

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, September 25, 2018, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

- D. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of August 24, 2018
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Additional Option of Investing in Municipal Bond funds (information, discussion, possible action)
- H. NEW BUSINESS
 - a. Santa Paula Society of the Arts 82nd annual show (discussion, possible action)

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

October 23, 2018

L. ADJOURNMENT

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

REGULAR MEETING OF SEPTEMBER 25, 2018
D. CONSENT CALENDAR

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 28, 2018

CALL TO ORDER---The Meeting was called to order at 5:33 PM by Board President Maureen Coughlin. Trustees Laura Phillips, Tim Hicks, Linda Spink and Nancy Nasalroad were in attendance, a quorum established. District Director Ned Branch and Steve McFadden, CPA, were present.

APPROVAL OF THE ORDER OF AGENDA---The Order of the Agenda- Item H.a. (Board Member resignation) was moved to follow Public Comment, unanimously approved (Hicks/Nasalroad, 5-0).

PUBLIC COMMENT ON NON-AGENDA ITEMS--- Vanessa Luna, a Girl Scouts Ambassador, spoke about her goal of achieving the Gold Award. Her project to reach the goal is to create a lending library for children and youth at her church, El Buen Pastor. Vanessa submitted a letter requesting donations from the Library. The Board mentioned the additional possibility of books from the Friends of the Library.

NEW BUSINESS--- a. Board Member resignation and process for appointing a successor: Linda Spink submitted a resignation letter effective September 1, 2018. Board members and attendees Ilene Gavenman, Carol Hardison, Peggy Kelly, Cathy Sorenson and Linda Wilkinson thanked Trustee Spinks and reflected on the incredible work she did during the Library's turbulent times (2013-2015) and all the achievements getting the Library back on track and constantly improving. Director Branch talked about the 60-day window (~November 1) to publicly recruit candidates, receive applications, have the board review them, interview applicants and appoint a replacement to serve Trustee Spinks' remaining term of 2 years and 2 months. The resignation and appointment process were unanimously approved (Phillips/Hicks, 5-0).

CONSENT CALENDAR---The Minutes of the Regular Meeting on June 26, 2018, were unanimously approved (Hicks/Nasalroad, 5-0). The Minutes of the Regular Meeting on July 24, 2018, were unanimously approved with changes (Nasalroad/Hicks, 5-0).

REPORTS--- a. Steve McFadden presented the Financial Statements and Budget. Trustee Phillips requested that the Schedule of Cash Balances be changed with the General and Payroll accounts combined and the Book Trust on a separate line. The Financial statements were received and filed (Hicks/Nasalroad, 5-0). Mr. McFadden departed after the report.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 28, 2018

b. Friends of the Library (FOL) - Trustee Phillips reported on FOL's upcoming September 1st Grand Re-Opening First Saturday Book Sale. Trustee Hicks stated that the Optimist Club will be doing Student of the Month awards again this year with donations from the FOL. Trustee Phillips commended Cathy Sorenson and Linda Wilkinson for quick and efficient work downsizing and cleaning the Back Stacks area for the Library's construction of the new meeting room.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

a. Trustee Spinks: Johnny Pendleton, a vibrant public speaker, researcher and college professor passed away. His obituary states that donation can be made in his name to Blanchard Library.

b. President Coughlin: The Latino Town Hall is honoring Ed Geis and John Corona at its annual event on December 7th, both of whom volunteer(ed) extensively at the Library. The Board discussed possible attendance.

c. President Coughlin: An Art Appraisal committee is needed to determine what to do with requests, reduce the stored Library art pieces and deal with future donations. Discussed working with Jennifer Heighton and/or Susan Coy at the Santa Paula art museum and established committee with Coughlin and Nasalroad.

UNFINISHED BUSINESS--- None

NEW BUSINESS--- a. see above.

b. Policy regarding cash in lieu of accrued vacation- The HR Committee reviewed a request for payment for accrued vacation and recommended not allowing that or adding it to HR policy, unanimously approved (Hicks/Nasalroad, 5-0).

c. Investment of reserves- Director Branch proposed moving Library funds out of the County savings account and into an investment fund with higher rates. The Board and attendee Rick Reyes discussed possible investments and the amount to be taken out. The motion to remove \$350,000 and re-invest was unanimously approved (Hicks/Nasalroad, Coughlin-Y, Spink-Y, Hicks-Y, Nasalroad-Y, Phillips-Y).

REPORTS CONT. --- The Board received and reviewed reports from Literacy Services (included discussion of upcoming BEST dinner on 8/29/18), Adult Programs, Youth Services Programs, Volunteer Coordinator (included discussion of Jeri Mead out promoting the Library at

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 28, 2018

organizations and potentially getting volunteers from the SPSHS Key Club, FFA), and District Director. Director's Report:

Item 2: RFID project – all books tagged, staff needs to promote use of self check-out kiosk more.

Item 3: Pitch an Idea Grant- Funds not received yet.

Item 4: New meeting room – construction almost complete.

Item 5: Probation Kiosk – County progressing with plan to install at Library, will include camera.

Additional items: Director Branch: Police report updated on antique doll theft and library damage, director will file insurance claim. Exterior video cameras- still waiting for one bid. Contact with police has added patrolling of north parking lot to decrease damage and waste.

Board Committee Reports: Finance- covered above. Human Resources- covered above.

Strategic Plan Team Reports: Visioning/Strategic Plan- no report.

Fundraising / Grants: Trustees Phillips and Nasalroad- will review new brochure, facility plan accuracy, discuss seeking donations, publicity plan.

Volunteerism: (Jeri Mead's report.) Trustee Phillips: August, September sheets handed out for Board volunteer time tracking.

Community Connections: Chamber Mixer Wednesday at Library 11/14/18. Discussed Library Open House after Parade Saturday 11/24/18 and having posters, handouts, gift basket raffle and FOL book sale in the new meeting room. Director Branch noted that he would be meeting with Ed Cora, the new Santa Paula School District Superintendent 8/29/18.

Publicity/ Public Relations: Trustee Phillips: potentially using Lenore Carleton for marketing Imagine fundraiser.

Adult Programs: (Justin Formanek's report.)

Facilities: Director Branch: Phase II planning is starting.

Technology: Director Branch: had to deal with computer meltdowns; staff computers are being replaced.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 28, 2018

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agenda: Potential: Health Premiums. Endowment Committee liaison appointment (President Coughlin to temporarily be liaison and attend their 9/24 meeting at 3 PM).

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, September 25, 2018, at 5:30 PM.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned unanimously at 8:14 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF SEPTEMBER 25, 2018
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file August 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						

BLANCHARD COMMUNITY LIBRARY

FINANCIAL STATEMENTS

and Supplementary Schedules

August 31, 2018

BLANCHARD COMMUNITY LIBRARY

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BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

August 31, 2018

ASSETS

		CURRENT ASSETS	
CASH		\$1,378,769	
RESTRICTED CASH		<u>271,649</u>	
			\$ 1,650,418
PREPAID EXPENSES		<u>10,519</u>	
TOTAL CURRENT ASSETS			\$ 1,660,937
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>642,905</u>
			<u><u>\$2,303,842</u></u>
TOTAL ASSETS			

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$2,571	
ACCRUED PAYROLL EXPENSE		<u>6,068</u>	
TOTAL LIABILITIES			\$8,639
FUND BALANCES			
GENERAL FUND		1,380,649	
FIXED ASSET FUND		642,905	
RESTRICTED FUNDS		<u>271,649</u>	
TOTAL FUND BALANCE			<u>2,295,203</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,303,842</u></u>

No Assurances Provided
Notes to financial statements omitted
Statement of cashflows omitted

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED AUGUST 31, 2018
MODIFIED ACCRUAL BASIS

	AUGUST			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX		\$121	-100.00%	\$239,389	\$228,423	4.80%
LIBRARY OPERATIONS	1,230	417	194.96%	2,198	833	163.87%
DONATIONS	2,275	2,083	9.22%	30,773	4,167	638.49%
GRANTS		\$18,000			\$18,000	
	\$3,505	\$20,621	-488.33%	\$272,360	\$251,423	8.33%
EXPENSES						
PERSONNEL	\$57,959	\$46,032	25.91%	\$108,746	\$92,064	18.12%
ADMINISTRATIVE	4,144	3,454	19.98%	8,052	6,908	16.56%
FACILITIES	5,901	4,704	25.45%	12,100	9,408	28.61%
OPERATIONS	7,411	6,600	12.29%	55,387	28,200	96.41%
	\$75,415	\$60,790	24.06%	\$184,285	\$136,580	34.93%
NET INCOME (LOSS)	\$(71,910)	\$(40,169)		\$88,075	\$114,843	-23.31%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667			3,344	
INVESTMENT INTEREST						
BUILDING FUND						
NET AFTER NON BUDGETED ITEMS	\$(71,910)	\$(38,502)	-80.73%	\$88,075	\$118,187	-25.48%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

August 31, 2018

COUNTY	\$923,989	
SANTA PAULA CITY	208,333	1
BUILDING FUND	14,024	1
BLAKE	40,672	1
LITERACY	8,620	1
BOOK TRUST	14,112	
GENERAL FUND	73,839	
WELLS FARGO	366,133	
OTHERS	<u>696</u>	
TOTAL CASH	<u>\$1,650,418</u>	
1 Restricted	271,649	
Other Unrestricted	1,378,769	

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

	8/31/17	8/31/18	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$240,707	\$239,389	\$228,423	\$740,132
LIBRARY OPERATIONS	2,271	2,197	833	5,000
DONATIONS	2,378	3,085	4,167	45,000
GRANTS		27,689	18,000	31,000
TOTAL REVENUE	<u>\$245,356</u>	<u>\$272,360</u>	<u>\$251,423</u>	<u>\$821,132</u>
EXPENSES				
PERSONNEL				
WAGES	74,778	81,731	66,520	407,333
RETIREMENT	9,637	11,115	9,214	56,141
HEALTH INSURANCE	8,978	9,135	10,392	68,250
PAYROLL TAX	6,012	6,519	5,656	33,866
EMPLOYEE BENEFIT	203	246	141	1,692
	<u>99,608</u>	<u>108,746</u>	<u>91,923</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			42	250
BANK CHARGES	123	42	67	400
COMPUTER NETWORK	-	2,030		
INSURANCE	1,645	1,823	1,750	10,500
OFFICE EXPENSE	1,041	871	833	5,000
TELEPHONE	596	457	667	4,000
POSTAGE	93	176	100	600
PRINTING	106	815	450	2,700
PROFESSIONAL FEES	1,917	1,838	2,667	38,000
STAFF DEVELOPMENT			333	2,000
	<u>5,521</u>	<u>8,052</u>	<u>6,909</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	2,131	1,249	2,333	14,000
JANITORIAL	1,340	1,340	1,350	8,100
UTILITIES	8,471	9,511	5,725	34,350
	<u>11,942</u>	<u>12,100</u>	<u>9,408</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	14,766	42,472	15,000	60,000
PUBLICITY	1,391	60	867	5,200
MEMBERSHIPS	524	765	500	3,000
ACQUISITIONS	4,434	1,478	5,800	39,800
PROGRAMS	3,725	4,854	4,583	27,500
COMPUTER SERVICE	20	3,650	800	4,800
BOOK BINDING	-	-	333	2,000
ADVERTISING	344	369		
TRAVEL	826	1,739	417	2,500
	<u>26,030</u>	<u>55,387</u>	<u>28,300</u>	<u>144,800</u>
TOTAL EXPENSES	<u>143,101</u>	<u>184,285</u>	<u>136,540</u>	<u>831,982</u>
NET INCOME(LOSS)	<u>\$102,255</u>	<u>\$88,075</u>	<u>\$114,883</u>	<u>\$(10,850)</u>
NON BUDGETED INCOME (EXPENSES)				
ELECTION COSTS				
REIMBURSEMENT DIF	2,014		3,333	20,000
INVESTMENT INTEREST	1,016			
BUILDING FUND				
NET AFTER NON BUDGETED ITEMS	<u>\$105,285</u>	<u>\$88,075</u>	<u>\$118,216</u>	<u>\$9,150</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

August 31, 2018

Due to Friends of the Library	\$	683
Credit Card		1,883
Others		5
Total	\$	<u>2,571</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE	\$177,143.01
	TRANSACTIONS		
	INTEREST	276.73	
	INTEREST	249.90	
	INTEREST	258.06	
	MR 6847	2,014.00	
	MR 6891	2,014.00	
	MR 6921	4,028.00	
	MR 6940	4,028.00	
	MR 7181	2,014.00	
	MR 7187	2,014.00	
3.06.17	CHECK	(4,310.97)	
6.26.17	CHECK	(2,691.96)	
7.17.17	CHECK	(96.00)	
4.15.17	INTEREST	324.37	
7.15.17	INTEREST	382.03	
8.14.17	MR 7308	2,014.00	
10.15.17	INTEREST	483.94	
12.11.17	CHECK	(3,491.15)	
3.19.18	MR 7614	24,831.73	
3.29.18	147 VIEW DR	223.73	
7.02.18	CHECK	(3,376.63)	
	TOTAL		31,189.78
			<u>\$208,332.79</u>

BLANCHARD COMMUNITY LUBRARY

8.31.18

EXPLANATIONS

- 1 COMBINED PREPAID INSURANCE WITH NEGATIVE ACCOUNTS PAYABLE
10389 PLUS 130
- 2 ACCOUNTS PAYABLE IS AP PLUS CREDIT CARD PLUS DUE TO FOTL
5 PLUS 1827.60 PLUS 683.24
- 3 COMBINED BANK CHARGES AND MISCELLANEOUS IN ADMIN 8.17
15 PLUS 108
- 4 COMBINED MEMBERSHIP AND OVER/SHORT IN OPERATIONS 8.17
3.30 PLUS 522.00
- 5 CASH BALANCES FOR GENERAL ACCOUNT ADDED TO PAYROLL ACCOUNT
72773.13 PLUS 1065.79

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

3:38 PM
09/21/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		08/02/2018		Deposit	General Fund		489.95
TOTAL				Copier Funds for May	Printing & Copying	General Fund	-489.95
							-489.95
Deposit		08/06/2018		Deposit	General Fund		2,040.00
Sales Receipt	197	08/06/2018	Scoll & Remeika Friends of the Blanchard Lib...	Deposit	California Room	General Fund	-15.00
Sales Receipt	198	08/06/2018	Anita Pulido:Teen SRP	Deposit	1499.10 - Undeposited Funds	Teen Programs:Teen Summer...	-2,000.00
TOTAL					1499.10 - Undeposited Funds	Teen Programs:Teen Summer...	-25.00
							-2,040.00
Deposit		08/07/2018		Deposit	General Fund		306.15
TOTAL				Copier funds fo June 2018	Printing & Copying	General Fund	-306.15
							-306.15
Deposit		08/07/2018		Deposit	General Fund		130.25
TOTAL				Circulations Desk week of 7/30/...	Fines	General Fund	-90.75
				Circulations Desk week of 7/30/...	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-39.50
							-130.25
Deposit		08/23/2018		Deposit	General Fund		151.60
TOTAL				Circulation Desk week 8/13/18	Fines	General Fund	-127.25
				Circulation Desk week 8/13/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-10.00
				Circulation Desk week 8/13/18	Printing & Copying	General Fund	-14.10
				Circulation Desk week 8/13/18	Over/Short	General Fund	-0.25
							-151.60
Deposit		08/23/2018		Deposit	General Fund		149.00
TOTAL				Circulation Desk week of 8/6/18	Fines	General Fund	-136.50
				Circulation Desk week of 8/6/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-4.50
				Circulation Desk week of 8/6/18	Over/Short	General Fund	-8.00
							-149.00
Deposit		08/27/2018		Deposit	General Fund		261.00
Sales Receipt	199	08/27/2018	Rotary Club of Santa Paula...	Deposit	Literacy Programs	Literacy	-11.00
TOTAL					1499.10 - Undeposited Funds	Teen Programs:Teen Summer...	-250.00
							-261.00

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
 August 2018

3:39 PM
 09/21/18

Num	Date	Name	Memo	Account	Paid Amount
EFT	08/14/2018	Blanchard Community Library	Funds transfer for payroll pay date 8/16/18	General Fund	
TOTAL			Funds transfer for payroll pay date 8/16/18	Payroll (Checking Account - Payroll)	-17,000.00
					-17,000.00
EFT	08/27/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 07/0...	CALPERS (Payee Account - Employee Dedu...	-1,196.17
					-1,196.17
EFT	08/27/2018	Calif. Public Employees' Retire...	Cal pers Classic 817 Contribution 7/1/18 to ...	General Fund	
TOTAL			Cal pers Classic 817 Contribution 7/1/18 to 7/1...	CALPERS (Payee Account - Employee Dedu...	-299.81
					-299.81
EFT	08/28/2018	Blanchard Community Library	Funds transfer for payroll pay date 8/30/18	General Fund	
TOTAL			Funds transfer for payroll pay date 8/30/18	Payroll (Checking Account - Payroll)	-17,250.00
					-17,250.00
EFT	08/30/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Aug...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 August...	PERS Retirement (Contribution Account - Re...	-3,644.85
					-3,644.85
EFT	08/30/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRA August...	General Fund	
TOTAL			Unfunded Accrued Liability PEPRA August 2...	PERS Retirement (Contribution Account - Re...	-52.30
					-52.30
EFT	08/30/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 07/1 ...	CALPERS (Payee Account - Employee Dedu...	-1,175.31
					-1,175.31

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
August 2018

Num	Date	Name	Memo	Account	Paid Amount
EFT	08/30/2018	Calif. Public Employees' Retire...	Cal pers Classic 817 Contribution 7/15/18 to...	General Fund	-292.13
TOTAL			Cal pers Classic 817 Contribution 7/15/18 to 7/...	CALPERS (Payee Account - Employee Dedu...	-292.13
10087	08/06/2018	Dodos Design	Invoice #1930	General Fund	-300.00
TOTAL			T-shirts	Teen & YA Programs	-300.00
10088	08/06/2018	Coleman Landscape	Invoice #7376	General Fund	-305.00
TOTAL			July landscaping charge	Grounds Maintenance	-305.00
10089	08/06/2018	SocCalGas	Acct #151 414 1600 6	General Fund	-13.81
TOTAL			6/2918 to 7/27/18 Gas charge	Gas	-13.81
10090	08/06/2018	City of Santa Paula (067500-00)	111-067500-00	General Fund	-71.53
TOTAL			Fire Service 6/24/18 to 7/24/18	Water and Sewer	-71.53
10091	08/06/2018	City of Santa Paula (067000-00)	111-067000-00	General Fund	-425.06
TOTAL			water & sewer 6/24/18 to 7/24/18	Water and Sewer	-425.06
10092	08/06/2018	Justin D Formanek		General Fund	-92.11
TOTAL				Travel	-92.11

Blanchard/Santa Paula Library District
 Monthly General Fund Check Detail
 August 2018

3:39 PM
 09/21/18

Num	Date	Name	Memo	Account	Paid Amount
10093	08/06/2018	Stephen McFadden CPA	Invoice #5432	General Fund	
TOTAL			Accounting & Payroll for July 2018	Accounting Fees (Outside (non-employee) ac...	-877.00
10094	08/06/2018	Ned Branch		General Fund	
Milea...	08/01/2018		Monthly health insurance reimbursement	PERS Group Health Insurance	-404.51
Black...	08/06/2018		Mileage reimbursement	Travel	-17.99
Targe...	08/06/2018		Mileage Reimbursement	Travel	-34.12
Sams...	08/06/2018		Teen summer reading program	Teen & YA Programs	-444.68
TOTAL			Teen Summer reading program	Teen & YA Programs	-238.26
					-1,139.56
10095	08/20/2018	Baker & Taylor Books	415157 L115238 4 B00000	General Fund	
TOTAL			Invoice #4012284915	General	-272.70
					-272.70
10096	08/20/2018	Kelly Cleaning & Supplies	Invoice #45286262	General Fund	
TOTAL			Janitorial Services for August	Janitorial Services & Supplies	-670.00
					-670.00
10097	08/20/2018	Unique Management Services, I...	Invoice #466467	General Fund	
TOTAL			July placements	Collection Agency	-62.65
					-62.65
10098	08/20/2018	Los Angeles Times		General Fund	
TOTAL				Periodicals	-104.00
					-104.00

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
August 2018

Num	Date	Name	Memo	Account	Paid Amount
10099	08/20/2018	Colborn & Wilson Inc	New Classroom	General Fund	
			New Classroom	1070.10 - Construction In Process	-68,476.00
TOTAL					-68,476.00
10100	08/20/2018	Softchoice Corporation	881577 Invoice #4898438	General Fund	
			881577 Invoice #4898438	Computer Services	-3,650.36
TOTAL					-3,650.36
10101	08/20/2018	Athens Environmental	A20004977 Invoice #99753	General Fund	
			Trash & recycle service for August	Trash	-176.09
TOTAL					-176.09
10102	08/20/2018	Amazon Capital Services	Invoice #1HMQ-TPLW-RVRJ	General Fund	
			Surge Protector	Office Supplies	-42.99
TOTAL					-42.99
10103	08/20/2018	County Fire Protection	Invoice #18-22140	General Fund	
			Service fire extinguishers	Building Maintenance	-113.70
TOTAL					-113.70
10104	08/20/2018	Sparklets	Customer Acc 26410174648715	General Fund	
			Water for August	Office Supplies	-49.85
TOTAL					-49.85
10105	08/20/2018	Marc Berger	Performance 8/25/2018	General Fund	
	08/20/2018		Marc Berger and Band "Ride"	Adult Programs	-800.00
TOTAL					-800.00

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
 August 2018

3:39 PM
 09/21/18

Num	Date	Name	Memo	Account	Paid Amount
10106	08/27/2018	Magic of Rafael & Katia		General Fund	
				Children's Programs	-350.00
TOTAL					-350.00
10107	08/27/2018	Whorf Systems Designs		General Fund	
				Computer Network	-374.85
TOTAL					-374.85
10108	08/27/2018	Document Systems	Invoice #67421 & 67420	General Fund	
			Admin copier for the period of 5/23/18 to 8/22/18	Printing	-330.73
			Front Area copier for the period of 5/23/18 to 8/...	Printing	-484.41
TOTAL					-815.14
10109	08/27/2018	Southern California Edison	Acct # 2-03-984-8064	General Fund	
			Electricity usage 7/19/18 to 8/17/18	Electricity	-3,985.21
TOTAL					-3,985.21
10110	08/27/2018	Frontier Communications	805-525-2384-012885-5	General Fund	
			805-525-2384-012885-5	Telephone Expense	-234.12
TOTAL					-234.12
10111	08/27/2018	Neopost	7900 0110 8018 6524	General Fund	
			Equipment Rental	Postage	-107.16
TOTAL					-107.16
10112	08/27/2018	Business Card	Credit Card Charges 07/17/18 to 8/16/18	General Fund	
6982	08/27/2018		Credit Card Charges 07/17/18 to 8/16/18	Bank of America Platinum Plus	-6,755.16
TOTAL					-6,755.16

REGULAR MEETING OF SEPTEMBER 25, 2018
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JUNE 26, 2018

H(a) NEW BUSINESS: SANTA PAULA SOCIETY OF THE ARTS 82ND ANNUAL SHOW

The Santa Paula Society of the Arts requests to use the library for its 82nd annual show starting Thursday, March 7, through Saturday, April 13. Please see the attached letter from Gerald Zwiers.

RECOMMENDATION: Staff recommends the Board approve the request by the Santa Paula Society of the Arts (SPSA) to hold its 82nd annual art show at the library between March 7, 2018, and April 13, 2018, with the provision that SPSA will reimburse the library for utility costs outside of normal hours of operation.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						



Santa Paula Society of the Arts

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

August 31, 2018

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

Dear Laura and Board of Trustees,

This is our schedule for the upcoming year 2019 Annual Art Show. Please accept this letter as a formal request six months in advance for permission to use the Library for our 82nd Show. We hope that this year's show will be even more organized and that the annual process for the Library will go as smoothly as possible.

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

Our schedule will be as follows:

		Extended Library Hrs.
Entry Dates:	Thur., Mar. 7 Noon-8 pm	
	Sat., Mar. 9 10am-2 pm	
Show Set Up:	Sat., Mar. 9 2-10 pm	2-10 pm (if needed)
	Sun., Mar. 10 10am-6 pm	10 am-6 pm (if needed)
Show Opens:	Tues., Mar. 12 Noon-8 pm	
Reception:	Sat., Mar. 23 3-7 pm	2-8 pm
Show Closes:	Wed., Apr. 10 6 pm	
Pick Up Work:	Thur., Apr. 11 Noon-8 pm	
	Sat., Apr. 13 10am-2 pm	
Take Down Show:	Fri., Apr. 12 10am-12 pm	10 am-12 pm (if needed)
	Sat., Apr. 13 10am-2 pm	

Very truly yours,

Gerald Zwiers, Chairman
 82nd Art & Photography Exhibit Committee

REGULAR MEETING OF SEPTEMBER 25, 2018
I(a) REPORTS: LITERACY SERVICES

17. Sept, 2018

BEST Adult Learning Center



Board Report for September, 2018

So... the

**FABULOUS
AMERICANO-LATINO
DINNER**

with ...

*Culinary insights,
Musical insights,
Decorative insights*



The take-away for ME was:

Work with what you've got!

I planned on Xavier's De Colores Group , and Studio C's Jazz.



I did NOT plan on 15 cute little Folklorico dancers
(and their families) showing up.



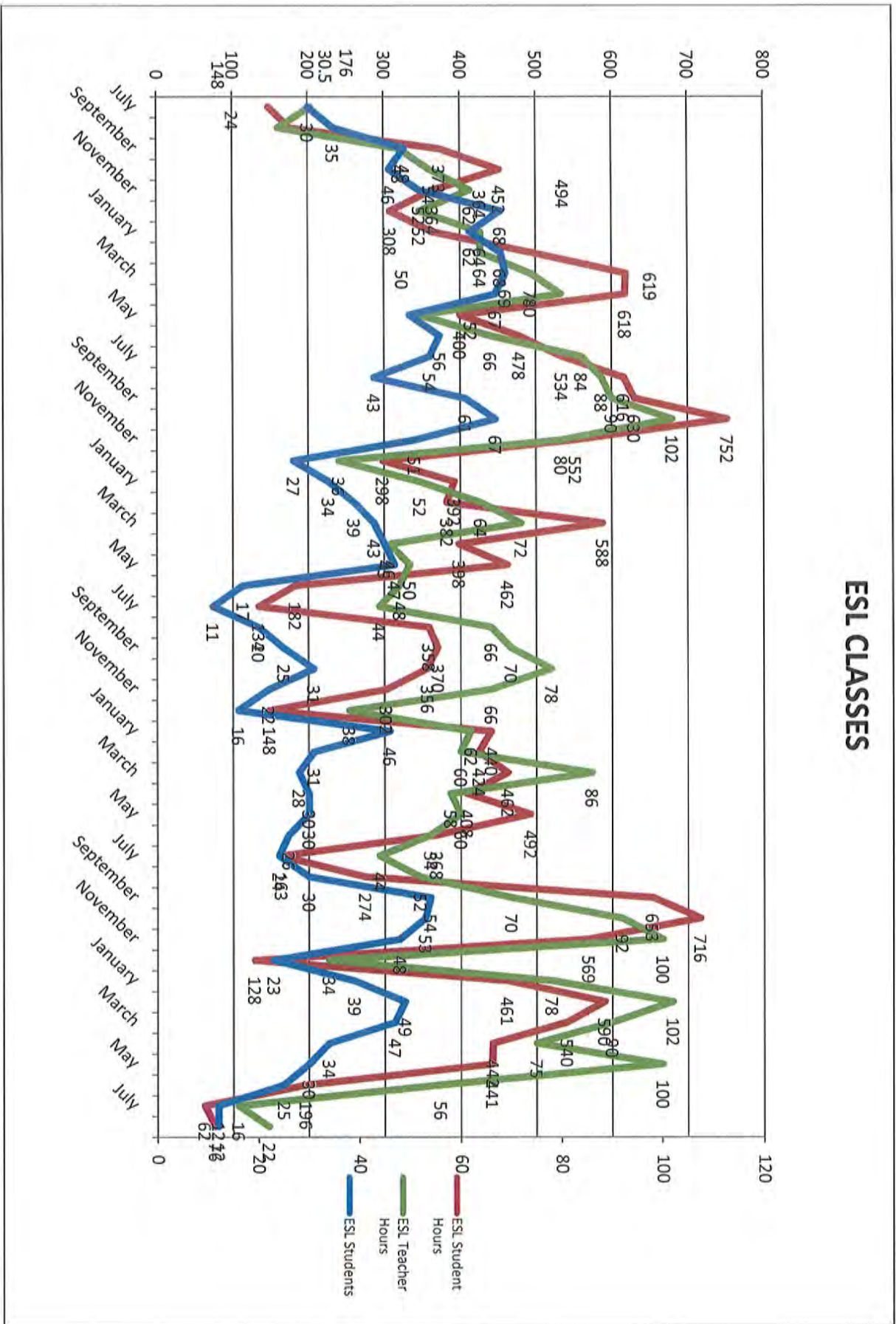
and I did NOT know that we'd get, not four, but
NINE FFA kids AND their advisor, Mr. Flores!
Thank you, Jeri Mead, FOR ASKING!!



*So... if life gives you lemons,
make lemonade
If life gives you rice,
make horchata!*

They set up, knocked down; and served the whole meal!
GREAT KIDS!

ESL CLASSES



REGULAR MEETING OF SEPTEMBER 25, 2018
I(b) REPORTS: PUBLIC SERVICES

The Adult Coloring Club continued with another strong showing for the Tuesday afternoon session.

This month's Third Thursday Movie Night featured, *Ready Player One*, will also be based on Ernest Cline's bestselling science fiction novel, and was also last month's Book Club selection. While the audience was modest, it does seem to be a continuance of the same reduction in overall attendance. Next month will feature the Kennedy/Koepchne suspense drama *Chappaquiddick*.

A special Saturday concert was held featuring Ithaca, NY based Marc Berger who performed songs from his album, *Ride*, an homage the American West. I spoke to several of the attendees before and after the performance and found that a number of them were from out of town (Camarillo, Ventura, and Oxnard) and had seen the event advertised in the VC Star and through our Facebook promotion. Local attendance, however, was limited primarily to those who happened to walk in during the performance, or were rounded up from our typical Saturday patronage. I'm unsure whether this was due to a lack of coverage from our local paper, the date and time, the genre of music, or some combination of the three.

The Adult Summer Reading Program ended on August 31 with 11 readers having logged a total of 101 books. A grand prize winner was selected to receive a brand new Kindle Paperwhite, and five other runner ups received a pair of flex passes to the Santa Paula Theater Center.

September will be the first month of a year-long TED license acquired for TEDxBlanchardLibrary. Each month the library will host a viewing party of curated TED and TEDx recordings centered around a specific topic. September's topic will be "story-telling."

Program Name	Description	Attendance	Date	Start	End
Adult Coloring Club	Miscellaneous	4	4-Aug	12:00 PM	2:00 PM
Adult Coloring Club	Miscellaneous	8	7-Aug	12:00 PM	2:00 PM
Ready Player One	Third Thursday Movie	4	16-Aug	5:30 PM	8:00 PM
Marc Berger / Ride	Music Performance	20	25-Aug	1:00 PM	2:00 PM
Killers of the Flower Moon	BC Book Club	6	30-Aug	6:30 PM	7:30 PM

**Youth Services Report
August 2018**

1. Upcoming Family Evenings-

Magic & Illusion with Rafael & Katia on September 4.
Storytime with Mr. Rick & Leo September 18.

2. Summer Reading Program "Reading is Our Thing!"

Children's Program **439**

Teen Program **151**

5,053 Tickets Earned

252,650 Total Pages Read!

Thursday, August 2nd Teen Summer Reading Party & Prize Drawing **46** teens in attendance

3. Ongoing Programs –

- | | | |
|-----------------------------|-----|-----|
| a. Story time | (3) | 126 |
| b. LEGO | (5) | 92 |
| c. Barking for Books | (3) | 22 |

REGULAR MEETING OF SEPTEMBER 25, 2018
I(c) REPORTS: VOLUNTEER COORDINATOR



Volunteer Coordinator Board Report
August 2018

This month I have been busy with knocking on doors and sending emails searching for new volunteers for the library. I am trying to canvas the service clubs and churches for adult groups that would be available for possible presentations. Wendy and I are presenting together to highlight the new events and activities being offered at the library and also describing all of the volunteering opportunities available. We have met with the Women to Women group that meets at the Presbyterian Church and with the Mary A. Livermore Society from the Universalist Church.

Since the school year began, I have been contacting club advisors at the high school to recruit Homework Coaches for Homework Help and CSF Tech Help volunteers. Clubs are just beginning to meet, so the process is slower than I had hoped. We hope to start both volunteer programs soon. A new volunteer application is almost finished that will include a set of guidelines for Homework Help Coaches and the CSF Tech volunteers.

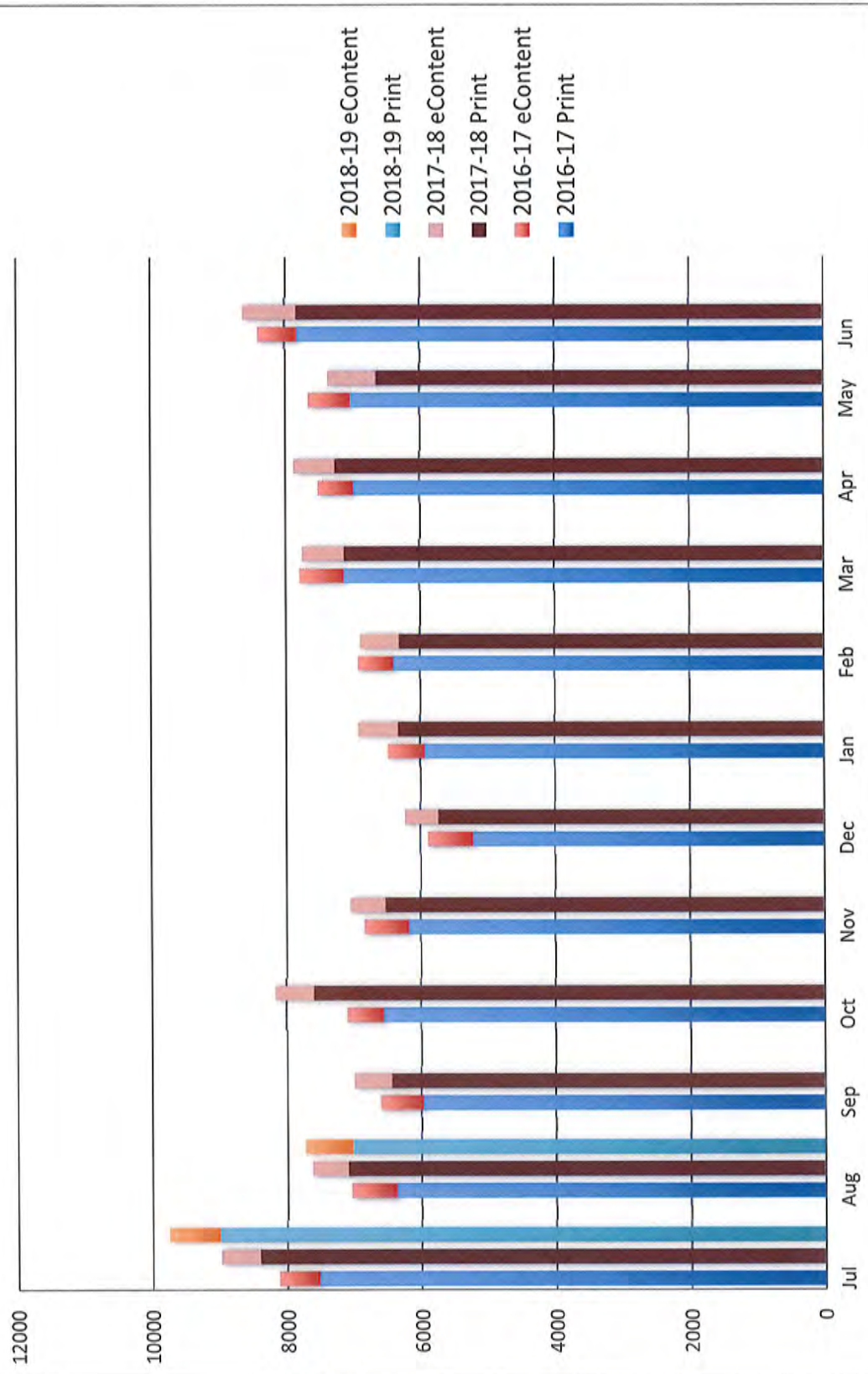
Volunteer Hours 2018 - 2019

Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board	Total
July	Hours	134.00	0.00	79.00	0.00	45.50	0.00	0.00	210.25	29.00	468.75
August	Hours	159.00	0.00	181.50	0.00	39.75	0.00	0.00	0.00	26.00	380.25
September	Hours										0.00
October	Hours										0.00
November	Hours										0.00
December	Hours										0.00
January	Hours										0.00
February	Hours										0.00
March	Hours										0.00
April	Hours										0.00
May	Hours										0.00
June	Hours										0.00
Total	Hours	293.00	0.00	260.50	0.00	85.25	0.00	0.00	210.25	55.00	849.00

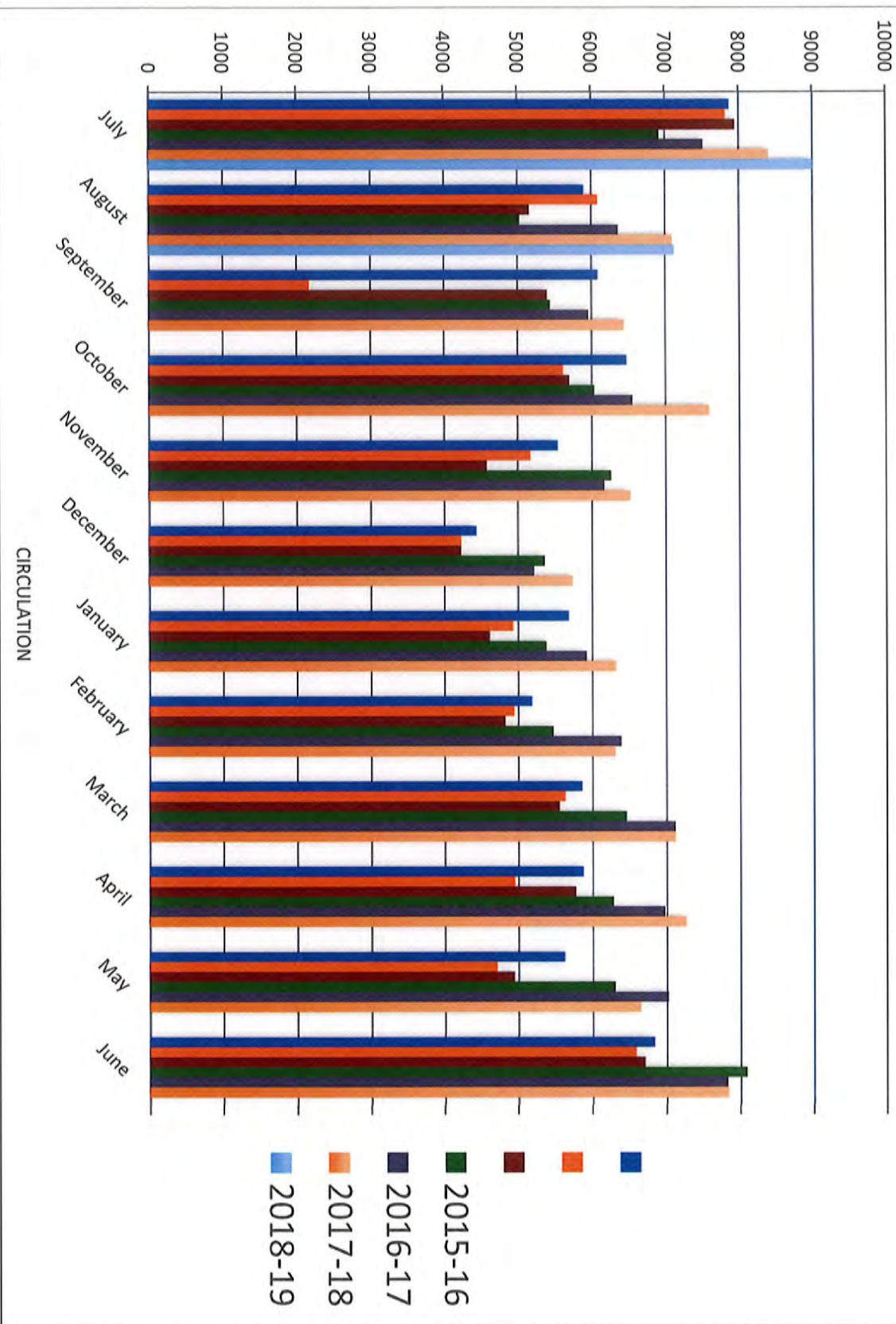
REGULAR MEETING OF SEPTEMBER 25, 2018
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Pitch An Idea Grant status
3. New meeting room status
4. Audit status
5. New Trustee Applications

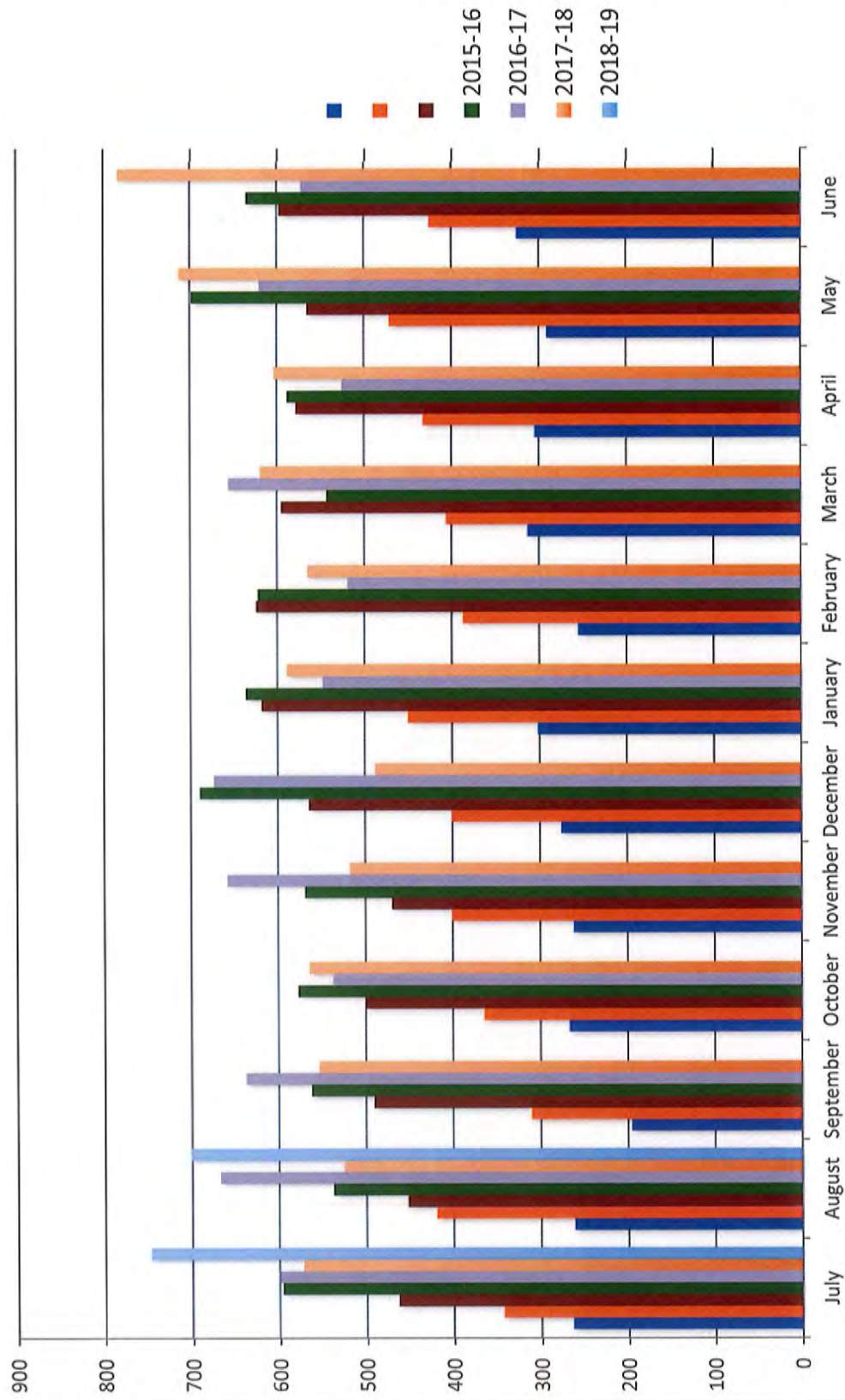
TOTAL CIRCULATION



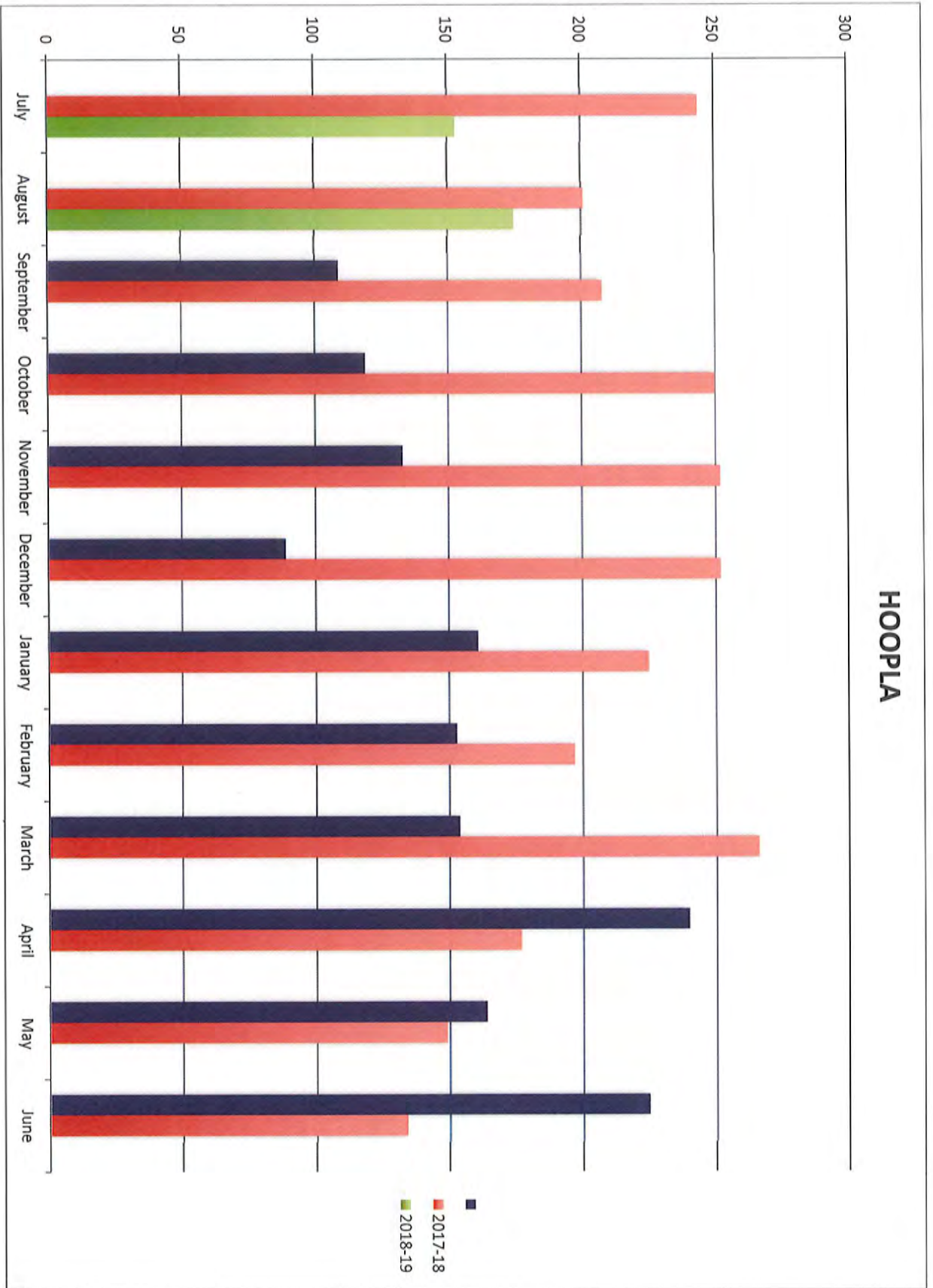
TOTAL PRINT CIRCULATION



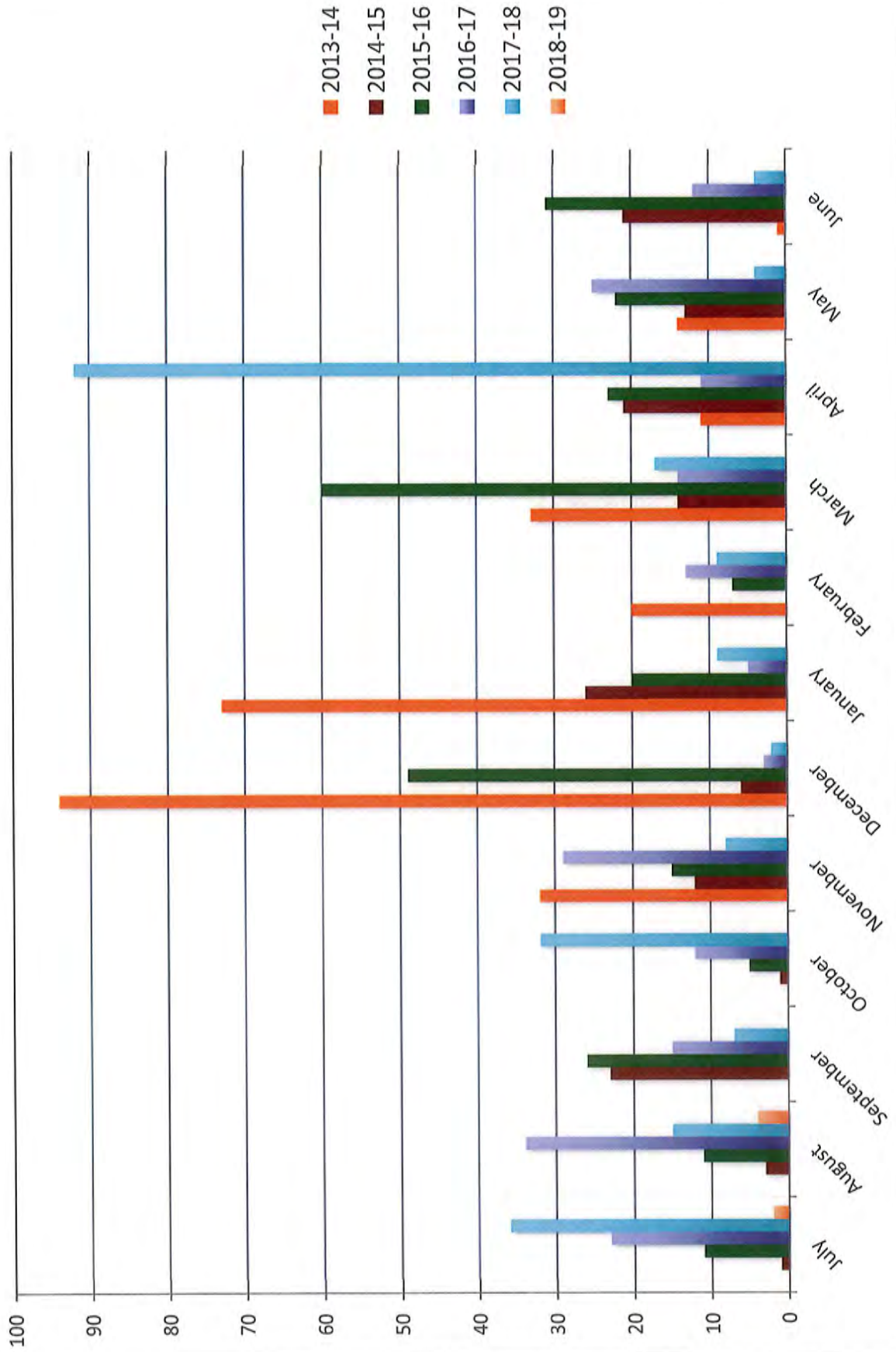
eBOOK CIRCULATION

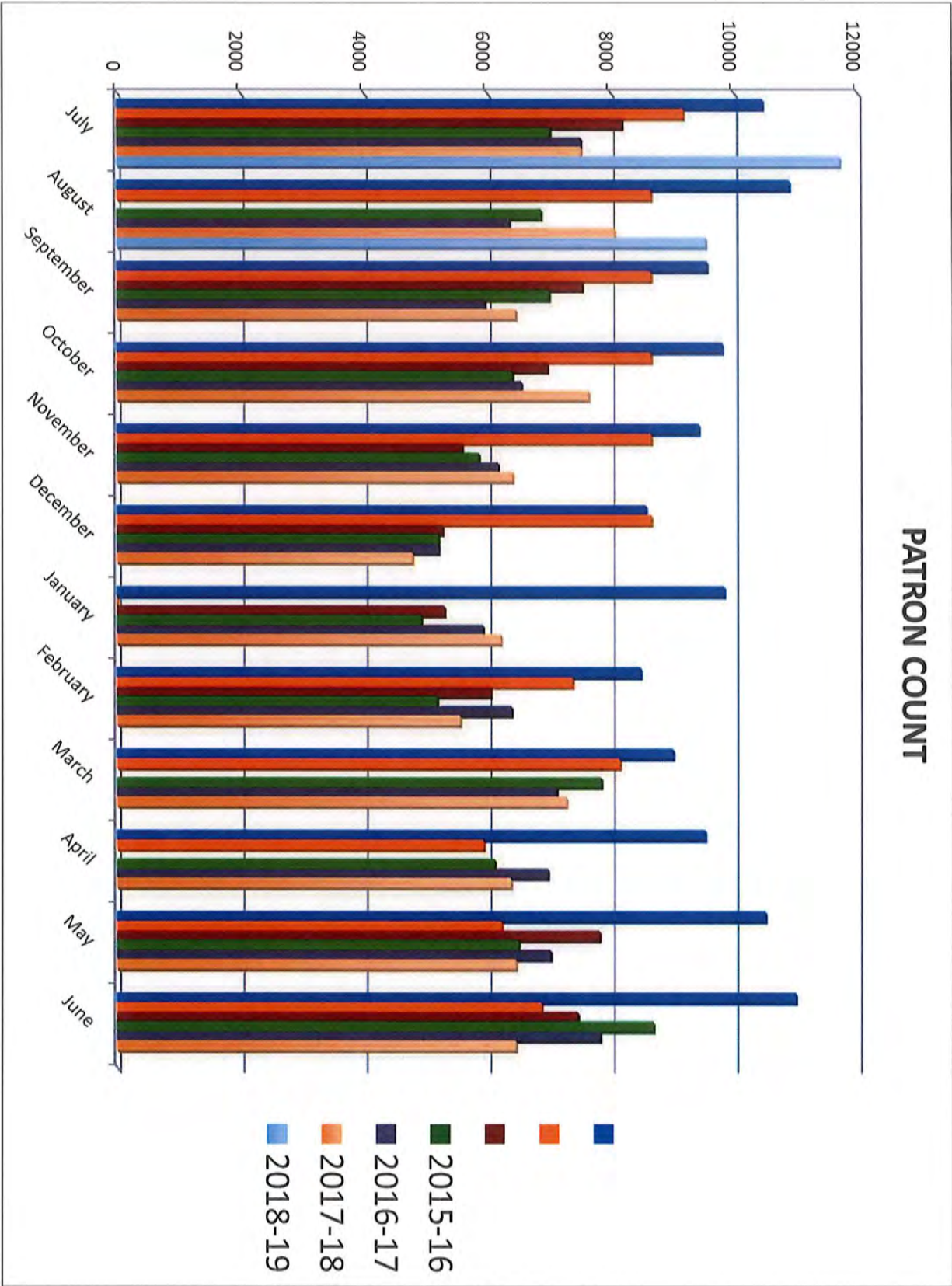


HOOPLA

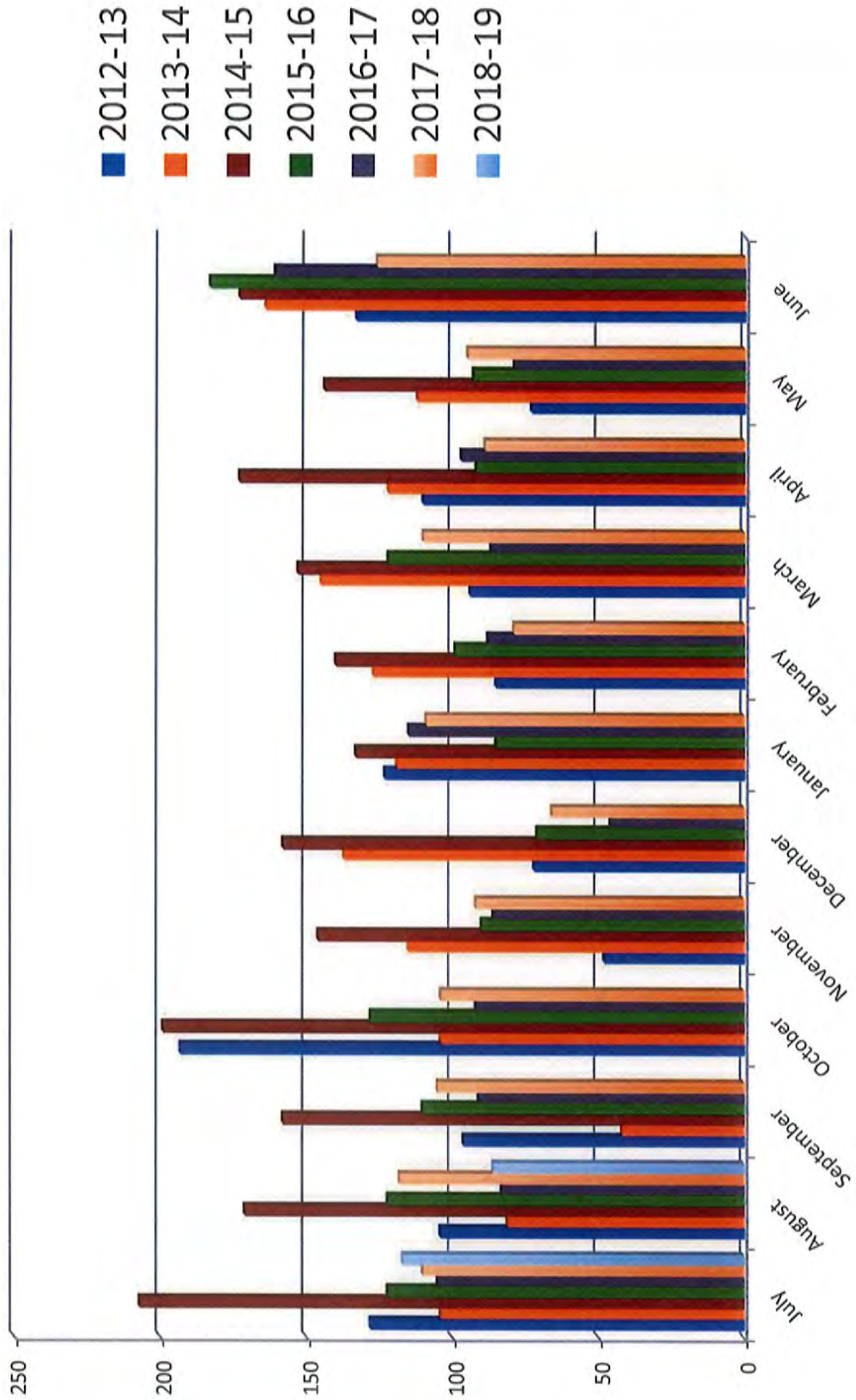


ZINIO CIRCULATION

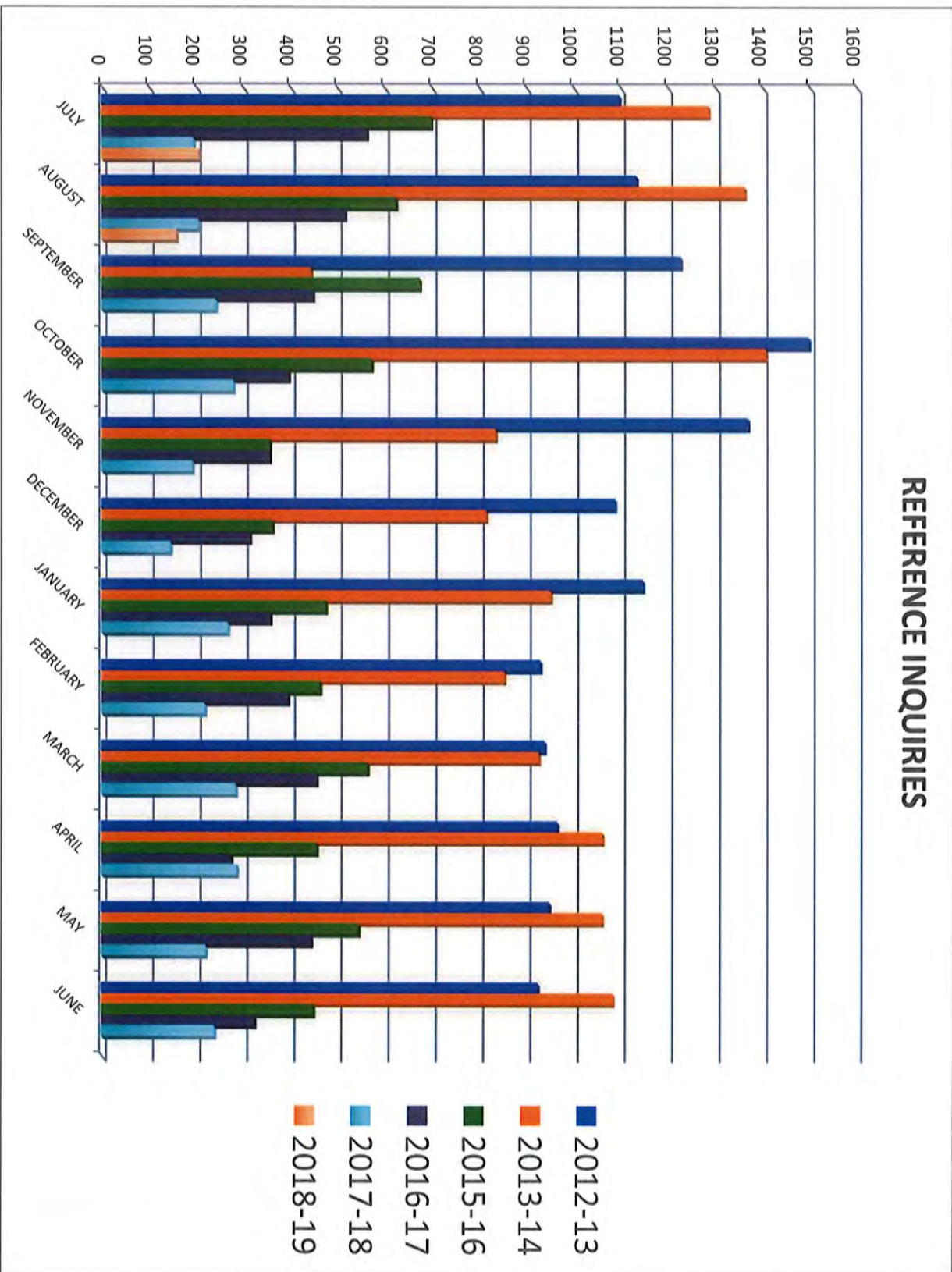




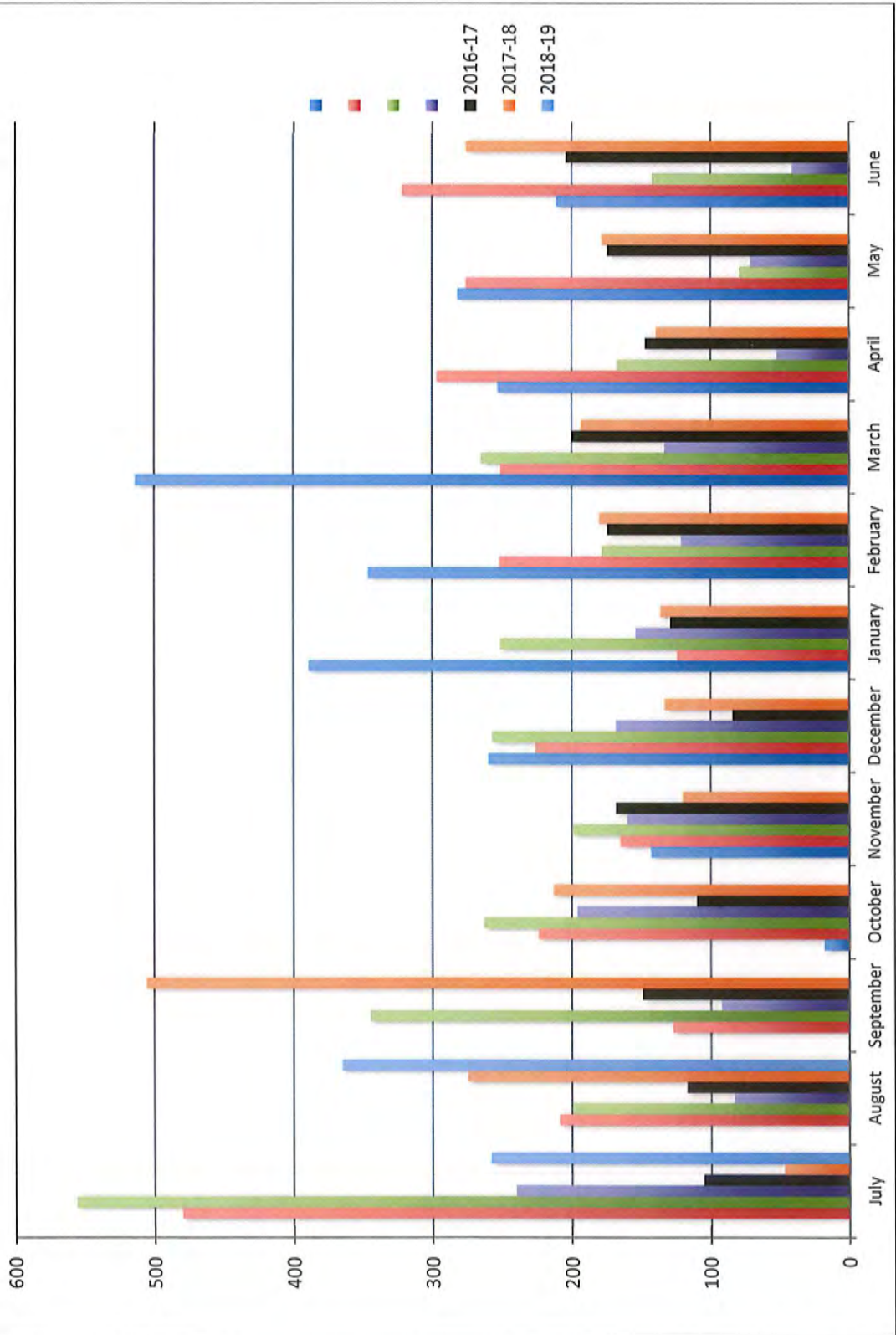
PATRON REGISTRATIONS



REFERENCE INQUIRIES



VOLUMES ADDED



COMPUTER USAGE

