

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, July 25, 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 June 27, 2017

E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Volunteer Coordinator Job Description (information, discussion, possible action)
- b. Annual or Biennial Audit (information, discussion, possible action)

H. NEW BUSINESS

- a. Approve Gann Spending Limit (information, discussion, possible action)

- b. Chamber of Commerce Mixer, September 2017 (information, discussion, possible action)

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

August 22, 2017

L. ADJOURNMENT

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

REGULAR MEETING OF JULY 25, 2017
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of June 27, 2017

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 27, 2017

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 and Steve McFadden, C.P.A. were present.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS---none

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of May 23, 2017, were unanimously approved as corrected (Nasalroad/Spink).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. President Phillips matched the bank balances exactly and the Library is under Budget. The receipt numbers are listed in the City Fund table. The Financial statements were received and filed. Mr. McFadden departed after the report. Linda Wilkinson is stepping up to lead the *Friends of the Library* while President Eastlake has medical treatments, and the July book sale will feature a media special. For Wendy Batstone of *BEST Adult Learning Center*, Director Branch presented certificates to Olivia Castillo and Balbina Magaña for completion of all eight books in the Challenger Adult Reading Series. Balbina also took and passed the GED (high school equivalency exam) as well, with the aid of volunteers Ed Geis and Jean McGregor. Volunteer Ana Lang has worked with Olivia for 5 years. Olivia Escoto gave a bilingual presentation of the Library's summer events at the ESL end of year celebration.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS--- Trustee Spink attended two Endowment Committee meetings with investment advisor presentations. Trustee Hicks reported that the Optimists want to update the patio outside the children's area.

UNFINISHED BUSINESS---There is money in the budget to cover a *Volunteer Coordinator* with up to \$20.00 an hour and no benefits. The HR committee needs to develop a job description. The *2017-18 Budget* includes a reduction in Publicity from \$20,000 to \$10,000, and Collection

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 27, 2017

Development/databases was added at \$5,000 which includes funds to cover a program to learn Spanish. The Budget was unanimously approved (Spink/Coughlin).

NEW BUSINESS---The Board unanimously adopted the *Resolution to elect as officers to the SDRMA Board* Timothy Unruh, Mike Scheafer, Jean Bracy and Michael Karen. The Board unanimously approved the *contract with Moss, Levy & Hartzheim LLP for the 2016-17 audit* (Spink/Coughlin). Director Branch will check if the Audit can be biennial.

REPORTS CONT. --- For *Public Services* the SBA will present an overview of resources in August. Elvia Hernandez from Project Esperanza and the Chamber of Commerce will be asked to announce it. SCORE, start up business consultants may be invited, too. The YALSA Teens Top Ten Book Giveaway books have arrived, and a free eclipse kit and eclipse glasses have arrived from NASA@MyLibrary. ‘Lego in the Library’ commenced last Wednesday with donated Lego’s and Duplo’s from the National Charity League and Ticktockers Class of 2020. The NASA Discovery Dome will be running the week of July 4. The *District Director* expects some ideas on paper for the facilities plan and phasing from Marilyn Appleby. Kathy Crowder and Anita McLaughlin are new Library Assistant I’s, and Lindsay Newman is a new page. The Virtual Reality equipment arrived. The Library is running Polaris on the new fiber optics; internet will be available on fiber by August 25. Rebidding the maintenance contracts has been delayed until pending legislation to make requirements less onerous is signed by the governor. \$11,771.39 was gifted to the Library by the Beatrice and Julia Huerta Charitable Trust. The gift will be deposited in the Blake account. Director Branch has researched the current value of the Gann Limit and is waiting for the county to respond to his query about our continued need to solicit voter approval before spending our funds.

Board Committee Reports:

Strategic Plan Team Reports: Under *Community Connections*, Director Branch presided at the installation of new officers for the Santa Paula Art Society. ‘Show your Card’ might be a good way to make connections. Coverly Professionals’ contract runs out in August for *Publicity/Public Relations*. The Library is considering hiring a teen to help Olivia Escoto with social

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 27, 2017

media postings. The Library website offers a link to CalVet's website and we have a resource book. We might ask a vet to volunteer once a week to help out. The Library will look into manning a table at the Art & Jazz Festival.

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

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, July 25, 2017, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 7:29 p.m.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF JULY 25, 2017
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file June 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

June 30, 2017

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 June 30, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

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

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

Stephen F. McFadden CPA
July 15, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

June 30, 2017

ASSETS

	CURRENT ASSETS	
CASH		\$ 1,457,446
PREPAID EXPENSES		60
TOTAL CURRENT ASSETS		<u>1,457,506</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>549,510</u>
TOTAL ASSETS		<u><u>\$ 2,007,016</u></u>

LIABILITIES AND FUND BALANCES

	LIABILITIES	
ACCOUNTS PAYABLE	\$ 5,031	
ACCRUED PAYROLL EXPENSE	<u>27,711</u>	
TOTAL LIABILITIES		\$ 32,742
	FUND BALANCES	
GENERAL FUND	1,197,364	
FIXED ASSET FUND	549,510	
RESTRICTED FUNDS	227,400	
TOTAL FUND BALANCE		<u>1,974,274</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$ 2,007,016</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED JUNE 30, 2017

	JUNE			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 15,628	\$ 30,000		\$ 762,007	\$ 746,673	2.1%
LIBRARY OPERATIONS	922	417	121.10%	16,003	12,959	23.5%
DONATIONS	12,896	1,667	673.61%	60,175	48,308	24.6%
CLLS LITERACY	\$ -	\$ -		\$ 34,040	\$ 36,648	
	<u>\$ 29,446</u>	<u>\$ 32,084</u>	-8.2%	<u>\$ 872,225</u>	<u>\$ 844,588</u>	3.3%
EXPENSES						
PERSONNEL	\$ 40,720	\$ 36,556	11.4%	\$ 525,650	\$ 525,974	-0.1%
ADMINISTRATIVE	2,447	4,971	-50.8%	54,218	63,492	-14.6%
FACILITIES	5,125	4,704	8.9%	50,364	52,493	-4.1%
OPERATIONS	5,687	6,486	-12.3%	125,450	131,021	-4.3%
	<u>\$ 53,979</u>	<u>\$ 52,717</u>	2.4%	<u>\$ 755,682</u>	<u>\$ 772,980</u>	-2.2%
NET INCOME (LOSS)	<u>\$ (24,533)</u>	<u>\$ (20,633)</u>	18.9%	<u>\$ 116,543</u>	<u>\$ 71,608</u>	62.8%
EXTRAORDINARY INCOME (EXPENSES)						
ELECTION COSTS				(11,884)		
REIMBURSEMENT DIF		1,458			8,750	
INVESTMENT INTEREST				2,845		
CITY IMPACT	4,028			16,721		
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ (20,505)</u>	<u>\$ (19,175)</u>	6.9%	<u>\$ 124,225</u>	<u>\$ 80,358</u>	54.6%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

May 31, 2017

COUNTY	\$	778,672	
SANTA PAULA CITY		185,027	1
BLAKE		35,664	1
LITERACY		6,709	1
BOOK TRUST		92,206	
WELLS FARGO		357,935	
OTHERS		<u>1,233</u>	
TOTAL CASH	\$	<u>1,457,446</u>	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	6/30/16	6/30/17	ANNUAL BUDGET
REVENUE			
PROPERTY TAX	\$ 777,884	\$ 762,007	\$ 746,673
LIBRARY OPERATIONS	12,478	16,003	12,959
DONATIONS	54,305	60,175	48,308
CLLS FLAIR	26,989	34,040	36,648
TOTAL REVENUE	<u>\$ 871,656</u>	<u>\$ 872,225</u>	<u>\$ 844,588</u>
EXPENSES			
PERSONNEL			
WAGES	363,715	368,230	369,704
RETIREMENT	59,519	63,826	62,947
HEALTH INSURANCE	57,670	59,515	62,824
PAYROLL TAX	32,061	32,655	29,758
EMPLOYEE BENEFIT	1,450	1,424	741
	<u>514,415</u>	<u>525,650</u>	<u>525,974</u>
ADMINISTRATIVE			
ADVERTISING			202
BANK CHARGES	508	358	417
INSURANCE	8,216	8,367	8,533
OFFICE EXPENSE	5,943	6,536	4,602
TELEPHONE	3,348	3,528	4,587
POSTAGE	668	719	583
PRINTING	1,663	2,785	2,477
PROFESSIONAL FEES	43,199	30,336	39,827
STAFF DEVELOPMENT	789	1,589	2,264
	<u>64,334</u>	<u>54,218</u>	<u>63,492</u>
FACILITIES			
BUILDING MAINTENANCE	19,971	12,328	10,077
JANITORIAL	8,040	8,040	8,070
UTILITIES	31,229	29,996	34,346
	<u>59,240</u>	<u>50,364</u>	<u>52,493</u>
OPERATIONS			
LIBRARY NETWORK	56,410	64,921	64,528
PUBLICITY	3,329	13,966	18,745
MEMBERSHIPS	2,097	3,808	4,699
ACQUISITIONS	15,114	15,089	15,520
PROGRAMS	15,251	19,813	21,904
MATERIALS	63	707	414
COMPUTER SERVICE	1,402	2,247	2,000
BOOK BINDING	484	314	1,282
ADVERTISING	1,694	2,434	
TRAVEL	965	2,151	1,929
	<u>96,809</u>	<u>125,450</u>	<u>131,021</u>
TOTAL EXPENSES	<u>734,798</u>	<u>755,682</u>	<u>772,980</u>
NET INCOME(LOSS)	<u>\$ 136,858</u>	<u>\$ 116,543</u>	<u>\$ 71,608</u>
EXTRAORDINARY INCOME (EXPENSES)			
INSURANCE	119,476		
ELECTION COSTS		(11,884)	
LEGAL	(29,026)		
REIMBURSEMENT DIF			8,750
INVESTMENT INTEREST	987	2,845	
CITY IMPACT	24,530	16,721	
NET AFTER EXTRAORDINARY	<u>\$ 252,825</u>	<u>\$ 124,225</u>	<u>\$ 80,358</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

May 31, 2017

FOTL		432
Credit Card		4,606
Others		(7)
Total		<u>\$ 5,031</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

June 30, 2016		BALANCE
		\$ 175,133.01
TRANSACTIONS		
INTEREST	276.73	
INTEREST	249.90	
INTEREST	258.06	
MR 6847	2,014.00	
MR 6891	2,014.00	
MR 6921	4,028.00	
MR 6940	4,028.00	
MR 7181	2,014.00	
MR 7187	2,014.00	
CHECK	(4,310.97)	
CHECK	<u>(2,691.96)</u>	
TOTAL		<u>9,893.76</u>
		<u>\$ 185,026.77</u>
BALANCE AT 6.30.17		

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07/21/17

Blanchard/Santa Paula Library District
Monthly Deposit Detail
June 2017

Type	Date	Name	Account	Amount
Deposit	06/05/2017		1020.10 · Book Trust Account-Unrestricted	11,771.39
Sales Receipt	06/05/2017	Beatrice & Julia Huerta CR Trust	1499.10 · Undeposited Funds	-11,771.39
TOTAL				-11,771.39
Deposit	06/06/2017		1020.10 · Book Trust Account-Unrestricted	198.50
			Fines	-166.25
			2510 · Due to Friends of the Library (Money r...	-28.00
			Other Donations	-2.00
			Over/Short	-2.25
TOTAL				-198.50
Deposit	06/19/2017		1020.10 · Book Trust Account-Unrestricted	180.00
Sales Receipt	06/19/2017	Saeed & Charlton Sadeghpour	1499.10 · Undeposited Funds	-30.00
Sales Receipt	06/19/2017	J. M. Purdy & C.E. Purdy	1499.10 · Undeposited Funds	-50.00
Sales Receipt	06/19/2017	Stephen & Jane Goodall	1499.10 · Undeposited Funds	-50.00
Sales Receipt	06/19/2017	Janet L. Crozier	1499.10 · Undeposited Funds	-50.00
TOTAL				-180.00
Deposit	06/20/2017		1020.10 · Book Trust Account-Unrestricted	403.25
			Printing & Copying	-403.25
TOTAL				-403.25
Deposit	06/20/2017		1020.10 · Book Trust Account-Unrestricted	63.80
			Fines	-55.80
			2510 · Due to Friends of the Library (Money r...	-6.00
			Other Donations	-2.00
TOTAL				-63.80
Deposit	06/20/2017		1020.10 · Book Trust Account-Unrestricted	174.60
			Fines	-168.60
			2510 · Due to Friends of the Library (Money r...	-6.00
TOTAL				-174.60
Deposit	06/26/2017		1020.10 · Book Trust Account-Unrestricted	0.00
Sales Receipt	07/11/2016	Santa Paula Super Store:Teen SRP	474346 · Summer Programs - Teen	100.00
			1499.10 · Undeposited Funds	100.00
TOTAL				200.00
Deposit	06/26/2017		1020.10 · Book Trust Account-Unrestricted	2,711.66
		City of Santa Paula	1010.40 · Santa Paula City	-2,691.96
		State of California	Other Miscellaneous Revenue	-19.70
TOTAL				-2,711.66
Deposit	06/27/2017		1020.10 · Book Trust Account-Unrestricted	114.25
			Fines	-103.50

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Blanchard/Santa Paula Library District
Monthly Deposit Detail
June 2017

Type	Date	Name	Account	Amount
			2510 · Due to Friends of the Library (Money r...	-7.00
			Other Donations	-1.00
			Over/Short	-2.75
TOTAL				-114.25
Deposit	06/29/2017		1020.10 · Book Trust Account-Unrestricted	1,000.00
Sales Receipt	06/29/2017	VCCF:Limoneira Foundation Fund	1499.10 · Undeposited Funds	-1,000.00
TOTAL				-1,000.00

Blanchard/Santa Paula Library District
Check Detail
 June 2017

11:23 AM
 07/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Deposit		06/26/2017		1020.10 - Book Trust Account...			0.00
Sales Receipt	74	07/11/2016	Santa Paula Super Store:Teen SRP	474346 - Summer Programs - Te... 1499.10 - Undeposited Funds	-100.00 -100.00	Teen Programs:T... Teen Programs:T...	100.00 100.00
TOTAL					-200.00		200.00
Check		06/30/2017		1020 - Book Trust Account			-3.00
TOTAL				Bank Charges	-3.00		3.00
					-3.00		3.00
Check	EFT	06/05/2017	Calif. Public Employees' Retireme...	1020.10 - Book Trust Account...			-4,906.64
TOTAL				PERS Group Health Insurance	-4,906.64	General Fund	4,906.64
					-4,906.64		4,906.64
Check	EFT	06/05/2017	Calif. Public Employees' Retireme...	1020.10 - Book Trust Account...			-1,606.24
TOTAL				CALPERS (Payee Account - Em...	-1,606.24	General Fund	1,606.24
					-1,606.24		1,606.24
Check	EFT	06/05/2017	Calif. Public Employees' Retireme...	1020.10 - Book Trust Account...			-2,570.35
TOTAL				PERS Retirement (Contribution ...	-2,570.35	General Fund	2,570.35
					-2,570.35		2,570.35
Check	EFT	06/05/2017	Calif. Public Employees' Retireme...	1020.10 - Book Trust Account...			-2,312.49
TOTAL				CALPERS (Payee Account - Em...	-2,312.49	General Fund	2,312.49
					-2,312.49		2,312.49
Check	EFT	06/05/2017	Calif. Public Employees' Retireme...	1020.10 - Book Trust Account...			-20.98
TOTAL				PERS Retirement (Contribution ...	-20.98	General Fund	20.98
					-20.98		20.98

Blanchard/Santa Paula Library District
Check Detail
 June 2017

11:23 AM
 07/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Check	EFT	06/06/2017	Blanchard Community Library	1020.10 · Book Trust Account...			-15,000.00
TOTAL				1011.10 · Checking - Payroll (Ch...	-15,000.00	General Fund	15,000.00
					-15,000.00		-15,000.00
Check	EFT	06/19/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account...			-787.28
TOTAL				CALPERS (Payee Account - Em...	-787.28	General Fund	787.28
					-787.28		787.28
Check	EFT	06/19/2017	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account...			-522.19
TOTAL				CALPERS (Payee Account - Em...	-522.19	General Fund	522.19
					-522.19		522.19
Check	EFT	06/20/2017	Blanchard Community Library	1020.10 · Book Trust Account...			-15,250.00
TOTAL				1011.10 · Checking - Payroll (Ch...	-15,250.00	General Fund	15,250.00
					-15,250.00		15,250.00
Check	EFT	06/20/2017	Blanchard Community Library	1020.10 · Book Trust Account...			-2,500.00
TOTAL				1010.30 · Checking - FLAIR (Ba...	-2,500.00	Literacy	2,500.00
					-2,500.00		2,500.00
Check	EFT	06/28/2017	Blanchard Community Library	1020.10 · Book Trust Account...			-11,771.80
TOTAL				Checking - Blake	-11,771.80	E Blake Fund	11,771.80
					-11,771.80		11,771.80
Bill Pmt -C...	10907	06/05/2017	Business Card	1020.10 · Book Trust Account...			-2,544.02
Bill	54741...	06/05/2017	Bank of America Platinum Plus		-2,544.02	General Fund	2,544.02
TOTAL					-2,544.02		2,544.02
Bill Pmt -C...	10908	06/05/2017	Castle Air	1020.10 · Book Trust Account...			-485.00

Blanchard/Santa Paula Library District
Check Detail
 June 2017

11:23 AM
 07/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Bill	Invoice...	06/05/2017		HVAC Maintenance	-485.00	General Fund	485.00
TOTAL					-485.00		485.00
Bill Pmt -C...	10909	06/05/2017	City of Santa Paula (067000-00)	1020.10 · Book Trust Account...			-403.40
Bill	111-06...	06/05/2017		Water and Sewer	-403.40	General Fund	403.40
TOTAL					-403.40		403.40
Bill Pmt -C...	10910	06/05/2017	City of Santa Paula (067500-00)	1020.10 · Book Trust Account...			-71.53
Bill	111-06...	06/05/2017		Water and Sewer	-71.53	General Fund	71.53
TOTAL					-71.53		71.53
Bill Pmt -C...	10911	06/05/2017	Coleman Landscape	1020.10 · Book Trust Account...			-305.00
Bill	Invoice...	06/05/2017		Grounds Maintenance	-305.00	General Fund	305.00
TOTAL					-305.00		305.00
Bill Pmt -C...	10912	06/05/2017	Coverly Professional Services	1020.10 · Book Trust Account...			-750.00
Bill	Invoice...	06/05/2017		Promotion & Public Relations	-750.00	General Fund	750.00
TOTAL					-750.00		750.00
Bill Pmt -C...	10913	06/05/2017	HASLER	1020.10 · Book Trust Account...			-50.00
Bill	7900 0...	06/05/2017		Postage	-50.00	General Fund	50.00
TOTAL					-50.00		50.00
Bill Pmt -C...	10914	06/05/2017	Ned Branch	1020.10 · Book Trust Account...			-435.70
Bill	Mileag...	06/01/2017		PERS Group Health Insurance	-309.22	General Fund	309.22
Bill		06/05/2017		Travel	-126.48	General Fund	126.48
TOTAL					-435.70		435.70
Bill Pmt -C...	10915	06/05/2017	Recology	1020.10 · Book Trust Account...			-161.18

Blanchard/Santa Paula Library District
Check Detail
 June 2017

11:23 AM
 07/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Bill	Invoice...	06/05/2017		Trash	-161.18	General Fund	161.18
TOTAL					-161.18		161.18
Bill Pmt -C...	10916	06/05/2017	Sparkletts	1020.10 · Book Trust Account...			-39.92
Bill	46487...	06/05/2017		Office Supplies	-39.92	General Fund	39.92
TOTAL					-39.92		39.92
Bill Pmt -C...	10917	06/05/2017	Stephen McFadden CPA	1020.10 · Book Trust Account...			-863.00
Bill	Invoice...	06/05/2017		Accounting Fees (Outside (non-e...	-863.00	General Fund	863.00
TOTAL					-863.00		863.00
Check	10918	06/19/2017	Mike Whisner	1020.10 · Book Trust Account...			-350.00
				Children's Programs	-350.00	Children's Service...	350.00
TOTAL					-350.00		350.00
Check	10919	06/19/2017	Noteworthy Puppets, Inc	1020.10 · Book Trust Account...			-325.00
				Children's Programs	-325.00	Children's Service...	325.00
TOTAL					-325.00		325.00
Bill Pmt -C...	10920	06/19/2017	Frontier Communications	1020.10 · Book Trust Account...			-291.28
Bill	80552...	06/17/2017		Telephone Expense	-291.28	General Fund	291.28
TOTAL					-291.28		291.28
Bill Pmt -C...	10921	06/19/2017	Kelly Cleaning & Supplies	1020.10 · Book Trust Account...			-670.00
Bill	Invoice...	06/01/2017		Janitorial Services & Supplies	-670.00	General Fund	670.00
TOTAL					-670.00		670.00
Bill Pmt -C...	10922	06/19/2017	Santa Paula Times	1020.10 · Book Trust Account...			-46.00
Bill	Annual...	06/17/2017		Periodicals	-46.00	General Fund	46.00

Blanchard/Santa Paula Library District
Check Detail
 June 2017

11:23 AM
 07/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
TOTAL					-46.00		46.00
Bill Pmt -C...	10923	06/19/2017	SoCalGas	1020.10 · Book Trust Account...			-17.65
Bill	151 41...	06/19/2017	Gas		-17.65	General Fund	17.65
TOTAL					-17.65		17.65
Bill Pmt -C...	10924	06/26/2017	Castle Air	1020.10 · Book Trust Account...			-835.00
Bill	BCL06...	06/20/2017	HVAC Maintenance		-835.00	General Fund	835.00
TOTAL					-835.00		835.00
Bill Pmt -C...	10925	06/26/2017	Document Systems	1020.10 · Book Trust Account...			-65.40
Bill	Invoice...	06/19/2017	Printing		-28.38	General Fund	28.38
Bill	Invoice...	06/19/2017	Printing		-37.02	General Fund	37.02
TOTAL					-65.40		65.40
Bill Pmt -C...	10926	06/26/2017	Southern California Edison	1020.10 · Book Trust Account...			-2,124.63
Bill	2-03-9...	06/21/2017	Electricity		-2,124.63	General Fund	2,124.63
TOTAL					-2,124.63		2,124.63
Bill Pmt -C...	10927	06/26/2017	Unique Management Services, Inc.	1020.10 · Book Trust Account...			-71.60
Bill	Invoice...	06/19/2017	Collection Services		-71.60	General Fund	71.60
TOTAL					-71.60		71.60

24 TOTAL

REGULAR MEETING OF JULY 25, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JULY 25, 2017
G(a). VOLUNTEER COORDINATOR

The Board has budgeted to hire a part-time volunteer coordinator for the 2017-18 fiscal year. Consequently, the Human Resources Committee has developed and approved a job description for the position, which is attached.

RECOMMENDATION: The Human Resources Committee recommends tadoption of the attached Volunteer Coordinator job description.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					



Blanchard / Santa Paula Library District

Volunteer Coordinator

FLSA Category: non-exempt	Reports to: District Director
Rev Date: July 2017	Approved by:

Job Summary:

Develops, administers, and coordinates the recruitment and utilization of volunteer resources that supplements and complements regular staff.

Essential Duties and Responsibilities:

- Develops Guideline for Volunteers in conjunction with District Director
- In concert with key staff and volunteers, identifies and develops a variety of meaningful jobs and written job descriptions for volunteers.
- Reviews volunteer application forms, conducts initial interviews, reference and background checks, and recommends placement of volunteers based on volunteer skills, interests, and availability
- Works with staff regarding scheduling volunteers
- Addresses requests for volunteer reassignments and other issues as they arise
- Develops and maintains a volunteer tracking system and submits monthly statistics of volunteer activities as well as annual statistics for state reports.
- Establishes and maintains regular outreach and recruitment efforts
- Serves as liaison to volunteer organizations
- Develops appropriate formal and informal volunteer recognition programs
- Other duties as requested, directed or assigned.

Education, Skills, and Experience:

- Some administrative experience

Job Knowledge, Skills and Abilities:

- Good people and communication skills
- Adept with planning, organization, and tracking
- Moderate proficiency with Microsoft Word.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

Supervisory Responsibilities:

- Provides guidance, assistance, and training for volunteers and interns

Physical Demands:

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.

Work Environment:

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on October 27, 2015. Prior job descriptions repealed.)

REGULAR MEETING OF JULY 25, 2017
G(b). ANNUAL OR BIENNIAL AUDIT

At the last Board meeting, there was a discussion about whether to continue with annual audits or to revert to biennial audits.

Under Government Code section 26909(b), changing to biennial audits requires the Board of Trustees to pass a resolution to that effect unanimously, which then would have to be unanimously approved by the Ventura County Board of Supervisors.

Staff asked our auditors what the cost comparison would be. The proposed cost for the upcoming annual audit is \$8, 590; the cost for a biennial audit would be \$12,885. The savings would be slightly over \$2,000 per year.

Staff believes that a biennial audit would be more difficult than an annual audit.

RECOMMENDATION: Staff recommends continuing the practice of performing audits annually.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF JULY 25, 2017
H(a). GANN SPENDING LIMIT

For many years, the Board has operated with the belief that its annual appropriations exceed the maximum amount permitted under Article XIII B of the State constitution. As a consequence, the Board has place authorized a ballot measure which allows the District to exceed the spending limit for a four-year period, which is the maximum time allowed by Article XIII B.

Staff has searched through Districts files and inquired of other agencies—including the State Controller’s Office, the County Controller’s Office, and the Santa Paula Unified School District—in attempt locate records that would provide a baseline appropriation upon which to base the calculation of the current spending limit without success.

Since no verifiable documentation could be found, staff recreated the figures based on the available documents. A copy of the analysis produced by staff is attached. The analysis has been reviewed by the District’s accountant, the District’s auditors, and the County Counsel’s and found to be reasonable. The correspondence with County Counsel’s Office is attached.

RECOMMENDATION: Approve the attached resolution establishing an Gann Spending Limit of \$809,697 for fiscal year 2017-18.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

Analysis of the Blanchard/Santa Paula Library District Gann Spending Limit

The Blanchard/Santa Paula Library District, a special district created by an act of the California Legislature, derives the majority of its operational funding from an apportionment of the ad valorem property tax and from a \$40 parcel tax levied on property in the tax rate areas served by the Library.

Article XIII B of the California Constitution limits how much a local government agency that is funded by taxes, including special districts, may spend from tax revenues each fiscal year unless local voters approve a temporary higher limit not exceeding four years. In order for an agency to exceed the limit on tax-funded expenditures after the four-year period has elapsed, it must seek voter approval for a new four-year period. Historically, every four years the Blanchard/Santa Paul Library District has sought approval from voters in the District to exceed the spending limit in the belief that the total tax revenues received would exceed the spending limit. The question arises whether, in fact, the District would exceed the spending limit without the voter-approved temporary increases.

The spending limit is derived by a formula consisting of tax-funded appropriations for a base year and annual adjustments. When first enacted, the base year was 1978-79 with the spending limit in subsequent years adjusted annually. In 1990, California voters approved Proposition 111, which changed the base year tax-funded appropriations limit to the fiscal year 1986-87.

The District's audits from 1986-87 onward do not contain any calculation of the annual spending limit. Starting with the 1993-94 audit, there was only a note in the audit reports that voters approved an increase in the spending limit. District staff contacted the Certified Public Accountant who performed the audits during that period to obtain the work papers or other documentation that would explain the calculation of previous spending limits; however, the request was unanswered. The District also contacted the State Controller's Office, the County of Ventura Auditor-Controller's Office, and the Department of Budget and Finance of the Santa Paula Unified School District (successor agency to the Santa Paula High School District, which for a period of time was the agency to which the library district reported) to obtain copies of prior audits or any other reports that might contain spending limit calculations, but the efforts were unsuccessful.

Base Year Calculation

"Appropriations subject to limitation" of an entity of local government means any authorization to expend during a fiscal year the proceeds of taxes levied by or for that

entity and the proceeds of state subventions to that entity (other than subventions made pursuant to Section 6) exclusive of refunds of taxes.*

- CAL.CONST. ART XIII B SEC 8(B)
**state mandate reimbursement*

The certified public accounting firm that performed the 1986-87 audit reported that the total of property tax, special district augmentation fund, and other state aid totaled \$196,038.

Annual Adjustments

The total annual appropriations subject to limitation of the State and each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population, except as otherwise provided in this article.

-CAL.CONST. ART XIII B SEC 1

Until 1989-90, annual adjustments were based on two factors: 1) the lesser of the increase in the U.S. Consumer Price Index (CPI) or the change in California Per Capita Income and 2) the change in the population either within the district or within the county.

In the years beginning with 1990-91, the price factor was changed to eliminate the CPI so that the first element was based only on the change in California Per Capita Income.

California Revenue and Taxation Code Section 2228(3) states "If a special district is located within a single county or within more than one city or any combination of cities and unincorporated areas within a single county, the annual percentage change in population for the district shall be that established for the county or the weighted average of the percentage change of each city and the unincorporated area. The District has elected to use the annual percentage change in population for the county.

The California Department of Finance publishes annually the price and population factors to be used for the coming fiscal year. Past letters may be found on the department's website.

Current Appropriations Spending Limit

To determine the current spending limit, the District used the amount of appropriations that were funded by taxes and state subventions determined by the auditors. Since the total of all expenditures exceeded the amount derived from taxes, it was determined that all of the tax revenues were appropriated. The adjusting factors provided by the California Department of Finance for 1987-88 through 2016-17 were used to determine the current Gann Spending Limit. The base year and subsequent adjustments are shown on the accompanying table.

2016-17 GANN SPENDING LIMIT

	A PRICE FACTOR ⁽¹⁾	C POPULATIO N CHANGE RATIO 1+(D/100)	D ADJUSTMENT FACTOR A x C	E SPENDING LIMIT
1986-87				\$196,038
1987-88	1.0304	1.0239	1.05502656	\$206,825
1988-89	1.0393	1.0284	1.06881612	\$221,058
1989-90	1.0498	1.0288	1.08003424	\$238,750
1990-91	1.0421	1.0324	1.07586404	\$253,979
1991-92	1.0414	1.0326	1.07534964	\$273,116
1992-93	0.9936	1.0308	1.02420288	\$279,226
1993-94	1.0272	1.0157	1.04332704	\$291,846
1994-95	1.0071	1.0112	1.01837952	\$297,210
1995-96	1.0472	1.0172	1.06521184	\$316,592
1996-97	1.0467	1.0095	1.05664365	\$334,525
1997-98	1.0467	1.0047	1.05161949	\$351,793
1998-99	1.0415	1.0153	1.05743495	\$371,998
1999-2000	1.0453	1.0124	1.05826172	\$393,671
2000-01	1.0491	1.0146	1.06441686	\$419,030
2001-02	1.0782	1.0186	1.09825452	\$460,202
2002-03	0.9873	1.0202	1.00724346	\$463,535
2003-04	1.0231	1.0171	1.04059501	\$482,352
2004-05	1.0328	1.0173	1.05066744	\$506,792
2005-06	1.0526	1.0107	1.06386282	\$539,157
2006-07	1.0396	1.0082	1.04812472	\$565,104
2007-08	1.0442	1.0101	1.05474642	\$596,041
2008-09	1.0429	1.0116	1.05499764	\$628,822
2009-10	1.0062	1.0103	1.01656386	\$639,238
2010-11	0.9746	1.0125	0.9867825	\$630,789
2011-12	1.0251	1.0083	1.03360833	\$651,989
2012-13	1.0377	1.0061	1.04402997	\$680,696
2013-14	1.0512	1.0073	1.05887376	\$720,771
2014-15	0.9977	1.0079	1.00558183	\$724,794
2015-16	1.0382	1.0066	1.04505212	\$757,448
2016-17	1.0537	1.0070	1.06107590	\$803,710

Department of Finance letters published annually retrieved
from [http://www.dof.ca.gov/Forecasting/Demographics/
Estimates/](http://www.dof.ca.gov/Forecasting/Demographics/Estimates/)

Conclusion

The tax-funded appropriations for the fiscal year 2016-17 are forecast to be \$745,132. The Gann Spending Limit of \$803,710 exceeds forecast tax revenues by \$48,478; therefore, the District does not need voter approval to exceed the spending limit.

April 2017

1986-87 GANN SPENDING LIMIT

US CPI ⁽¹⁾	PRICE FACTOR	CA PER CAPITA INCOME ⁽¹⁾	B PRICE FACTOR ⁽¹⁾	A PRICE FACTOR ⁽¹⁾	B VENTURA COUNTY POPULATION CHANGE ⁽¹⁾	C POPULATION CHANGE RATIO 1+(D/100)	D ADJUSTMENT FACTOR A x C	1986-87 Base Year		
1978-79										
1979-80	10.17			1.1017	4.19	1.0419	1.14786123			
1980-81		12.11	12.11	1.1211	3.57	1.0357	1.16112327			
1981-82		9.12	9.12	1.0912	2.5	1.025	1.11848			
1982-83	6.79			1.0679	1.52	1.0152	1.08413208			
1983-84		2.35	2.35	1.0235	2.53	1.0253	1.04939455			
1984-85	4.74			1.0474	2.34	1.0234	1.07190916			
1985-86	3.74			1.0374	1.88	1.0188	1.05690312			
1986-87	2.3			1.023	2.2	1.022	1.045506	\$ 187,563		
1987-88	3.04	1.0304	\$ 16,766	\$ 18,489	1.0304	2.39	1.0239	1.05502656	\$ 197,884	
1988-89	3.93	1.0393	\$ 18,489	\$ 19,603	1.0393	2.84	1.0284	1.06881612	\$ 211,502	
1989-90	4.98	1.0498	\$ 19,603	\$ 20,569	1.0498	2.88	1.0288	1.08003424	\$ 228,429	
1990-91			\$ 20,569	\$ 21,484	4.21	1.0421	3.24	1.0324	1.07586404	\$ 245,759
1991-92			\$ 21,484	\$ 21,816	4.14	1.0414	3.26	1.0326	1.07534964	\$ 264,277
1992-93			\$ 21,816	\$ 22,637	-0.64	0.9936	3.08	1.0308	1.02420288	\$ 270,673
1993-94			\$ 22,637	\$ 22,957	2.72	1.0272	1.57	1.0157	1.04332704	\$ 282,400
1994-95			\$ 22,957	\$ 23,527	0.71	1.0071	1.12	1.0112	1.01837952	\$ 287,590
1995-96			\$ 23,527	\$ 24,578	4.72	1.0472	1.72	1.0172	1.06521184	\$ 306,344
1996-97			\$ 24,578	\$ 25,874	4.67	1.0467	0.95	1.0095	1.05664365	\$ 323,696
1997-98			\$ 25,874	\$ 27,125	4.67	1.0467	0.47	1.0047	1.05161949	\$ 340,405
1998-99			\$ 27,125	\$ 29,104	4.15	1.0415	1.53	1.0153	1.05743495	\$ 359,956
1999-2000			\$ 29,104	\$ 30,639	4.53	1.0453	1.24	1.0124	1.05826172	\$ 380,928
2000-01					4.91	1.0491	1.46	1.0146	1.06441686	\$ 405,466
2001-02			\$ 30,639	\$ 33,366	7.82	1.0782	1.86	1.0186	1.09825452	\$ 445,305
2002-03				\$ -	-1.27	0.9873	2.02	1.0202	1.00724346	\$ 448,531
2003-04					2.31	1.0231	1.71	1.0171	1.04059501	\$ 466,739
2004-05					3.28	1.0328	1.73	1.0173	1.05066744	\$ 490,387
2005-06					5.26	1.0526	1.07	1.0107	1.06386282	\$ 521,704
2006-07					3.96	1.0396	0.82	1.0082	1.04812472	\$ 546,811
2007-08					4.42	1.0442	1.01	1.0101	1.05474642	\$ 576,747
2008-09					4.29	1.0429	1.16	1.0116	1.05499764	\$ 608,467
2009-10					0.62	1.0062	1.03	1.0103	1.01656386	\$ 618,546
2010-11					-2.54	0.9746	1.25	1.0125	0.9867825	\$ 610,370
2011-12					2.51	1.0251	0.83	1.0083	1.03360833	\$ 630,884
2012-13					3.77	1.0377	0.61	1.0061	1.04402997	\$ 658,662
2013-14					5.12	1.0512	0.73	1.0073	1.05887376	\$ 697,440
2014-15					-0.23	0.9977	0.79	1.0079	1.00558183	\$ 701,333
2015-16					3.82	1.0382	0.66	1.0066	1.04505212	\$ 732,930
2016-17					5.37	1.0537	0.7	1.007	1.0610759	\$ 777,694
2017-18					3.69	1.0369	0.41	1.0041	1.04115129	\$ 809,697

1) Annual Letters from Director, State of California, Department of Finance, Demographic Research Unit



Blanchard Community Library

Dedicated Service since 1910

Blanchard/Santa Paula Library District
119 North 8th St., Santa Paula, CA 93060-2709

April 25, 2017

Mr. Leroy Smith
County Counsel
County of Ventura
800 S. Victoria Avenue
Ventura, CA 93009

Re: Gann Spending Limit

Dear Mr. Smith:

A few years ago, we spoke briefly in your office about the lack of a Gann spending limit for the Blanchard/Santa Paula Library District. Historically, the district voters have approved a measure every four years to allow the district to exceed the limit, so although no one knew exactly what the limit was, the authority to exceed it was of a magnitude sufficient to ensure the district was in compliance. Nonetheless, the district has attempted to calculate what its Gann limit actually is.

I have attached our analysis of what the spending limit would be for 2016-17 in the absence of a voter-approved ballot measure. Our research has not discovered any court cases or attorney general opinion letters that provide guidance on this issue or how to proceed at this point.

I would appreciate your guidance, and in the event our Board of Trustees passes a resolution establishing a Gann limit based on the attached analysis, assurance your office will be satisfied that the district has made its best efforts to comply with Article XIII B of the constitution.

Sincerely,
BLANCHARD/SANTA PAULA LIBRARY DISTRICT

Ned Branch
District Director

enclosure

LEROY SMITH
COUNTY COUNSEL

MICHAEL G. WALKER
CHIEF ASSISTANT

ALBERTO BOADA
PRINCIPAL ASSISTANT



ASSISTANTS

Linda K. Ash	Roberto R. Orellana
Jeffrey E. Barnes	John E. Polich
Charmaine Buehner	Marina Porche
Lisa Canale	Joseph J. Randazzo
Mitchell B. Davis	Jaclyn Smith
Emily T. Gardner	Matthew A. Smith
Andrew Gschwind	Linda L. Stevenson
Alison L. Harris	Thomas W. Temple
Cynthia Krause	Eric Walts
Ronda McKaig	Anthony A. Zepeda
Ilene F. Mickens	

COUNTY COUNSEL

COUNTY GOVERNMENT CENTER
800 SOUTH VICTORIA AVENUE, L/C #1830
VENTURA, CALIFORNIA 93009
PHONE NO. (805) 654-2580
FAX NO. (805) 654-2185

June 27, 2017

Ned Branch, District Director
Blanchard Community Library
119 North 8th Street
Santa Paula, California 93060

Re: Gann Spending Limit

Dear Mr. Branch:

I am writing in response to your April 25, 2017 letter ("Letter") regarding the Gann spending limit calculation for the Blanchard/Santa Paula Library District ("District"). The Letter included the District's analysis as to the calculation and amount of the current Gann spending limit, which calculation is required by article XIII B of the California Constitution.

Based on the information provided in the Letter, our office is satisfied that the District has made reasonable efforts to calculate the Gann spending limit.

Very truly yours,

A handwritten signature in blue ink that reads "Ronda J. McKaig". The signature is fluid and cursive.

RONDA J. MCKAIG
Assistant County Counsel

RM:cn

REGULAR MEETING OF JULY 25, 2017
I(a) REPORTS: LITERACY SERVICES



BEST Adult Learning Center

Board Report for July, 2017



So I hear you want to be invited to our next **Tutor Appreciation Night**, eh? Hmmmm. You heard about the yummy chicken from Thomas Aquinas, didn't you? 🤗

We are honored you are interested, and you will certainly be invited next time, but I WILL put you to work! Maybe a new musical act?? Seriously, I think it would make the tutors AND students feel even more a part of the library if you could present some of the awards or recognitions.

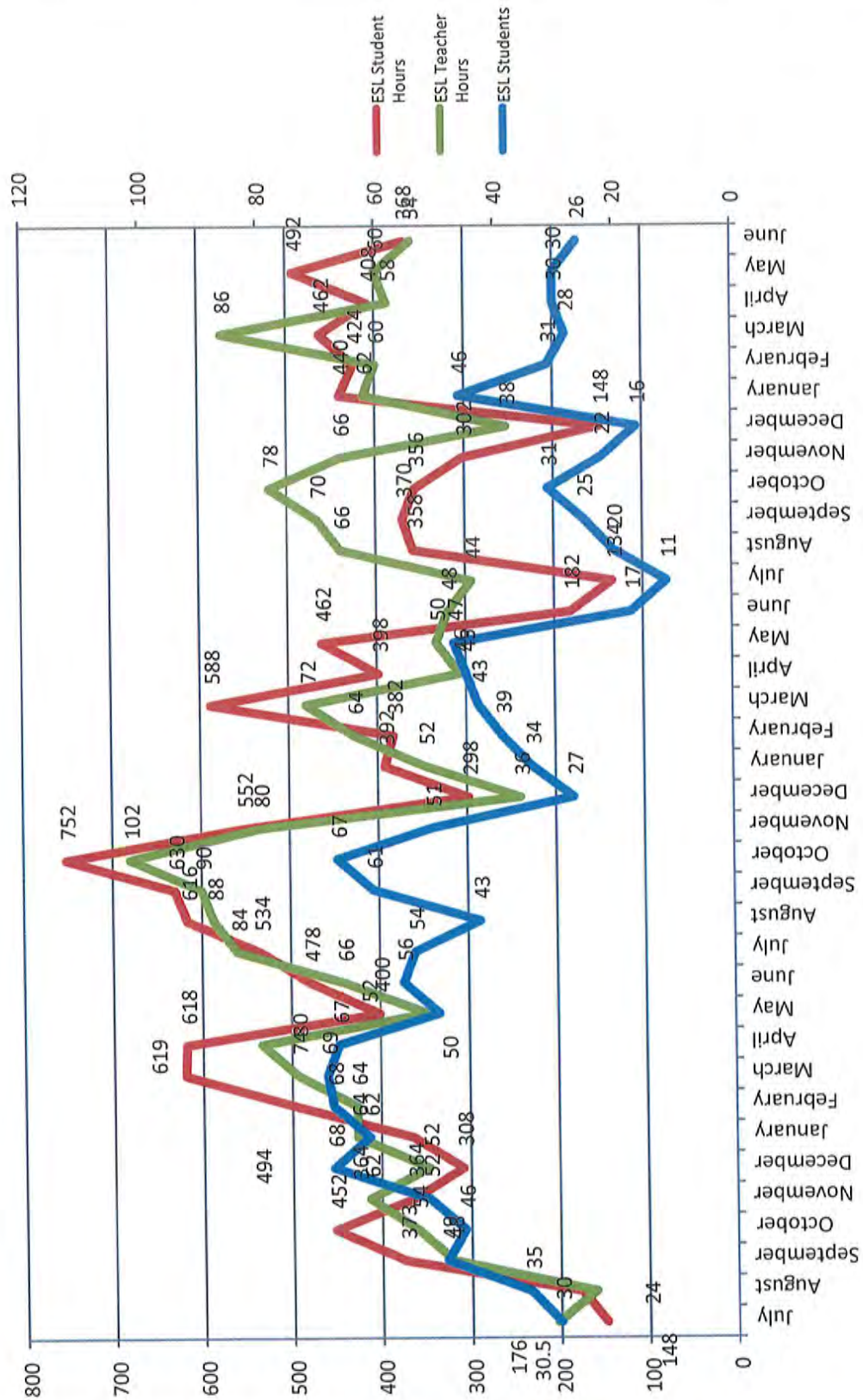
The sign-up list for the **Daytime ESL classes** (due to start again in August) already has 30 preschool children. We can only take 18. These classes were a great boon to moms, who cannot access typical Adult Education classes for lack of childcare. It was also a great way to help these families feel welcomed and comfortable in the library. But "Where to put the children?" continues to be a problem, and I'm wondering if we'll be able to host this program in the coming school year.



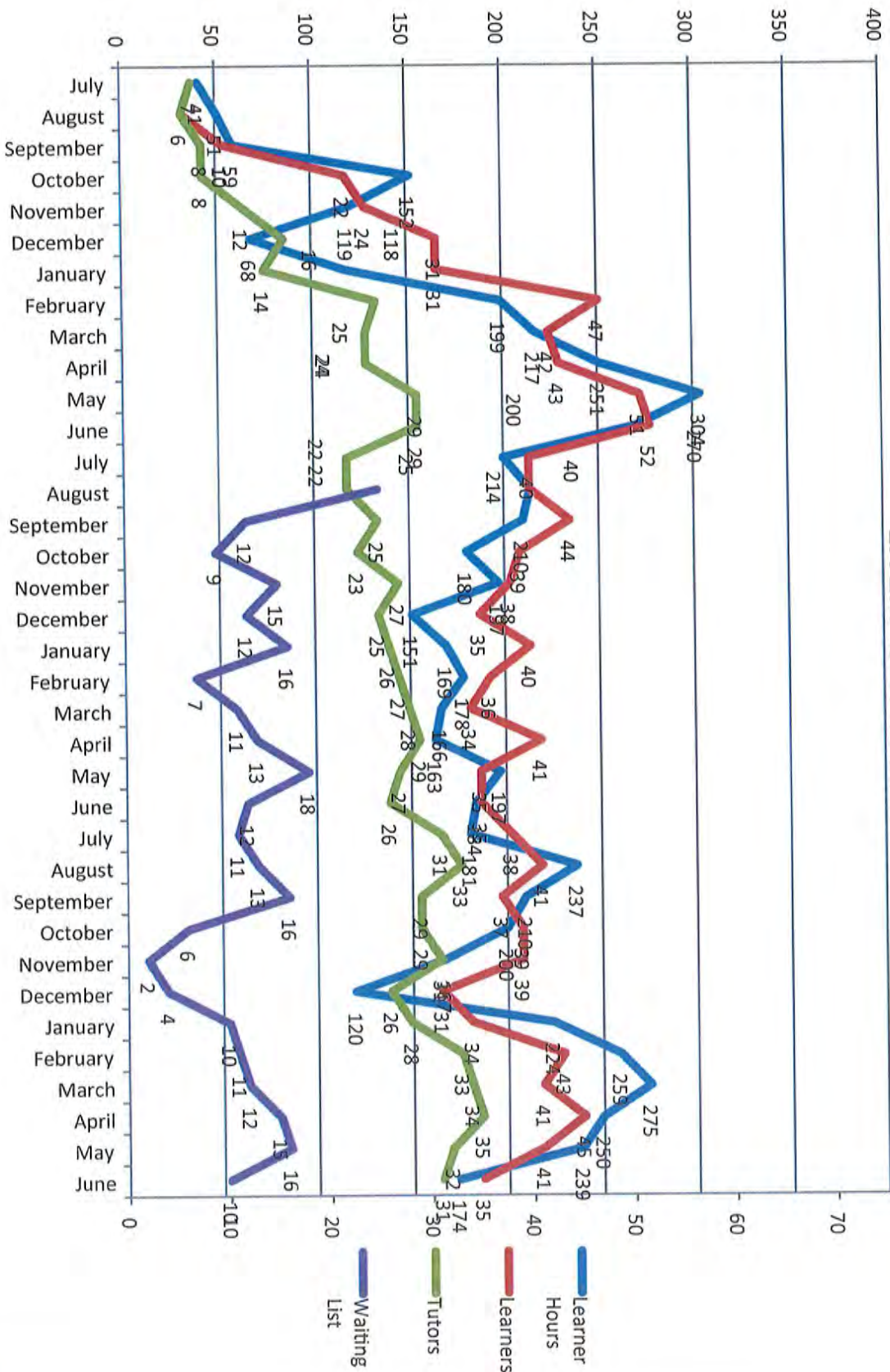
Thank you for welcoming our graduates and their tutors to your meeting. They well deserved to be honored for all their hard work over a number of years. Tutors like Ed, Ana, and Jean (pictured here) have given hours and hours of their precious time to help our learners. We are SO VERY GRATEFUL!

I am sorry I was not able to be there (Grandma duties), because I did want to make the point that we do NOT have as many students finishing the 8 books of the **Challenger Series** as before, but there is a REASON. We strive to make our program "Learner-centered", per CLLS goals, meaning that we strongly encourage our tutors to work on WHATEVER THE STUDENT NEEDS/WANTS to learn. We are NOT a school, and we do not have a set curriculum. Some are working on writing life stories, some on Math, some on reading the news. All are learning English in order to be more involved members of our community. We are proud of them!

ESL CLASSES



LITERACY TUTORING

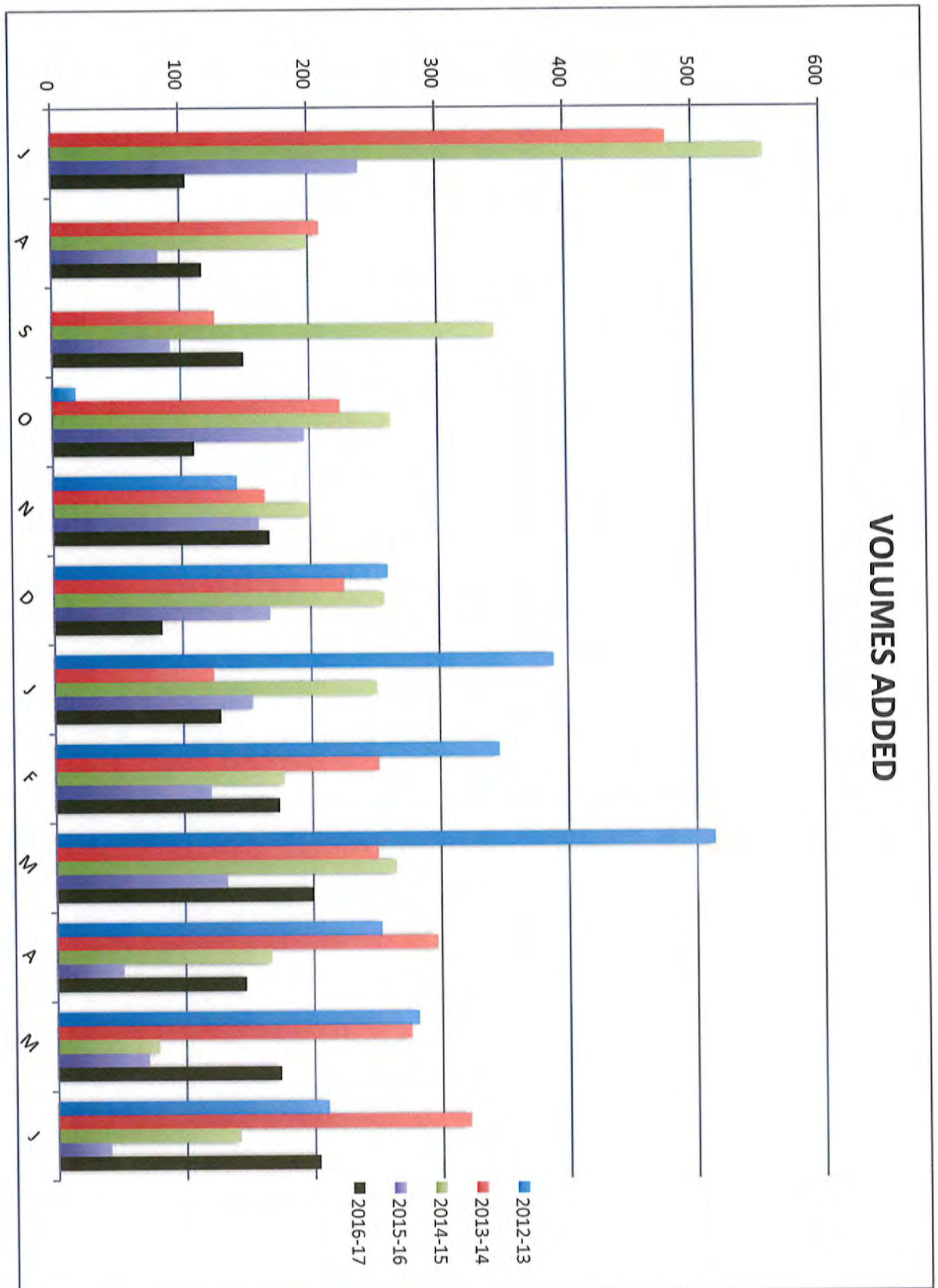


REGULAR MEETING OF JULY 25, 2017
I(b) REPORTS: PUBLIC SERVICES

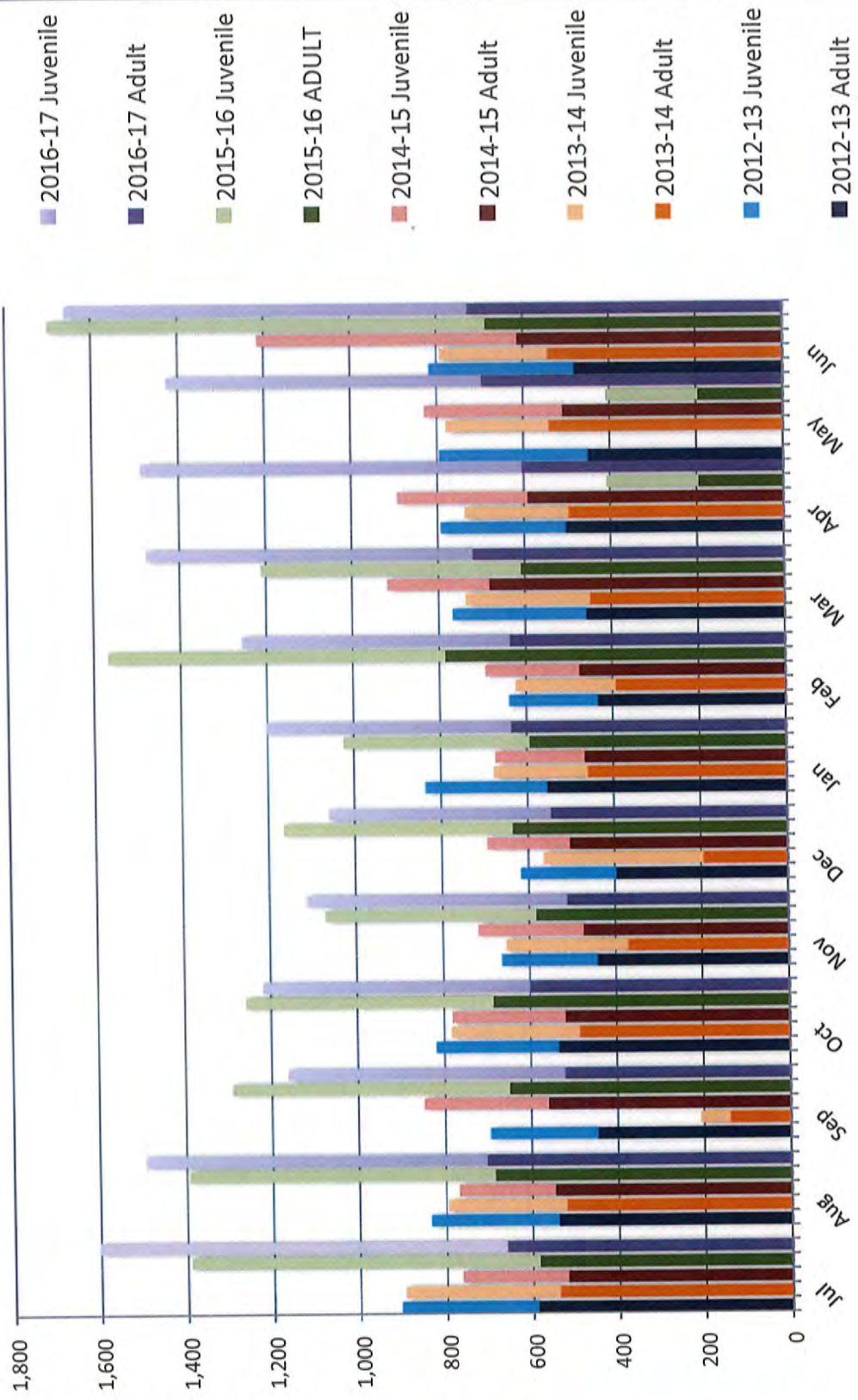
REGULAR MEETING OF JULY 25, 2017
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. Virtual Reality equipment grant
4. RFID tagging & collection deselection

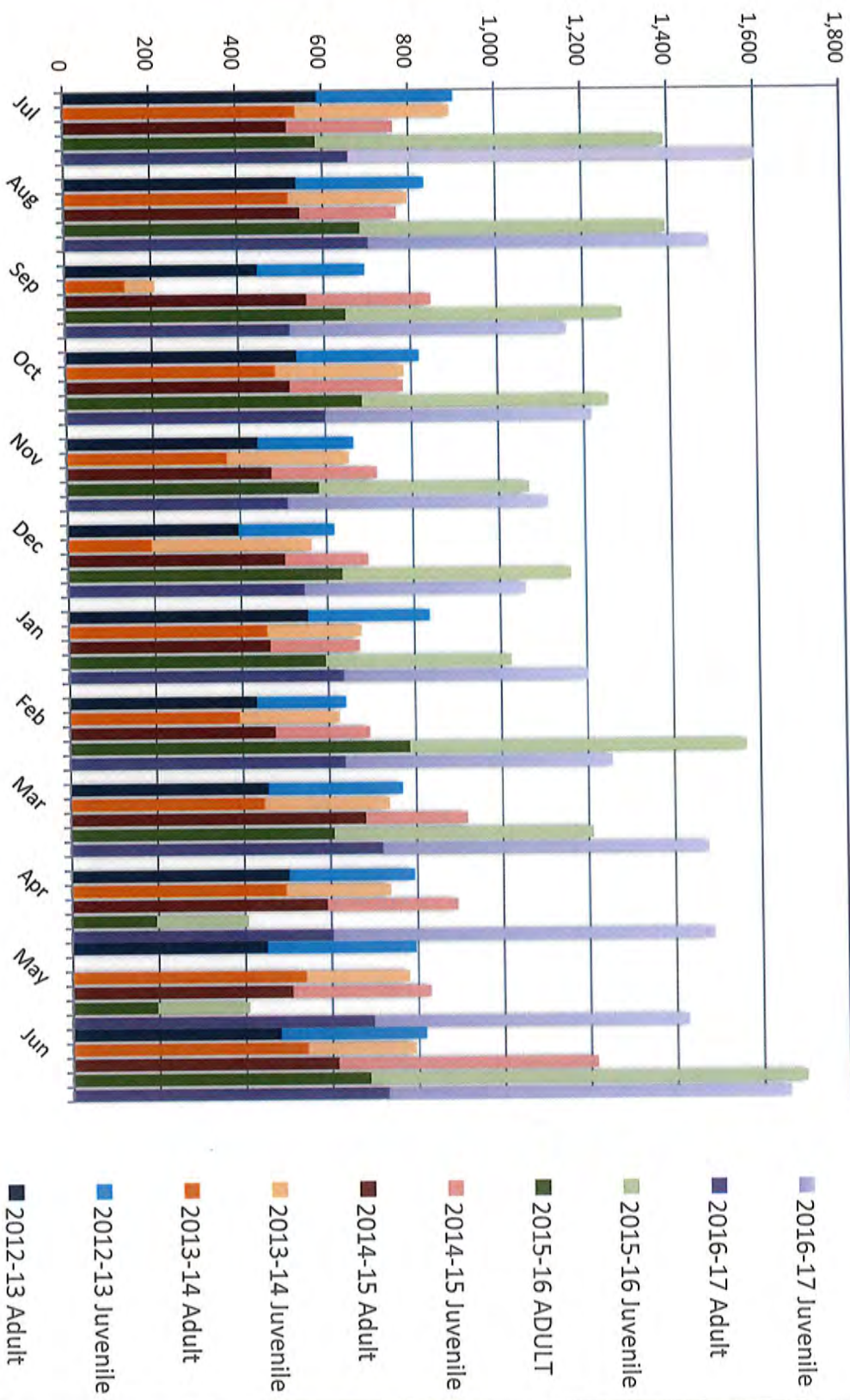
VOLUMES ADDED



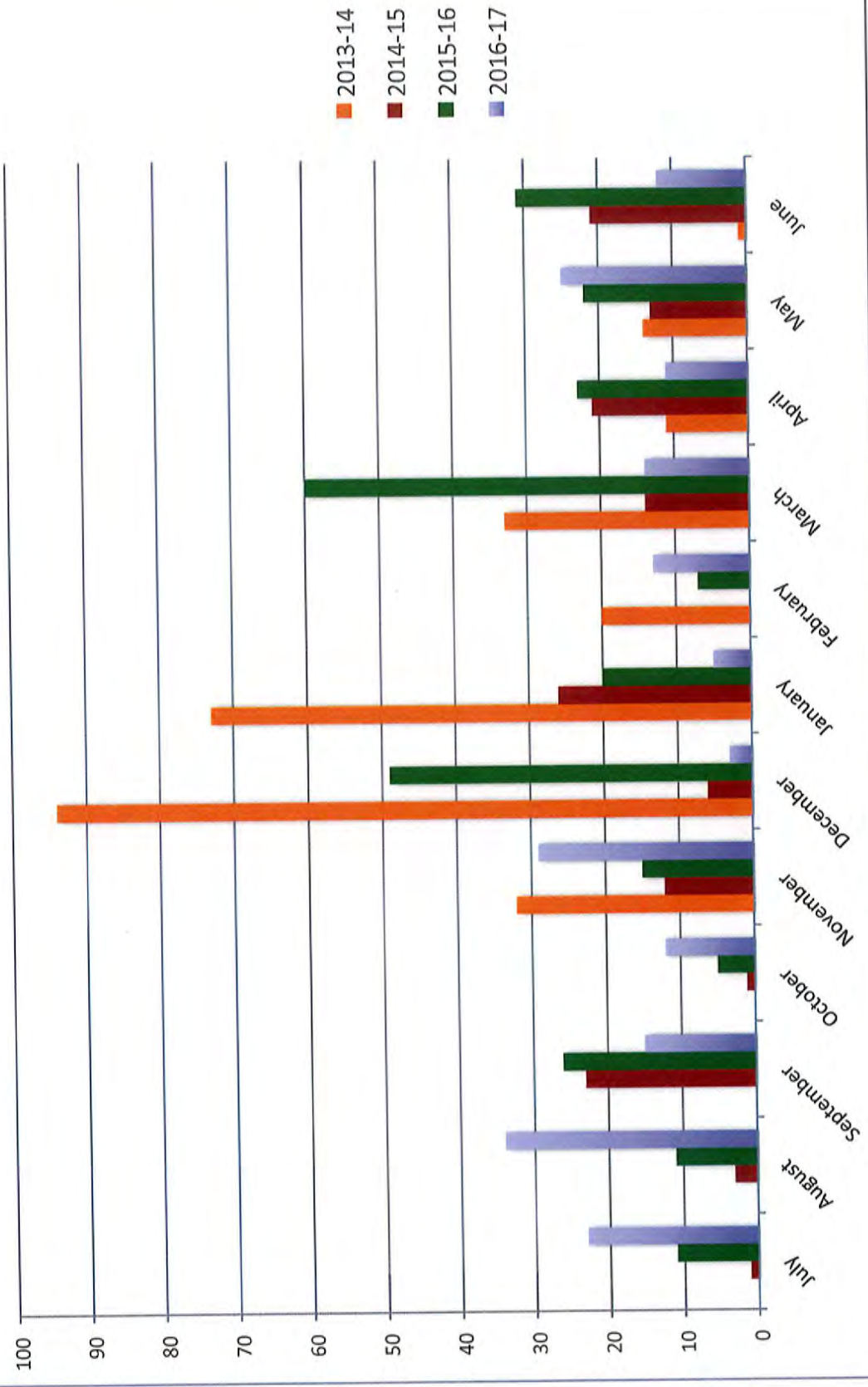
COMPUTER USAGE



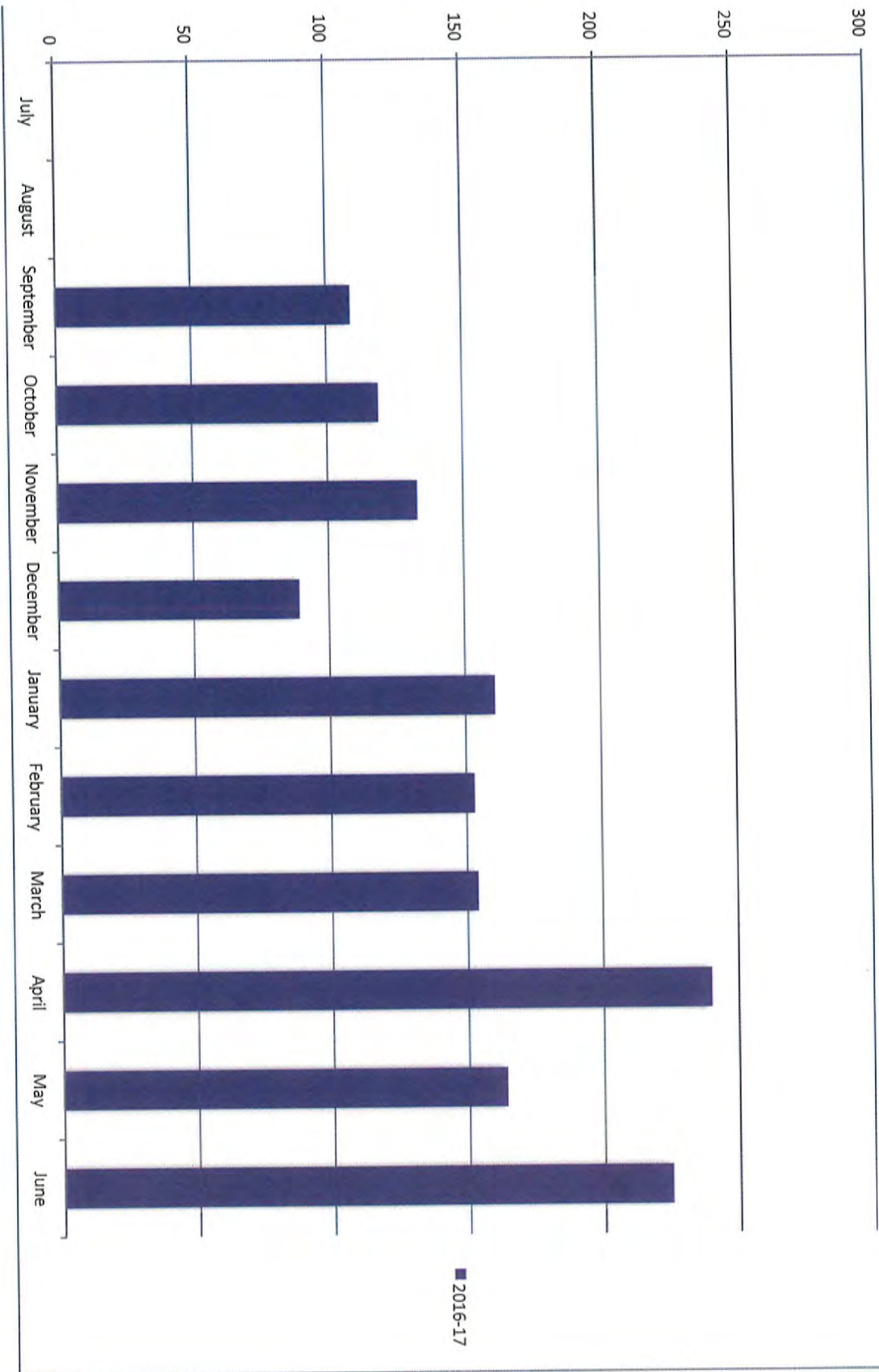
COMPUTER USAGE



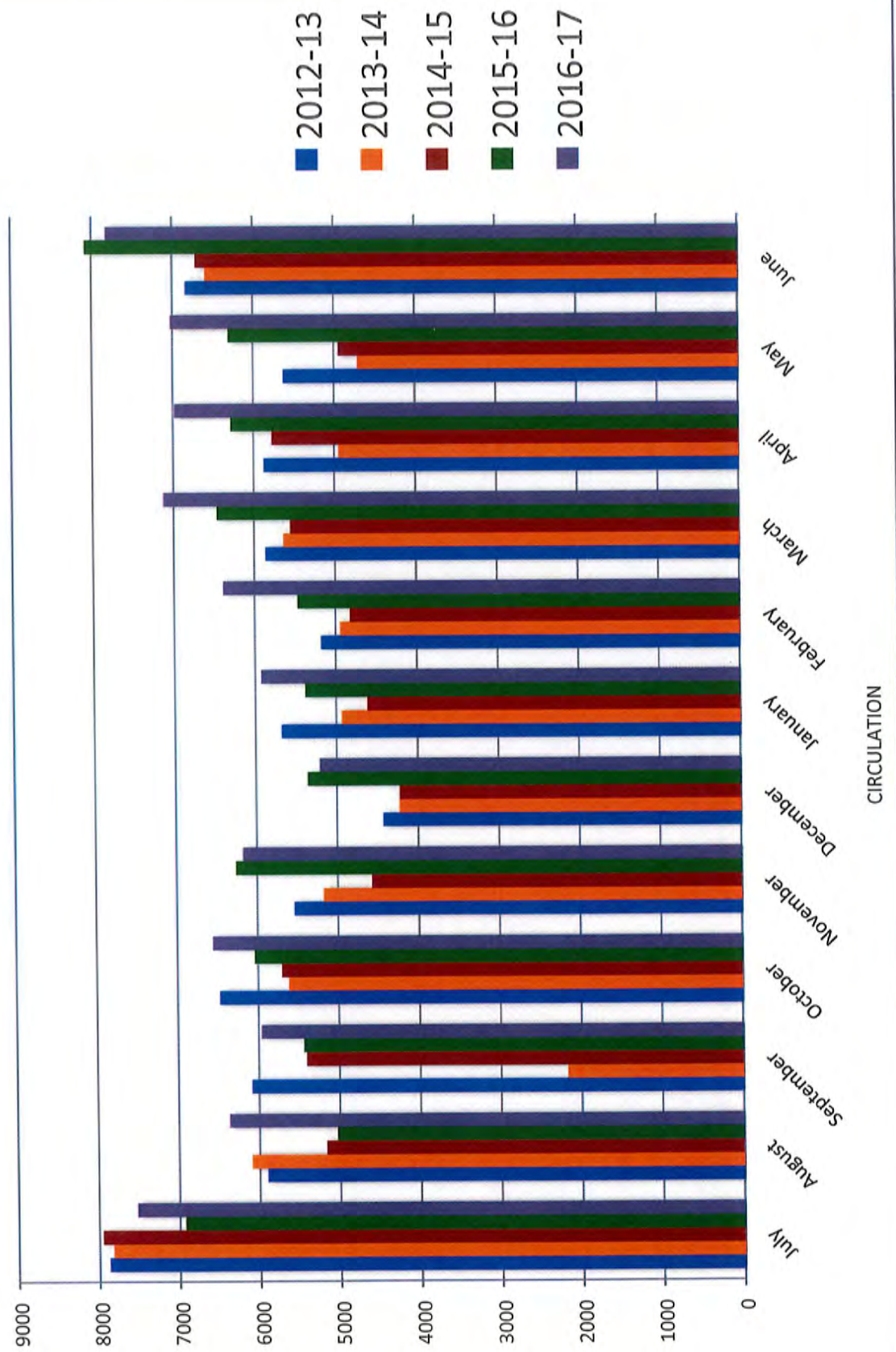
ZINIO CIRCULATION



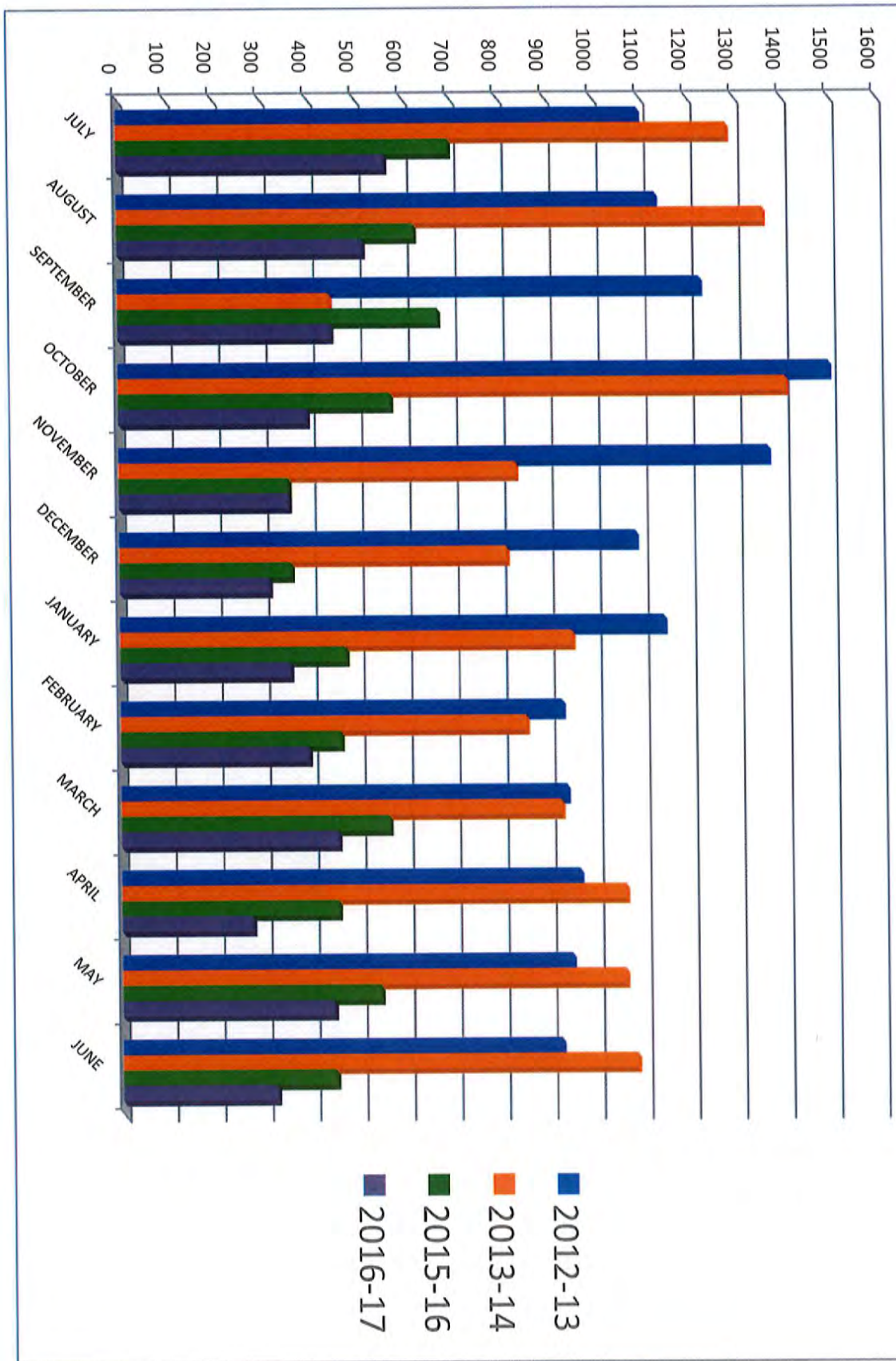
HOOPLA



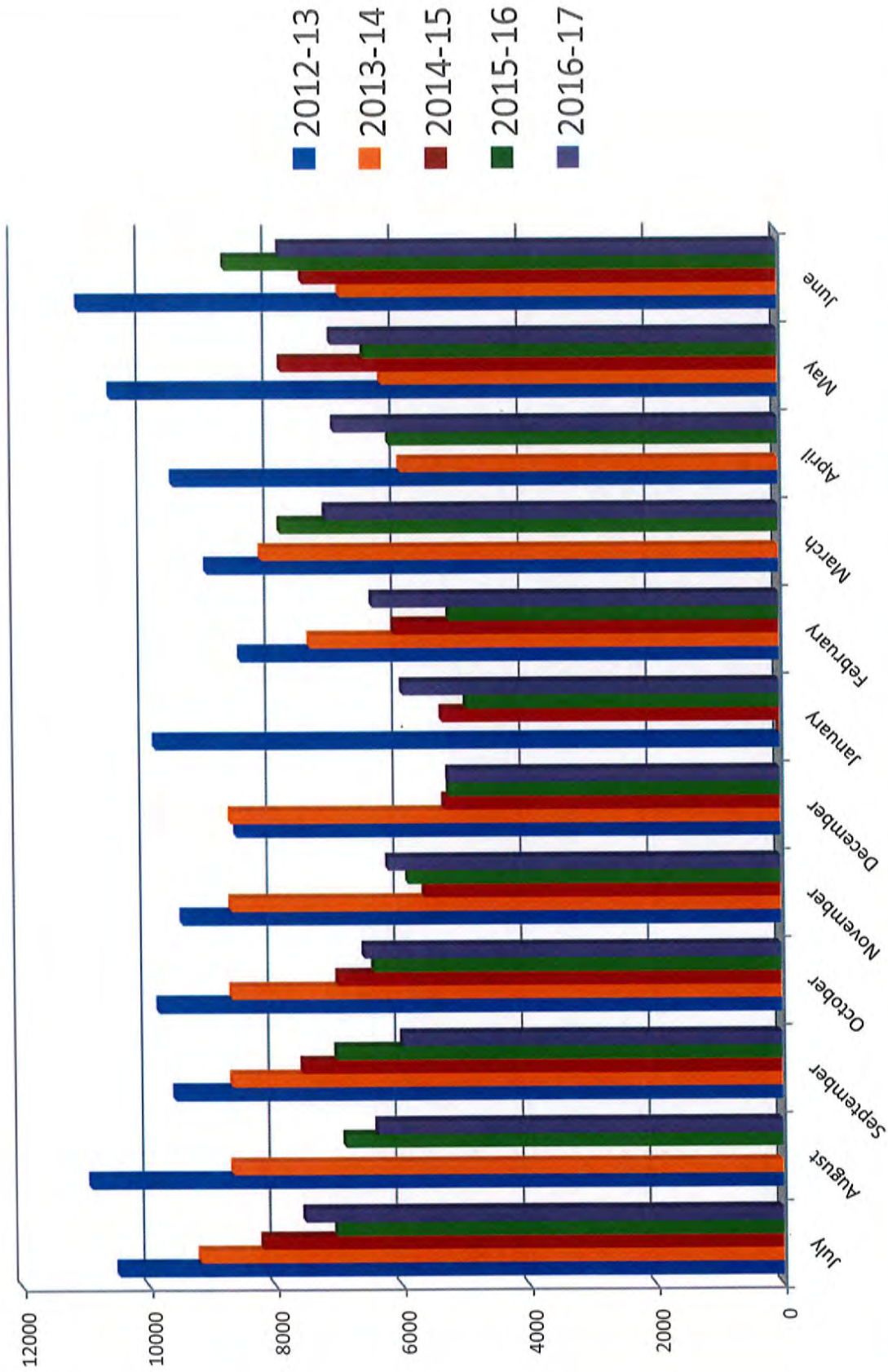
TOTAL CIRCULATION



REFERENCE INQUIRIES



PATRON COUNT



PATRON REGISTRATIONS

