination shall be effective on the delivery date of the written notice. Mr. Branch shall have the right to receive compensation which has already been earned as of the date of notice of Termination for Cause. Mr. Branch shall receive no other compensation or severance pay in the event of Termination for Cause.

4.2 Termination By Mr. Branch's Death. If Mr. Branch's employment is terminated as a result of Mr. Branch's death, Blanchard shall pay to Mr. Branch, his beneficiary or beneficiaries or Mr. Branch's estate, as the case may be, the base salary earned but unpaid through the Termination Date, which shall be the date of death. If Mr. Branch's employment is terminated by Blanchard pursuant to this Section, such termination shall be with cause, as defined in Section 4.1, Termination With Cause, and Mr. Branch's rights shall be subject to the provisions thereof.

4.3 Termination Without Good Cause. Upon written notice to Mr. Branch, pursuant to Section 8.4 of this Agreement, Blanchard may terminate Mr. Branch's employment, without good cause at any time. Upon said termination, pursuant to this Section 4.3, Blanchard is relieved of any and all obligations set forth herein as of the effective date of this notice.

4.4 Termination by Mr. Branch. Mr. Branch may terminate his obligations under this Agreement by giving Blanchard at least 30 days written notice in advance. Notice will be sufficient if given in accordance with paragraph 8.4 of this Agreement.

## **5. ARTICLE 5--CONFIDENTIALITY AND NON-SOLICITATION**

5.1 Confidentiality and Trade Secrets. Mr. Branch acknowledges that, in the course of employment with Blanchard, Mr. Branch will acquire information about Blanchard's customers, terms and conditions of Blanchard's transactions, research materials, manuals, computer programs, formulas, techniques, data, technical information, lists of asset sources, the processes and practices of Blanchard, information contained in electronic or computer files, financial information, salary and wage information, and other information that is designated by Blanchard as confidential or that Mr. Branch knows or should know is confidential information provided by third parties and that Blanchard is obligated to keep confidential as well as other proprietary information of Blanchard ("Confidential Information"). Mr. Branch acknowledges that all Confidential Information is and shall continue to be the exclusive property of Blanchard. Mr. Branch agrees not to disclose any Confidential Information, either during the Term or thereafter, directly or indirectly, under any circumstances or by any means, to any third person or party without the prior written consent of Blanchard.

5.2 Non-Solicitation. Except as permitted by the prior written consent of the President and CEO of Blanchard, during the period of one (1) year after the termination date, Mr. Branch shall not, utilizing unfair business practices, directly or indirectly solicit for employment or for independent contractor work from any employee of Blanchard, and shall not encourage any such employee to leave the employment of Blanchard.

## **6. ARTICLE 6--BLANCHARD'S OWNERSHIP IN MR. BRANCH'S WORK**

6.1 Blanchard's Ownership. Mr. Branch agrees that all inventions, discoveries, improvements; trade secrets, formulas, techniques, processes, and know-how, whether or not patentable, and whether or not reduced to practice, that are conceived or developed during Mr. Branch's employment with Blanchard, either alone or jointly with others, or relating to Blanchard or to Blanchard's industry ("Blanchard's Work"), and any written record that Mr. Branch may maintain of Blanchard's Work, shall be owned exclusively by Blanchard. Mr. Branch hereby assigns to Blanchard, all of Mr. Branch's right, title, and interest, if any, in such intellectual property defined as Blanchard's Work. Mr. Branch shall furnish to Blanchard any and all such records pertaining to Blanchard's Work, immediately upon request.

6.2 Return of Blanchard's Property and Materials. Upon termination of employment with Blanchard, Mr. Branch shall deliver to Blanchard all Blanchard property and materials that are in Mr. Branch's possession or control, including Blanchard's Work, within five (5) calendar days.

6.3 Computer. Mr. Branch will be provided a laptop computer for exclusive use for library business. No personal use of this computer is permitted.

## 7. ARTICLE 7-DISPUTE RESOLUTION AGREEMENT

7.1 In the event of any dispute, claim or controversy between Blanchard and Mr. Branch, both parties agree to initially submit such dispute, claim or controversy to nonbinding mediation, by a mediator mutually agreed upon by Blanchard and Mr. Branch within ten (10) calendar days of the request for mediation. If the parties cannot agree to a mutual mediator within the above-referenced time period one shall be appointed by JAMS. The disputes, claims and controversies to be submitted to mediation include, but are not limited to, claims arising from the California Constitution; Title VII of the Civil Rights Act of 1964 (42 USC §2000e); the California Fair Employment and Housing Act (Cal.Govt. Code §12900 et seq.); the Americans with Disabilities Act; the Age Discrimination in Employment Act (29 USC §§ 621-633a); the Older Workers' Benefit Protection Act; and claims of intentional infliction of emotional distress; breach of contract; breach of implied contract; or any other statute or common law principle of similar effect.

7.2 Either party may commence the non-binding mediation process called for in this Dispute Resolution Agreement by providing written notice upon the other party as set forth in paragraph 8.4 of this Agreement. The parties will then agree to submit the claim to a mediator mutually agreed upon by Blanchard and Mr. Branch. The parties will cooperate with one another and with the non-binding mediator, in selecting a mediator, and in scheduling the mediation.

7.3 Blanchard shall pay all of the fees and costs of the non-binding mediation and will pay for its own attorney's fees and will not request any fees or costs from Mr. Branch. Should Mr. Branch retain legal counsel, the cost of such legal counsel shall be the sole responsibility of Mr. Branch.

7.4 If the parties fail to resolve their dispute, claim or controversy in nonbinding mediation as set forth in paragraphs 7.1-7.3, above, then Blanchard and Mr. Branch agree to submit such dispute, claim or controversy to final and binding arbitration, by an arbitrator or association mutually agreed upon by Blanchard and Mr. Branch within 30 calendar days of dispute, claim or controversy not resolved in mediation. If the parties cannot agree to a mutual arbitrator within the above-referenced time period one shall be appointed by JAMS. The disputes, claims and controversies to be submitted to arbitration include, but are not limited to, claims arising from the California Constitution; Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e); the California Fair Employment and Housing Act (Cal.Govt. Code §12900 et seq.); the Americans with Disabilities Act; the Age Discrimination in Employment Act (29 U.S.C. §§ 621633a); the Older Workers' Benefit Protection Act; and claims of intentional infliction of emotional distress; breach of contract; breach of implied contract; or any other statute or common law principle of similar effect.

7.5 Either party may commence the arbitration process called for in this Dispute Resolution Agreement by first filing a demand upon the other party. The parties will then agree to submit the claim to the arbitrator or association mutually agreed upon by Blanchard and Mr.

Branch within thirty (30) calendars days of the demand. Thereafter, the demand shall be filed with the arbitrator or association mutually agreed upon. If the arbitration will be conducted by JAMS, the arbitration will be conducted in accordance with the provisions of JAMS' Comprehensive Arbitration Rules and Procedures in effect at the time of filing of the demand for arbitration. If the arbitration is conducted by another arbitrator or association, the arbitration will be conducted in accordance with provisions set forth by such individual or organization, that are in effect at the time of filing the demand for arbitration. The parties will cooperate with one another and with JAMS, or another arbitrator or association, in selecting an arbitrator, and in scheduling the arbitration proceedings. The arbitrator will issue a written award discussing the facts and the law. The arbitrator shall have the authority to provide for all types of relief that would otherwise be available in court.

7.6 For purposes of the arbitration, the parties are entitled to file responsive pleadings, cross complaints, demurrers, motion to strike, motion for summary judgment pursuant to the California Rules of Civil Procedure Code and California Evidence Code. The parties are entitled to conduct discovery pursuant to the California Code of Civil Procedure.

7.7 Blanchard shall pay all of the fees and costs of the arbitration and will pay for its own attorney's fees and will not request any fees or costs from Mr. Branch. Should Mr. Branch retain legal counsel, the cost of such legal counsel shall be the sole responsibility of Mr. Branch.

7.8 Mr. Branch's Acknowledgment. By initialing in the space below you are agreeing to have all disputes, claims or controversies arising out of or relating to your employment decided by neutral arbitration, and you are giving up any rights you might possess to have those matters litigated in court or jury trial. By initialing in the space below you are giving up your judicial right to appeal. If you refuse to submit to arbitration after agreeing to this provision, you may be compelled to arbitrate under federal or state law. Your agreement to this arbitration provision is voluntary.

I have read and understand the foregoing and agree to submission of all disputes, claims or controversies arising out of or relating to this agreement to neutral arbitration in accordance with this agreement.

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MILES BRANCH

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BLANCHARD

7.9 Mr. Branch has been advised to seek the advice of an attorney regarding the legal effect of this agreement prior to signing it. Mr. Branch specifically acknowledges that Mr. Branch is entering into this agreement voluntarily and has not been coerced into signing the agreement.

## **8. ARTICLE 8 -MISCELLANEOUS**

8.1 Severable Provisions. Should any provisions or parts of this Agreement be

declared invalid, void or unenforceable, by a court of competent jurisdiction, the validity and binding effect of any remaining portions shall not be affected and they shall remain in full force and effect as if this Agreement had been executed with said provision(s) or part(s) eliminated.

8.2 Governing Law. This Agreement is entered into in the State of California, and California law shall in all respects govern the validity, construction, and interpretation of this Agreement.

8.3 Entire Agreement. This Agreement, including any documents expressly incorporated into it by the terms of this Agreement, constitutes the entire agreement between the parties. This Agreement supersedes and rescinds any and all prior oral and written agreements, understandings, negotiations, and discussions relating to the employment of Mr. Branch by Blanchard. This Agreement may not be modified, supplemented or amended by oral agreement, but only by an agreement in writing signed by Blanchard and Mr. Branch.

8.4 Notice. Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed received (i) when personally delivered, or, (ii) if mailed, one week after having been placed in the United States mail, registered, or certified, postage prepaid, addressed to the party to whom it is directed at the address listed below:

If to Blanchard:

Laura Phillips  
President of the Board of Trustees  
119 North 8th Street Santa Paula, CA 93060-2709  
Telephone (805) 947-9399

If to Mr. Branch:

Miles "Ned" Edward Branch  
PO Box 3272  
Ventura, CA 93003  
Telephone (213) 700-8850

For a party to change its address or other information for the purpose of this section, the party must first provide notice of that change in the manner required by this section.

**9. ARTICLE 9 --RECEIPT OF AGREEMENT**

Receipt of Agreement. Each of the parties hereto acknowledges that they have read this Agreement in its entirety and does hereby acknowledge receipt of a fully executed copy thereof. A fully executed copy shall be an original for all purposes, and is a duplicate original.

In witness whereof, the parties hereto have caused this Agreement.

**ACCEPTED AND AGREED:**

Date:

\_\_\_\_\_  
MILES BRANCH

Date:

BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
LAURA PHILLIPS  
President, Board of Trustees

DRAFT



REGULAR MEETING OF JANUARY 24, 2017

H(a). NEW BUSINESS: SANTA PAULA CHAMBER OF COMMERCE AWARDS BANQUET

The Chamber of Commerce has designated the library as its Non-Profit of the Year and will present the award at its annual event on March 1. Tickets are \$50 each. Staff believes that former trustee Mueller should be invited to attend as the library's guest as well since the award was earned during her tenure.

RECOMMENDATION: Approve the purchase of seven tickets at a total cost of \$350.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF JANUARY 24, 2017

H(b). NEW BUSINESS: SANTA PAULA CHAMBER OF COMMERCE MIXER

For the last two years the library has hosted a mixer for the Chamber of Commerce. Library staff and Chamber staff both agreed that, if the library chose to host a mixer in 2017, another Authors' Night would be successful. The Chamber has not booked September 20 yet.

RECOMMENDATION:

Approve hosting a mixer event with the Chamber of Commerce and appropriate \$350 for food and expenses.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF JANUARY 24, 2017  
H(c). NEW BUSINESS: 2017 BOARD MEETING CALENDAR

The Board generally meets on the fourth Tuesday of each month for its regular meeting except those months in which holidays make the week difficult. Proposes the following meeting calendar for the remainder of 2017.

RECOMMENDATION:

Schedule the Board of Trustees meetings at 5:30 on the following dates:

- February 28
- March 28
- April 25
- May 23
- June 27
- July 25
- August 22
- September 26
- October 24
- November 28 (Thanksgiving is November 23)
- December 19 (the fourth Tuesday is December 26)

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF JANUARY 24, 2017  
H(d). NEW BUSINESS: 2016-17 BUDGET REVISIONS

Staff have reviewed the financials for the first half of the 2016-17 year and propose some adjustments to the approved budget for the last six month of the year.

RECOMMENDATION:

Approve the attached budget revisions for the last six months of 2016-17.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
DRAFT 2016-17 COMBINED BUDGET**

Revenue	JUL-DEC BUDGET	JUL-DEC ACTUAL	JAN-JUN BUDGET	REVISED ANNUAL BUDGET
Pro Tx Curr Secured	\$296,400	\$294,606	\$45,600	\$340,206
Pro Tx Curr Unsecured	\$1,250	\$24,065	\$1,250	\$25,315
Pro Tx Curr Supplemental	\$3,000	\$2,435	\$3,000	\$5,435
Pro Tax Prior Secured	\$0	\$0	\$0	\$0
Pro Tx Prior Unsecured	\$0	\$0	\$0	\$0
Pro Tx Prior Supplemental	\$0	\$154	\$0	\$154
Penalties	\$661	\$453	\$645	\$1,098
Interest	\$521	\$1,054	\$411	\$1,465
HOPTR	\$1,300	\$430	\$1,300	\$1,730
RDA Pass Through	\$50,000	\$33,974	\$30,000	\$63,974
Special Assessment	\$184,800	\$182,302	\$124,994	\$307,296
	<u>\$537,932</u>	<u>\$539,473</u>	<u>\$207,200</u>	<u>\$746,673</u>
Endowment	\$0	\$0	\$20,000	\$20,000
Donations	\$12,500	\$15,808	\$12,500	\$28,308
Grants	\$18,000	\$18,500	\$18,148	\$36,648
Fines & fees	\$2,500	\$10,459	\$2,500	\$12,959
<b>TOTAL REVENUE</b>	<u>\$570,932</u>	<u>\$584,240</u>	<u>\$260,348</u>	<u>\$844,588</u>
<b>Payroll &amp; Benefits</b>				
Salaries	\$184,812	\$183,434	\$186,270	\$369,704
PERS Retirement	\$35,838	\$38,803	\$24,144	\$62,947
FICA 0.077	\$14,138	\$14,051	\$13,854	\$27,905
PERS Group Health	\$16,344	\$19,381	\$15,462	\$34,843
PERS Group Health Annuitants	\$15,000	\$14,073	\$13,908	\$27,981
SUI	\$2,000	\$353	\$1,500	\$1,853
PERS 457 Plan	\$0	\$0	\$0	\$0
Insurance--Workers Comp	\$1,692	\$741	\$0	\$741
	<u>\$269,824</u>	<u>\$270,836</u>	<u>\$255,138</u>	<u>\$525,974</u>
<b>Services &amp; Supplies</b>				
Communications	\$400	\$0	\$400	\$400
Computer services	\$2,000	\$0	\$2,000	\$2,000
Publicity	\$11,000	\$7,745	\$11,000	\$18,745
Collection development	\$0	\$0	\$0	\$0
Books	\$0	\$0	\$0	\$0
Young adult books	\$1,250	\$49	\$1,250	\$1,299
General	\$5,000	\$1,872	\$5,000	\$6,872
Children's books	\$2,500	\$1,981	\$2,500	\$4,481
A/V materials	\$1,250	\$0	\$1,250	\$1,250
Periodicals	\$5,000	\$1,618	\$0	\$1,618
Library supplies	\$0	\$0	\$0	\$0
Book binding/mending	\$1,000	\$282	\$1,000	\$1,282
Library materials--other	\$0	\$0	\$0	\$0
Memberships & dues	\$1,500	\$3,199	\$1,500	\$4,699
Network services	\$32,500	\$32,028	\$32,500	\$64,528
Over/short	\$0	\$14	\$0	\$14

Programs	\$0	\$0	\$0	\$0
Literacy	\$2,000	\$418	\$2,000	\$2,418
Adults	\$3,750	\$619	\$3,750	\$4,369
Children's	\$6,765	\$3,664	\$6,765	\$10,429
Teens & Young adults	\$2,500	\$2,188	\$2,500	\$4,688
Travel & meetings	\$1,250	\$679	\$1,250	\$1,929
Total Services & Supplies	\$79,665	\$56,356	\$74,665	\$131,021
<b>Administrative</b>				
Advertising	\$125	\$77	\$125	\$202
Bank charges	\$200	\$217	\$200	\$417
Office expense	\$2,500	\$2,102	\$2,500	\$4,602
Postage	\$175	\$408	\$175	\$583
Professional services	\$0	\$0	\$0	\$0
Legal	\$12,500	\$2,750	\$12,500	\$15,250
Accounting	\$5,000	\$6,477	\$5,000	\$11,477
Audit	\$8,000	\$9,600	\$0	\$9,600
Grant Writing	\$3,500	\$0	\$3,500	\$3,500
Insurance	\$4,325	\$4,208	\$4,325	\$8,533
Printing	\$1,350	\$1,127	\$1,350	\$2,477
Telephone expense	\$2,750	\$1,837	\$2,750	\$4,587
Staff development & recognition	\$1,000	\$1,264	\$1,000	\$2,264
	\$0	\$0	\$0	\$0
Total	\$41,425	\$30,067	\$33,425	\$63,492
<b>Facilities</b>				
Janitorial services & supplies	\$4,050	\$4,020	\$4,050	\$8,070
Grounds maintenance	\$2,500	\$1,830	\$2,500	\$4,330
Building security	\$500	\$395	\$500	\$895
Building maintenance	\$4,000	\$852	\$4,000	\$4,852
Utilities	\$0	\$0	\$0	\$0
City of Santa Paula	\$3,250	\$3,153	\$3,250	\$6,403
SoCal Edison	\$12,500	\$12,994	\$12,500	\$25,494
The Gas Co.	\$425	\$57	\$425	\$482
Trash	\$1,000	\$967	\$1,000	\$1,967
Total	\$28,225	\$24,268	\$28,225	\$52,493
TOTAL OPERATING EXPENSES	\$419,139	\$381,527	\$391,453	\$772,980
OPERATING SURPLUS/(DEFICIT)	\$151,793	\$202,713	-\$131,105	\$71,608
<b>Extraordinary Expenses</b>				
Legal	\$0	\$0	\$0	\$0
			\$0	\$0
NET SURPLUS/(DEFICIT)	\$151,793	\$202,713	-\$131,105	\$71,608
REIMBURSEMENT FROM DIF FUND	\$8,750	\$0	\$8,750	\$8,750
TOTAL SURPLUS/(DEFICIT)	\$160,543	\$202,713	-\$122,355	\$80,358

**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
2016-17 GENERAL FUND BUDGET**

Revenue	JUL-DEC BUDGET	JUL-DEC ACTUAL	JAN-JUN BUDGET
Pro Tx Curr Secured	\$296,400	\$294,606	\$45,600
Pro Tx Curr Unsecured	\$1,250	\$24,065	\$1,250
Pro Tx Curr Supplemental	\$3,000	\$2,435	\$3,000
Pro Tax Prior Secured	\$0		\$0
Pro Tx Prior Unsecured	\$0		\$0
Pro Tx Prior Supplemental	\$0	\$154	\$0
Penalties	\$661	\$453	\$645
Interest	\$521	\$1,054	\$411
HOPTR	\$1,300	\$430	\$1,300
RDA Pass Through	\$50,000	\$33,974	\$30,000
Special Assessment	\$184,800	\$182,302	\$124,994
	<hr/>	<hr/>	<hr/>
	\$537,932	\$539,473	\$207,200
Endowment			\$20,000
Donations	\$10,000	\$13,801	\$10,000
Grants	\$0	\$0	\$0
Fines & fees	\$2,500	\$10,459	\$2,500
	<hr/>	<hr/>	<hr/>
<b>TOTAL REVENUE</b>	<b>\$550,432</b>	<b>\$563,733</b>	<b>\$239,700</b>
<b>Payroll &amp; Benefits</b>			
Salaries	\$164,178	\$161,754	\$156,870
PERS Retirement	\$34,710	\$37,602	\$22,992
FICA 0.0765	\$12,560	\$12,375	\$12,000
PERS Group Health	\$12,948	\$15,982	\$12,066
PERS Group Health Annuitants	\$15,000	\$14,073	\$13,908
SUI	\$1,500	\$305	\$1,500
PERS 457 Plan	\$0	\$0	\$0
Insurance--Workers Comp	\$1,192	\$741	\$0
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>\$242,088</b>	<b>\$242,832</b>	<b>\$ 219,336</b>
<b>Services &amp; Supplies</b>			
Communications	\$400		\$400
Computer services	\$2,000		\$2,000
Publicity	\$10,000	\$6,640	\$10,000
Collection development			
Books			
Young adult books	\$1,250	\$49	\$1,250
General	\$5,000	\$1,872	\$5,000
Children's books	\$2,500	\$1,981	\$2,500
A/V materials	\$1,250		\$1,250
Periodicals	\$5,000	\$1,618	\$0
Library supplies			
Book binding/mending	\$1,000	\$282	\$1,000
Library materials--other	\$0		\$0
Memberships & dues	\$1,500	\$3,199	\$1,500
Network services	\$32,500	\$32,028	\$32,500

Over/short Programs	\$0	\$14	
Literacy			\$0
Adults	\$3,750	\$619	\$3,750
Children's	\$6,765	\$3,664	\$6,765
Teens & Young adults	\$2,500	\$2,188	\$2,500
Travel & meetings	\$1,000	\$666	\$1,000
Total Services & Supplies	\$ 76,415	\$ 54,820	\$71,415
Administrative			
Advertising	\$125	\$77	\$125
Bank charges	\$200	\$199	\$200
Office expense	\$2,500	\$2,047	\$2,500
Postage	\$175	\$323	\$175
Professional services			
Legal	\$12,500	\$2,750	\$12,500
Accounting	\$5,000	\$6,477	\$5,000
Audit	\$8,000	\$9,600	\$0
Grant Writing	\$2,500	\$0	\$2,500
Insurance	\$4,325	\$4,208	\$4,325
Printing	\$1,250	\$1,127	\$1,250
Telephone expense	\$2,750	\$1,837	\$2,750
Staff development & recognition	\$1,000	\$1,264	\$1,000
	\$0		\$0
Total	\$ 40,325	\$ 29,909	\$ 32,325
Facilities			
Janitorial services & supplies	\$4,050	\$4,020	\$4,050
Grounds maintenance	\$2,500	\$1,830	\$2,500
Building security	\$500	\$395	\$500
Building maintenance	\$4,000	\$852	\$4,000
Utilities			
City of Santa Paula	\$3,250	\$3,153	\$3,250
SoCal Edison	\$12,500	\$12,994	\$12,500
The Gas Co.	\$425	\$57	\$425
Trash	\$1,000	\$967	\$1,000
Total	\$ 28,225	\$ 24,268	\$28,225
TOTAL OPERATING EXPENSES	\$387,053	\$351,829	\$351,301
OPERATING SURPLUS/(DEFICIT)	\$163,379	\$211,904	-\$111,601
Extraordinary Expenses			
Legal	\$ -	\$ -	\$ -
	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$163,379	\$211,904	-\$111,601
REIMBURSEMENT FROM DIF FUND	\$ 8,750		\$ 26,250
TOTAL SURPLUS/(DEFICIT)	\$172,129	\$211,904	-\$85,351



**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
2016-17 LITERACY FUND BUDGET**

	JUL-DEC BUDGET	JUL-DEC ACTUAL	JAN-JUN BUDGET
Revenue			
Pro Tx Curr Secured			
Pro Tx Curr Unsecured			
Pro Tx Curr Supplemental			
Pro Tax Prior Secured			
Pro Tx Prior Unsecured			
Pro Tx Prior Supplemental			
Penalties			
Interest			
HOPTR			
RDA Pass Through			
Special Assessment			
Endowment			
Donations	\$2,500	\$2,007	\$2,500
Grants	\$18,000	\$18,500	\$18,148
Fines & fees			
<b>TOTAL REVENUE</b>	<b>\$20,500</b>	<b>\$20,507</b>	<b>\$20,648</b>
Payroll & Benefits			
Salaries	\$20,634	\$21,680	\$29,400
PERS Retirement	\$1,128	\$1,201	\$1,152
FICA                     0.0765	\$1,578	\$1,676	\$1,854
PERS Group Health	\$3,396	\$3,399	\$3,396
PERS Group Health Annuitants			
SUI	\$500	\$48	
PERS 457 Plan			
Insurance--Workers Comp	\$500		
<b>Total</b>	<b>\$27,736</b>	<b>\$28,004</b>	<b>\$35,802</b>
Services & Supplies			
Communications			\$0
Computer services			\$0
Advertising	\$1,000	\$1,105	\$1,000
Collection development			
Books			
Young adult books			
General			
Children's books			
A/V materials			
Periodicals			\$0
Library supplies			\$0
Book binding/mending			
Library materials--other			
Memberships & dues			
Network services			
Over/short			
Programs			

	Literacy	\$2,000	\$418	\$2,000
	Adults			
	Children's			
	Teens & Young adults			
	Travel & meetings	\$250	\$13	\$250
	Total Services & Supplies	<u>\$3,250</u>	<u>\$1,536</u>	<u>\$3,250</u>
	Administrative			
	Advertising			
	Bank charges		\$18	
	Office expense		\$55	
	Postage		\$85	
	Professional services			
	Legal			
	Accounting			
	Audit			
	Grant Writing	\$1,000		\$1,000
	Insurance			\$0
	Printing	\$100		\$100
	Telephone expense			
	Staff development & recognition			
	Total	<u>\$1,100</u>	<u>\$158</u>	<u>\$1,100</u>
	Facilities			
	Janitorial services & supplies			
	Grounds maintenance			
	Building security			
	Building maintenance			
	Utilities			
	City of Santa Paula			
	SoCal Edison			
	The Gas Co.			
	Trash			
	Total			
	TOTAL OPERATING EXPENSES	\$32,086	\$29,698	\$40,152
	OPERATING SURPLUS/(DEFICIT)			
	Extraordinary Expenses			
	Legal			
	NET SURPLUS/(DEFICIT)	-\$11,586	-\$9,191	-\$19,504
	REIMBURSEMENT FROM DIF FUND			
	TOTAL SURPLUS/(DEFICIT)	<u><u>-\$11,586</u></u>	<u><u>-\$9,191</u></u>	<u><u>-\$19,504</u></u>

All staff 5% increase starting in January

REGULAR MEETING OF OCTOBER 25, 2016  
I(a) REPORTS: LITERACY SERVICES

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## LIBRARY LITERACY PROGRAM

### *Board Report for January, 2017*

After a restful Christmas break we came back . . . CRASH! into a VERY busy couple of weeks.

First of all, we had a wonderful evening January 5<sup>th</sup> in the “transformed” Backstacks, celebrating a year of tutoring and small-group-leading by our Faithful Volunteers! They even brought potluck sides and desserts themselves, and (besides EATING) we had fun “mixing” & listening to Xavier and Robert’s music. The finale was a traditional Mexican *rosca* bread. Everyone cuts his/her own piece, and whoever finds a little doll inside is responsible for the tamales at the next party. “Winner” Larry Cossid said he’ll bring potato latkes instead. 🍌



Then BANG! January 9<sup>th</sup> began our first week of the “Collaborative” effort to bring new life to FLAIR: *Family Literacy, Aid in Reading*. The goal is to provide Beginning & Intermediate ESL classes during K-12 school hours, and childcare for preschoolers as well, so that moms (and dads) who are often stuck at home with the babies can get English instruction. That’s the Literacy part. The “Aid in Family Reading” will hopefully start next week, when the parents join their preschoolers once a week to read to them, practicing their English and their role of Parent-as-Teacher.



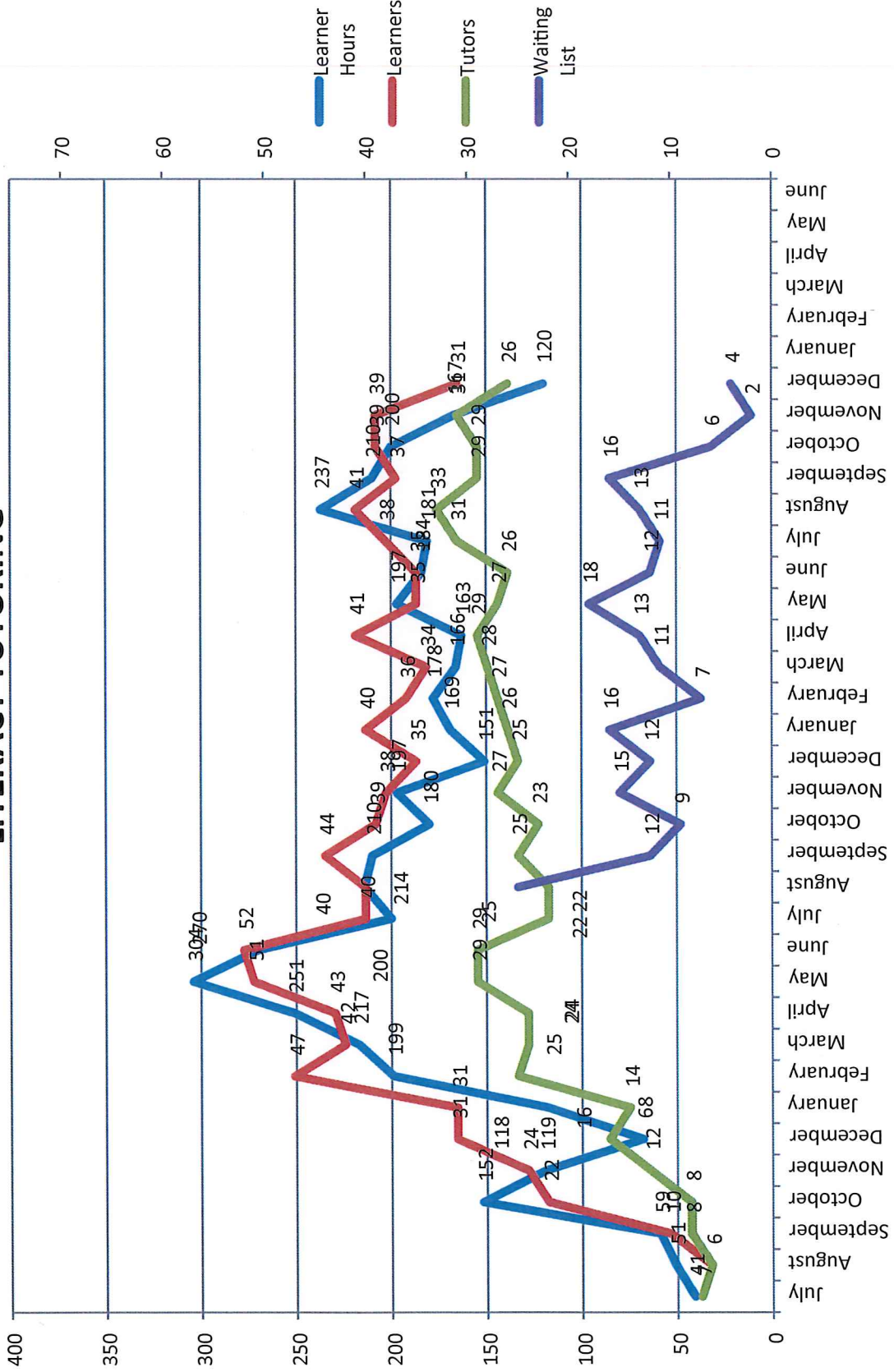
**Olivia Castillo** is coordinating this effort, and she’s done an amazing job of consulting with all 4 teachers, fielding questions from all the students, AND filling in for the preschool assistant who has not materialized as yet. We have a terrific adult ESL teacher sent from our new Santa Paula Adult School for the Beginning level, **Claudia Leiva**. Her students love her enthusiasm. Our experienced teachers, **Yoko Mansfield** and **Treasha Lemmon** are teaching the upper classes. We are blessed with a very competent Preschool teacher, **Yvon Ortega**, from First Five, Neighborhoods for Learning. The babies are happy to

be in her care. We are working at coordinating with our own library staff (they’ve been very helpful) to keep all the tables and chairs moving in and out of the 3 available rooms at the proper times and days. Still a work in progress.

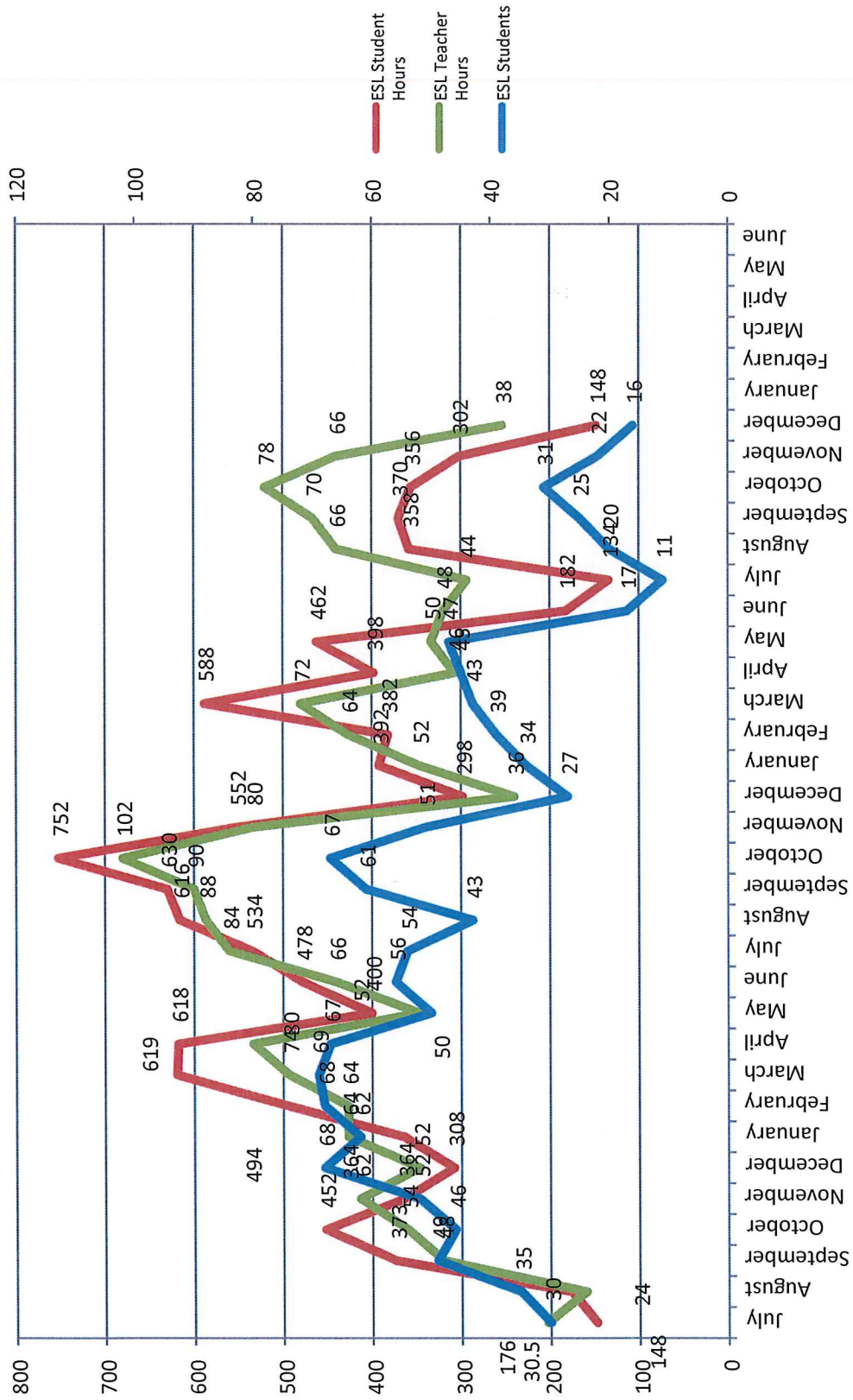
**And I tell you, if it weren’t for Ned’s steady support, this would never have come to pass. THANK YOU, NED!**



# LITERACY TUTORING



# ESL CLASSES



REGULAR MEETING OF OCTOBER 25, 2016  
I(B) REPORTS: PUBLIC SERVICES

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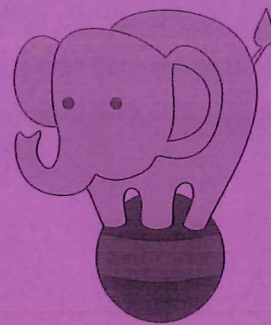
## Public Services Report

January 24, 2017

1. **Family Evenings-** Pyjama Drama presented "Teddy Bear Picnic" on Tuesday, January 10<sup>th</sup>. We had about 65 in attendance and received lots of enthusiastic feedback about this energetic and imaginative program. Our next Family Evening will be on Tuesday, February 7<sup>th</sup> at 6:30 and will feature Christopher Yates in "Ringmaster Rusty B Runs Away to Join the Circus!"
2. **Teen Scene-** We had 11 teens in attendance for Game Day on Thursday, December 29<sup>th</sup> and 8 teens attended Snow Fun on Thursday, January 12<sup>th</sup>. Our next Teen Scene meeting will be held on Thursday, February 2<sup>nd</sup> from 3:30-5pm. Teens will participate in our 19<sup>th</sup> Annual Teen Scene Team Trivia Contest.
3. **Adult Programs-** The adult short story discussion group, Winter Shorts, was moved to an afternoon slot in hopes of increasing attendance. We had 2 people attend the Thursday, January 19<sup>th</sup> 3pm meeting to discuss "My Name" and "Only Daughter" by Sandra Cisneros. Our next Winter Shorts will be held on Thursday, February 16<sup>th</sup> at 3pm. "The Lottery" by Shirley Jackson will be discussed. The CSUCI lecture series will resume on Tuesday, February 21<sup>st</sup>. It is scheduled from 6:30-8 but the guest lecturer and topic have yet to be announced. "Look! A Book!" classes began again on Thursday, January 12<sup>th</sup> at 6pm. This session is being taught by Karen Browdy and will run for 5 weeks. We have 4 participants.
4. **Other-**"Barking for Books" continues on Monday afternoons from 3-4. We now have at least one owner/dog team ready to listen to the children practice their reading skills every Monday of the month.

NASA has scheduled a teacher/librarian training workshop showcasing the books and materials they have given to the library. It will be held at our library and is planned for Wednesday, January 25<sup>th</sup> from 3:30-5pm. We have extended email invitations to the school district office as well as to individual principals but have not yet received any RSVP's. We have been asked to prepare a "wish list" again this year for National Charity League. I will be attending the Inland Empire Performers' Showcase on Thursday, January 26<sup>th</sup> and am carpooling with children's librarians from Camarillo, Newbury Park, and Thousand Oaks.





**Blanchard Community Library  
presents**

**Christopher Yates  
in**

**Ringmaster Rusty B Runs Away to Join the Circus!**

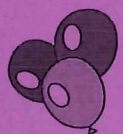


**Tuesday,  
February 7th, 2017  
6:30 pm**



**Come one, come all to see the greatest show on earth!  
Let's gather under the big top to see a manner of circus performers  
from jugglers and unicyclists to stilt walkers and clowns.**

**See exotic performing animals of the world like elephants  
and lions (of the balloon variety). Audiences will learn how to  
juggle and make their own juggling balls, simple acrobatics, and  
find out how the circus was developed and why  
so many have dreamt of running away to join the circus.**



**Blanchard Community Library  
119 N 8th Street, Santa Paula  
805-525-3615 [www.blanchardlibrary.org](http://www.blanchardlibrary.org)**



*Teen Scene*  
*presents our*  
**19th Annual Team Trivia**  
**Contest!**

**Thursday,**  
**February 2nd, 2017**  
**3:30 - 5:00 pm**

*Categories:*  
*Sports, Pop Cultural, Historical Facts,*  
*Movies, Math and More!*

***Books! Fun! Friends! Snacks! Prizes!***

**6th grade & up**  
**(or ages 12 – 17) welcome!**

**Blanchard Community Library**  
**119 N 8th Street, S.P. (805) 525-3615 [www.blanchardlibrary.org](http://www.blanchardlibrary.org)**

# *Winter Shorts .....*

A Short Story Discussion Group  
Just For Adults!

Led by Ventura College English Professor  
**Deborah Pollack**, this promises to  
be a stimulating and enjoyable way to  
explore the art of the short story!

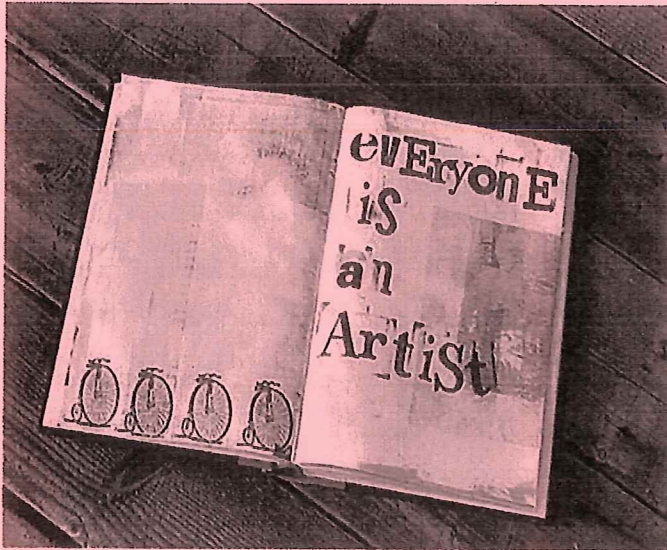
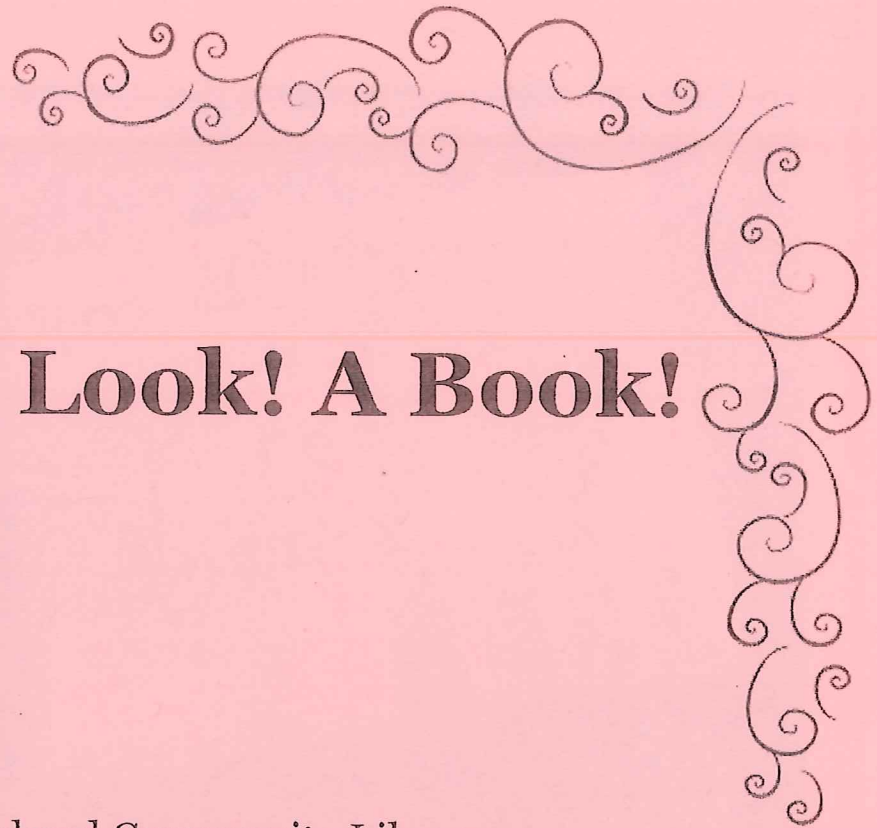
**Thursday, February 16th**  
**3:00 pm**

**"The Lottery" by Shirley Jackson**

Copies available at the desk!



Blanchard Community Library  
119 N 8th Street, Santa Paula  
805-525-3615    [www.blanchardlibrary.org](http://www.blanchardlibrary.org)



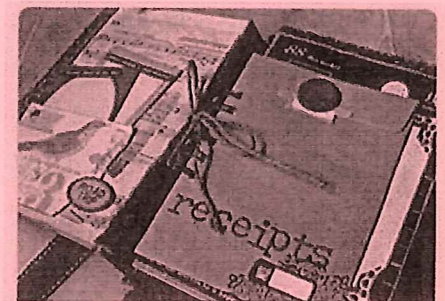
## Look! A Book!

Join us at Blanchard Community Library  
beginning Thursday, January 12, 2017 from 6:00- 8:00pm.  
This class series runs from January 12th to February 9th on Thursday evenings.

For this January class, Artist-Instructor Karen Scott Browdy will show students how to use various parts of books to compose a collage or two. Your book will become a visual art piece! Join us and find out about giving new life to damaged or out of date books by transforming the book through art. No art experience is necessary! You will be amazed by your own talent and inspired by your fellow students.

Classes are free, but a small supplies fee will be collected.  
Tools and supplies will be furnished. All are welcome! Adults and teens.

<b>Thursday, January 12th</b>	<b>6:00 - 8:00 pm</b>
<b>Thursday, January 19th</b>	<b>6:00 - 8:00 pm</b>
<b>Thursday, January 26th</b>	<b>6:00 - 8:00 pm</b>
<b>Thursday, February 2nd</b>	<b>6:00 - 8:00 pm</b>
<b>Thursday, February 9th</b>	<b>6:00 - 8:00 pm</b>



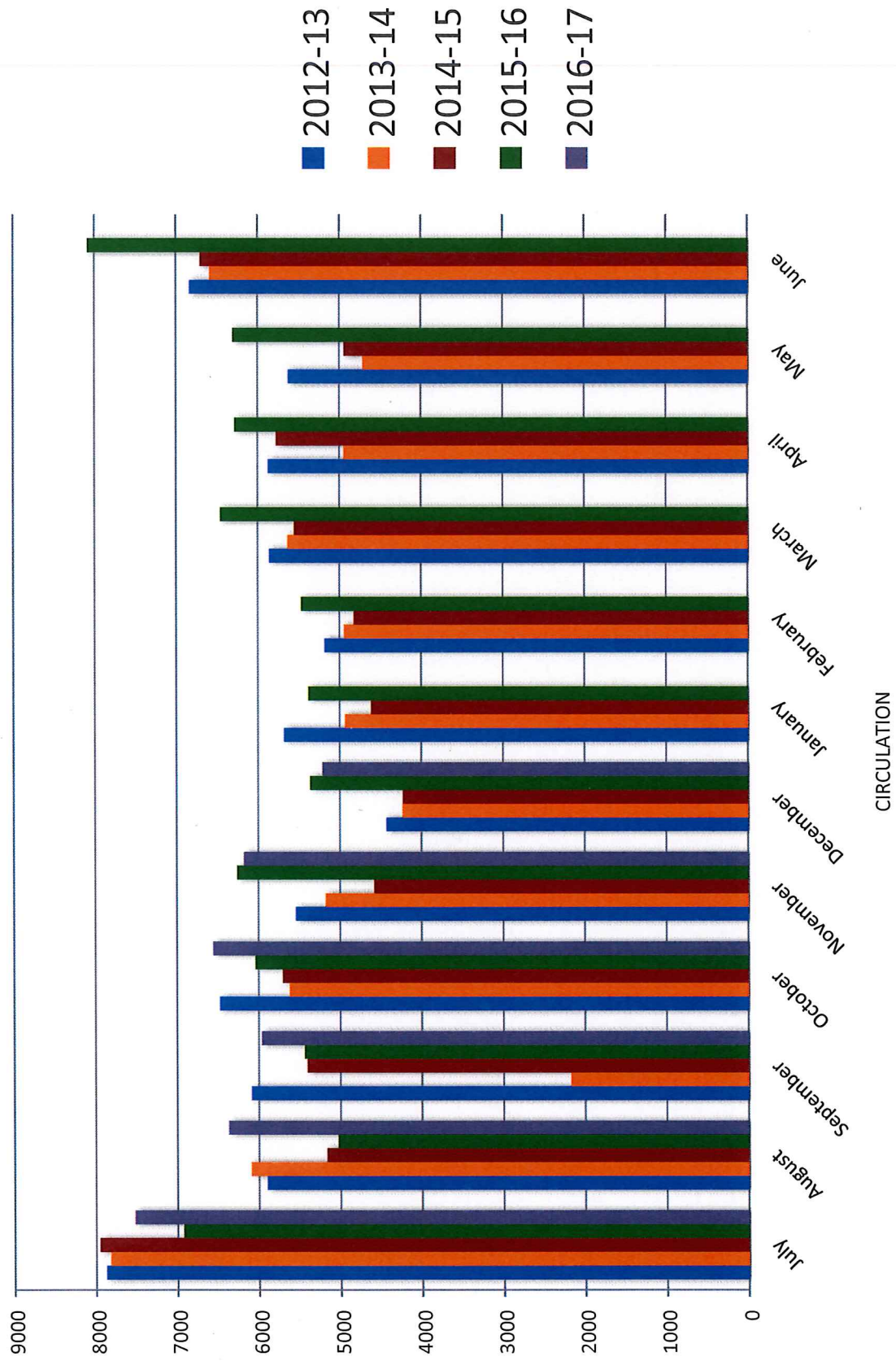
Blanchard Community Library  
119 N 8th Street, Santa Paula  
805-525-3615 [www.blanchardlibrary.org](http://www.blanchardlibrary.org)



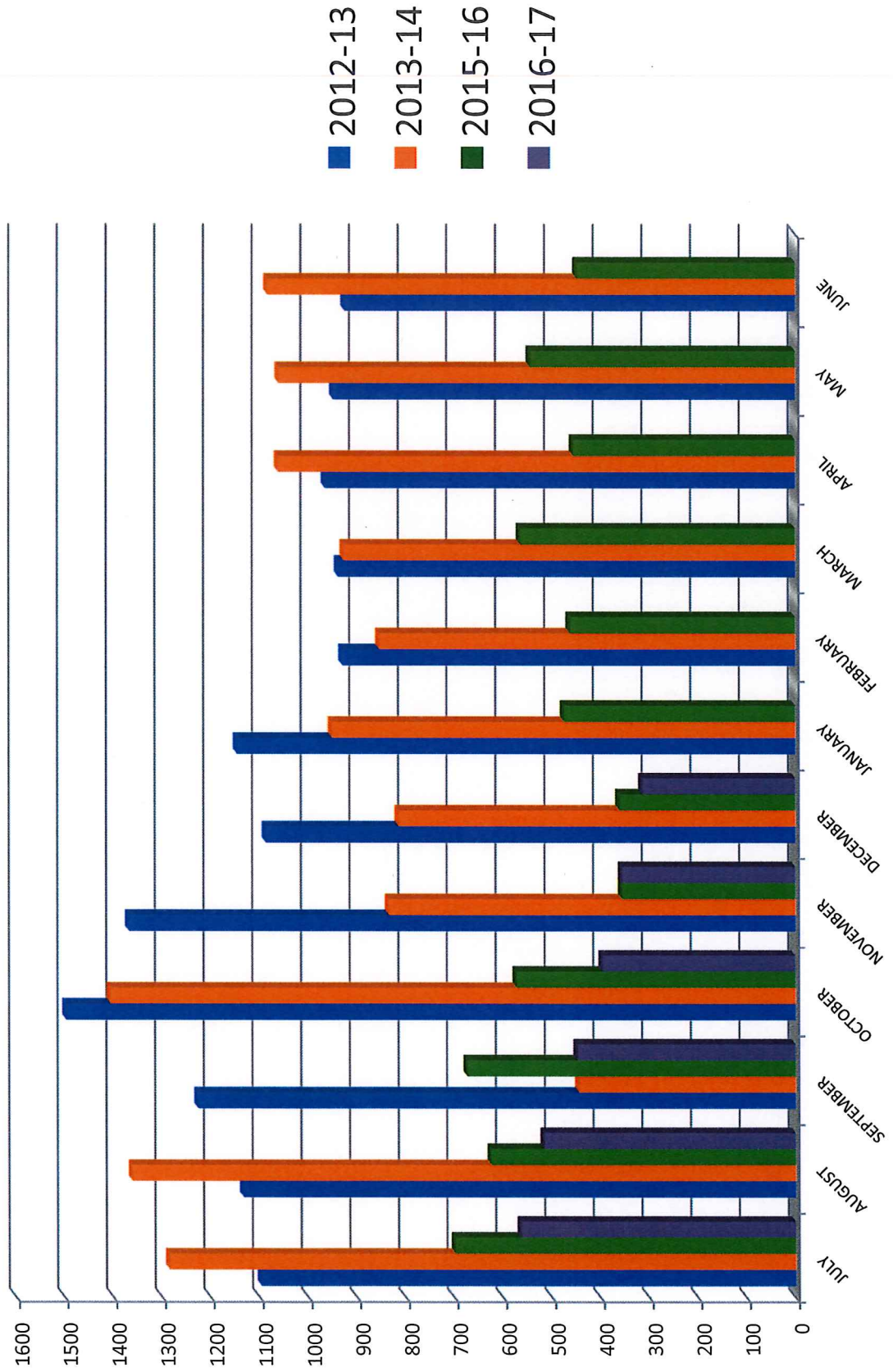
REGULAR MEETING OF OCTOBER 25, 2016  
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. Endowment end-of-year solicitation
4. Assistant Librarian Job Description
5. Goleta Library status as a member of Black Gold

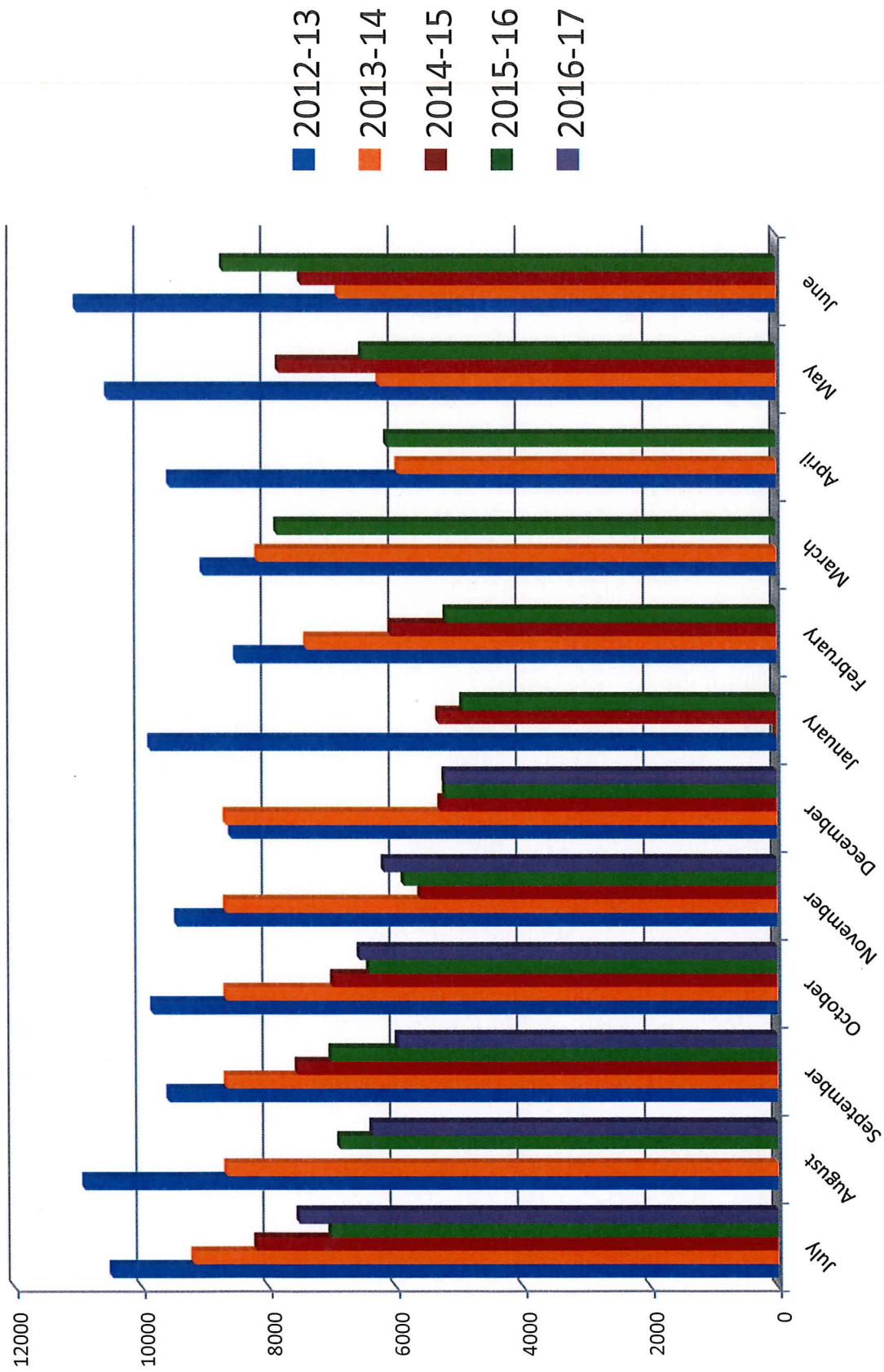
# TOTAL CIRCULATION



# REFERENCE INQUIRIES

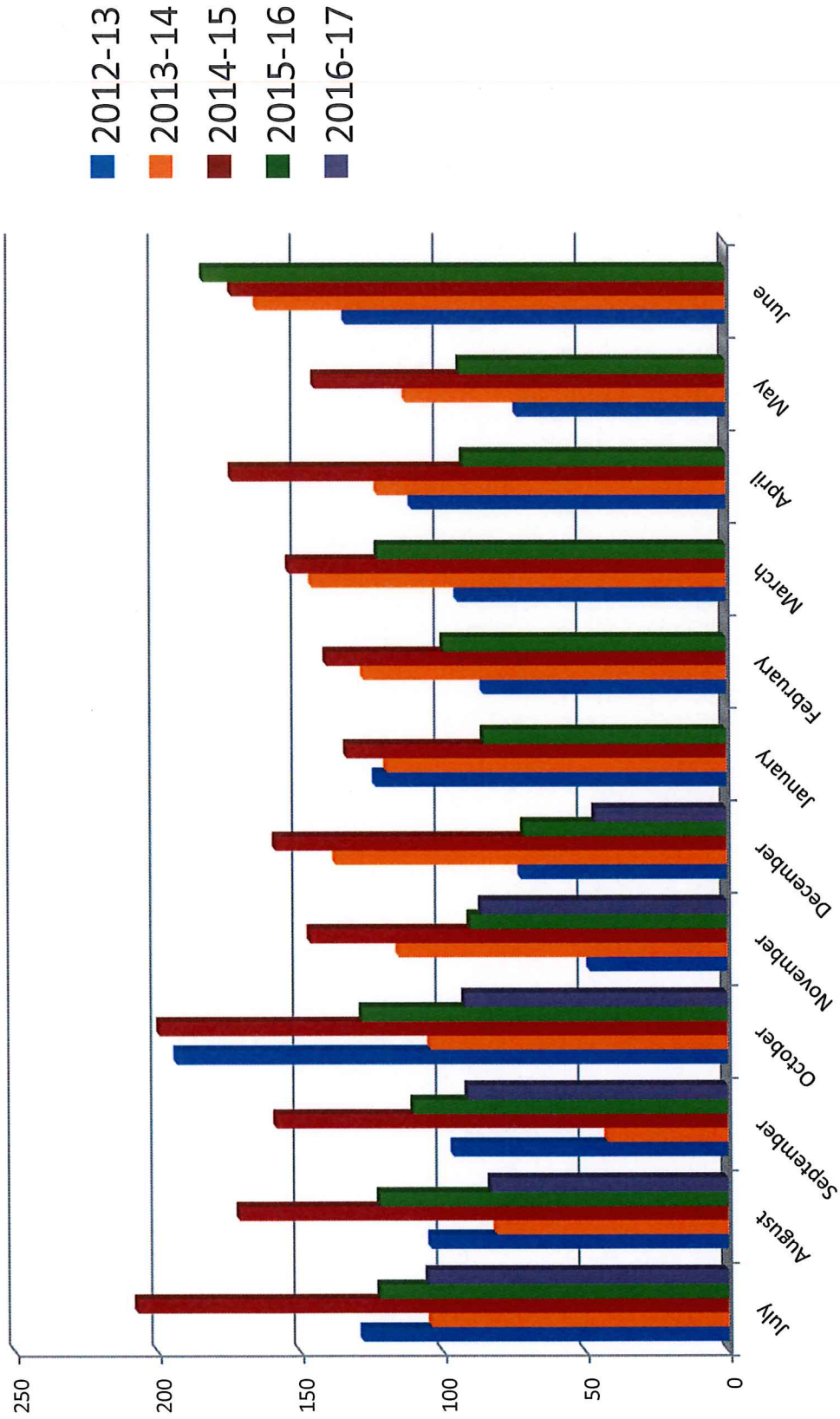


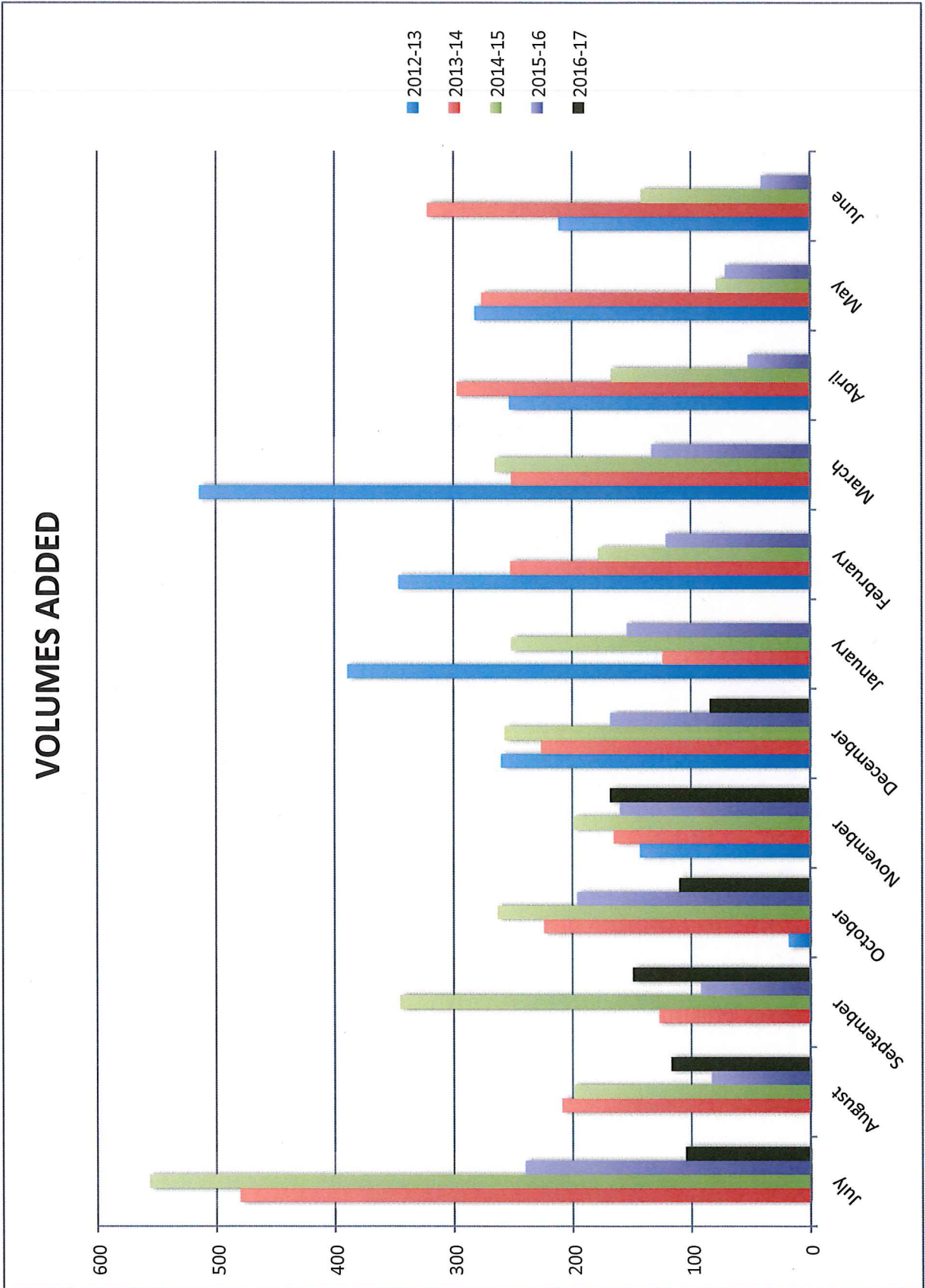
# PATRON COUNT



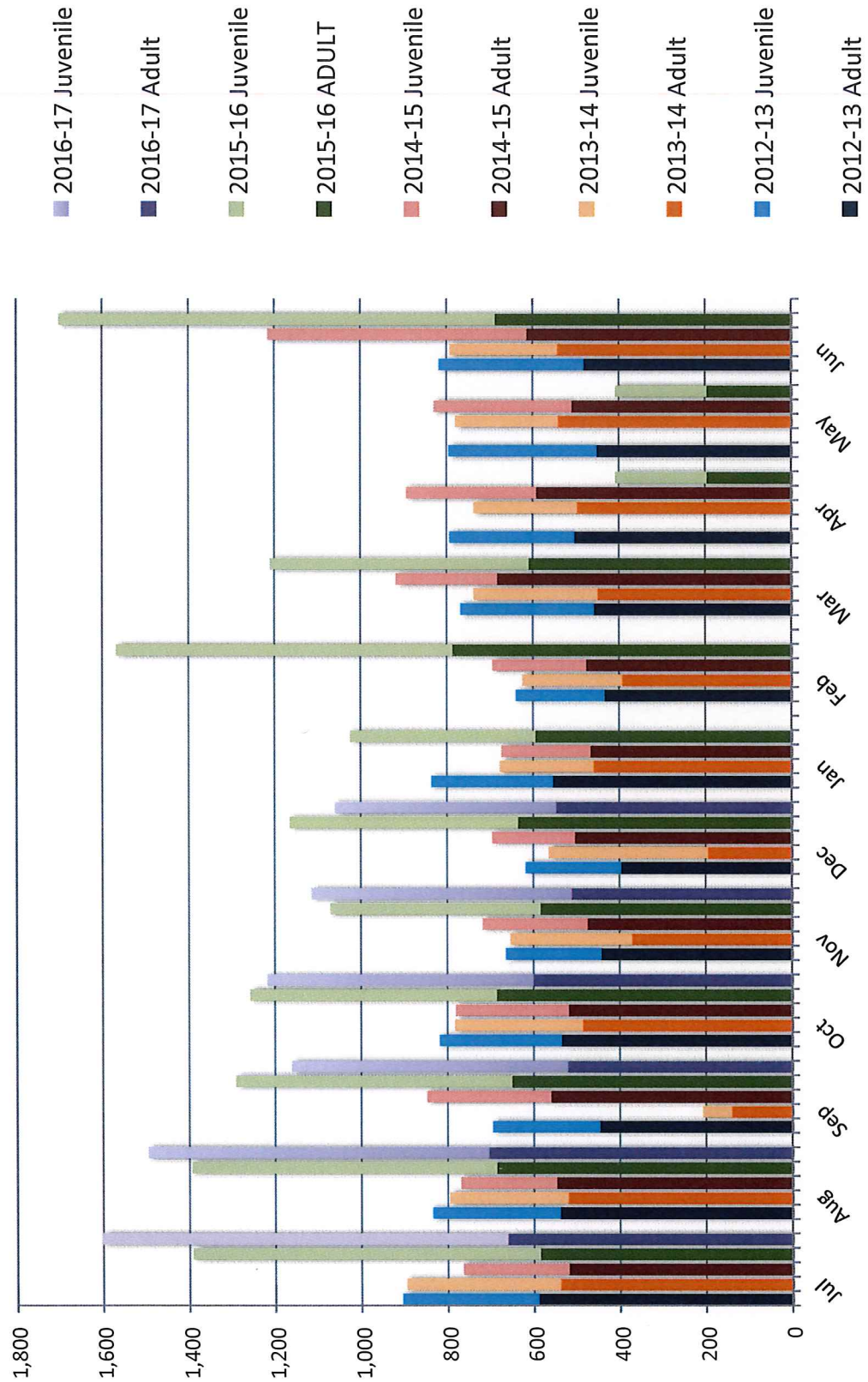


# PATRON REGISTRATIONS

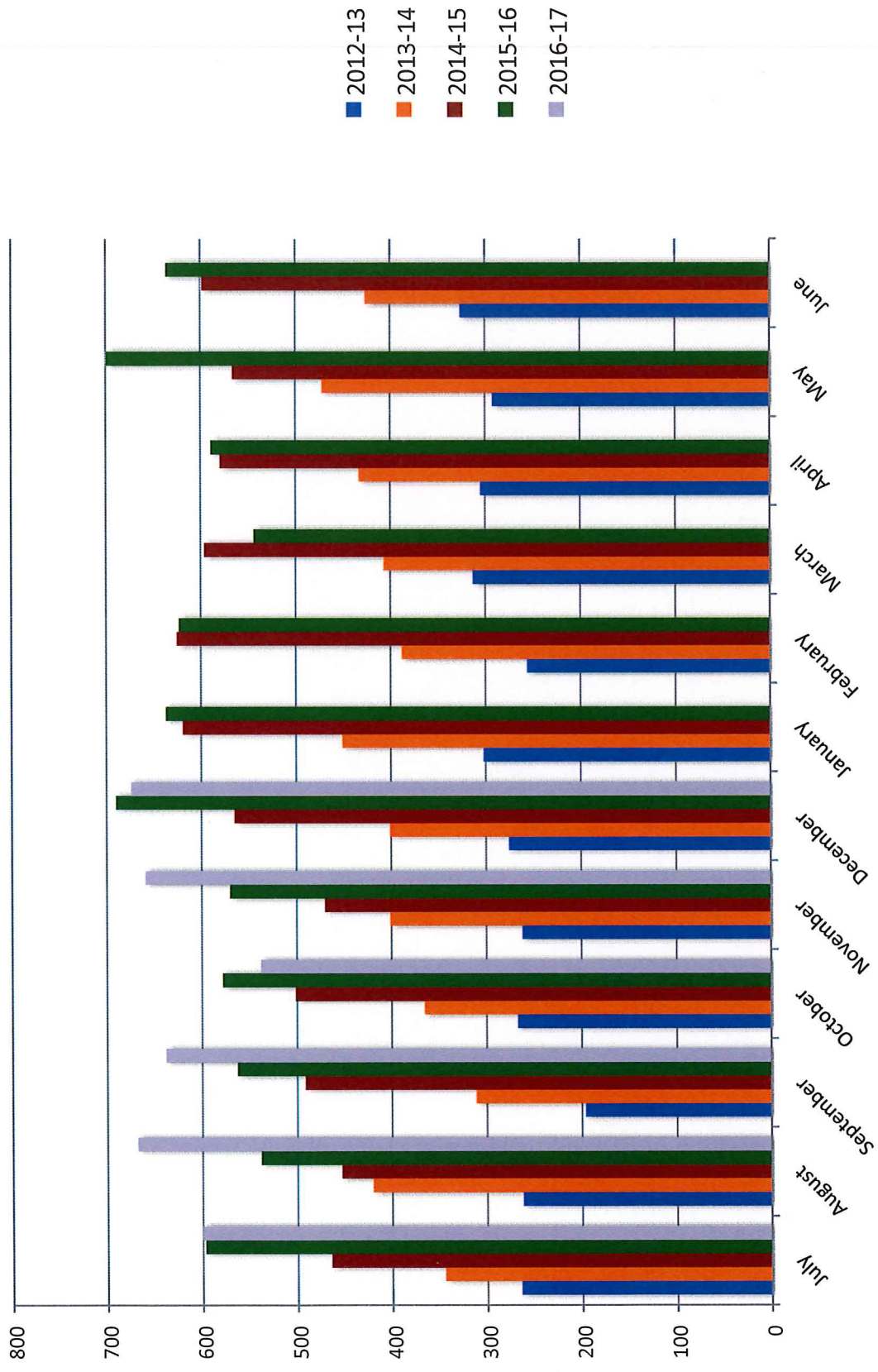




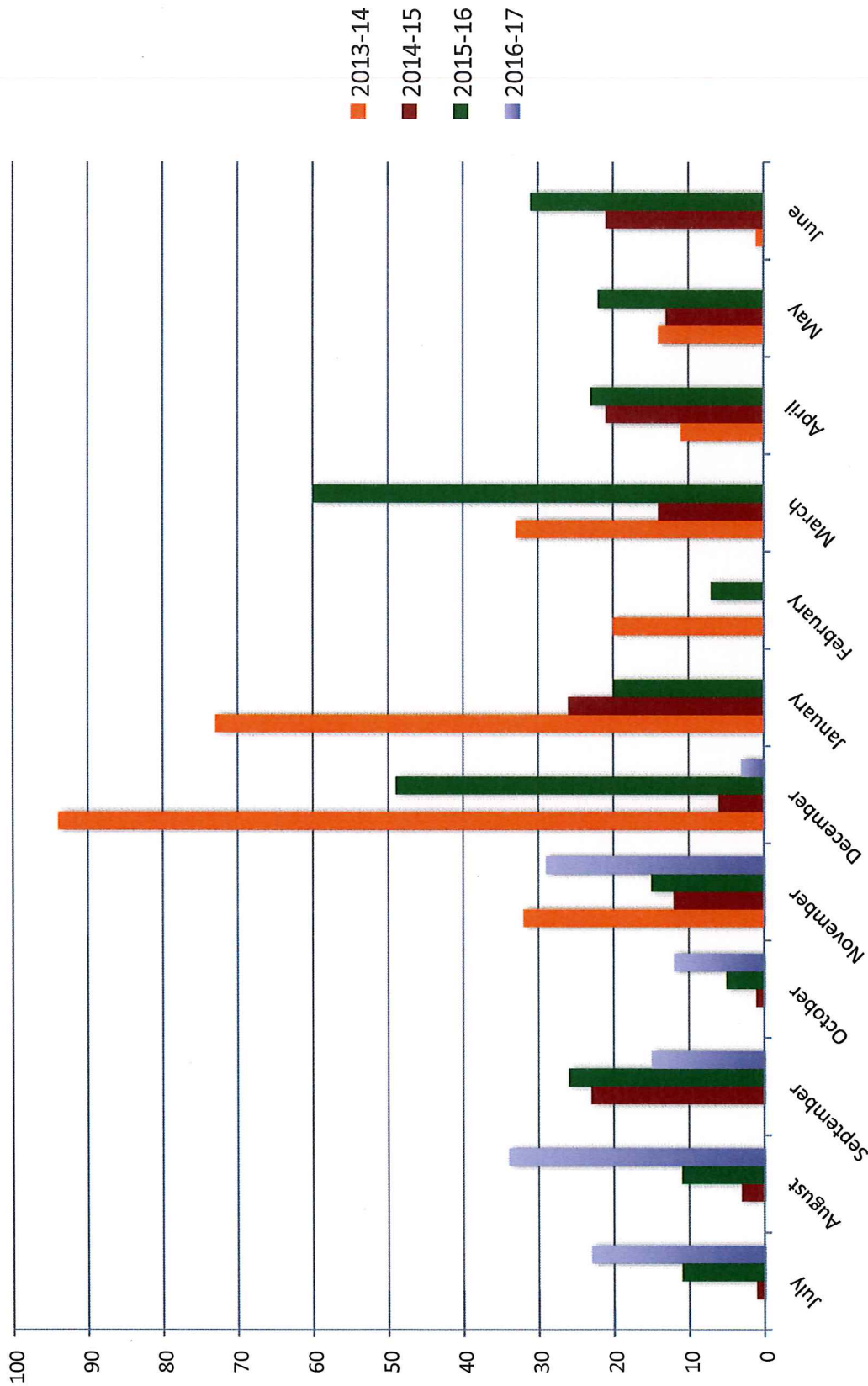
# COMPUTER USAGE



# eBOOK CIRCULATION



# ZINIO CIRCULATION



# HOOPLA

