

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, April 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 March 28, 2017
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. None
- H. NEW BUSINESS
  - a. Job description for Assistant Librarian (information, discussion, possible action)
  - b. Discussion about hiring a Volunteer Coordinator (information, discussion)

- c. Resolution requesting a contra fund advance for 2017-18 fiscal year from County Treasury (information, discussion, possible action)
- d. Draft 2017-18 Budget (information, discussion)

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

May 23, 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 APRIL 25, 2017  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of March 28, 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, March 28, 2017**

**CALL TO ORDER**---The Meeting was called to order at 5:37 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, Nancy Nasalroad, and Laura Phillips were in attendance. Board member Linda Spink was absent. District Director Ned Branch and Steve McFadden, C.P.A. were present.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was approved (Hicks/Nasalroad 4-0).

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

**CONSENT CALENDAR**---The *Minutes* of the Regular Meeting of February 28, 2017, were approved as written (Hicks/Nasalroad, 4-0).

**REPORTS**---Steve McFadden presented the *Financial Statements and Budget*. The Year to Date Net Income is about 19% above Budget. The Financial statements were received and filed (Hicks/Nasalroad 4-0). Mr. McFadden departed after the report. The *Friends of the Library* will offer gardening books at half price at the First Saturday Sale, and will work with the Optimist Club to give 10 books to 10 students at each of the Santa Paula schools in May.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**---Trustee Coughlin recommended attending the Serving with a Purpose Library event in May, for both Library Board and Friends' members. Following Trustee Hicks' suggestion, the Library will host a booth at the city Easter Egg Hunt. President Phillips shared a glossy magazine page featuring the Ojai Library, and had learned at the recent Diversity talk that Santa Paula is the least diverse city in the county, being 80% Hispanic.

**UNFINISHED BUSINESS**---none.

**NEW BUSINESS**---The Board discussed a recent Supreme Court decision involving the California Public Records Act (CPRA, Government Code 6250 et sec.) that requires public officials and employees to submit any relevant documents on their personal devices if requested.

**REPORTS CONT.** --- Wendy Batstone for *Literacy* is thinking of collaborating with others to secure some radio spots on local stations. Under *Public Services*, a portable planetarium will be

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 28, 2017**

on loan from NASA in July, and the Library is applying for a program to link with the international space shuttle. The *District Director* reported that the architects are organizing input on the facilities posters of patron contributions; Library Staff and the Board will have separate meetings with them. The Wells Fargo signature form had an error so new signatures from the Board members are needed. The Goleta Library is not separating from Santa Barbara in the near future.

**Board Committee Reports:** The *HR Committee* scheduled a meeting to discuss a new job description and vacation policy.

**Strategic Plan Team Reports:** Current *Community Connections* include the Chamber of Commerce Award, the city Egg Hunt booth, and the Society of the Arts show at the Library. Director Branch will have Your PR Girls work on another after hours event for *Publicity*. Some ideas for *Adult Programs* included a Five Wishes Workshop through the United Universalist Church, and a program on Start Ups through a member of the Small Business Administration. Under *Technology*, the high speed connection preparations are finished and waiting for the main hook up, now overdue. Spectrum took over our account from Time Warner, and the Library will receive three more portable wifi devices.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas:  
Job Description, Budget draft

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

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 7:32 p.m.

REGULAR MEETING OF APRIL 25, 2017  
F(a).REPORTS: FINANCIAL REPORTS

1. Receive and file March 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

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BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

March 31, 2017

BLANCHARD COMMUNITY LIBRARY

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SANTA PAULA CA 93060  
TELEPHONE 805-525-4494  
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ACCOUNTANTS COMPILATION REPORT

Board of Directors  
Blanchard Community Library  
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of March 31, 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  
April 17, 2017

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

March 31, 2017

**ASSETS**

	CURRENT ASSETS	
CASH		\$ 1,402,724
PREPAID EXPENSES		<u>2,439</u>
TOTAL CURRENT ASSETS		1,405,163
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>545,199</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 1,950,362</u></u>

**LIABILITIES AND FUND BALANCES**

	LIABILITIES	
ACCOUNTS PAYABLE		\$ 2,183
ACCRUED PAYROLL EXPENSE		<u>29,339</u>
TOTAL LIABILITIES		\$ 31,522
	FUND BALANCES	
GENERAL FUND	1,147,019	
FIXED ASSET FUND	545,199	
RESTRICTED FUNDS	226,622	
TOTAL FUND BALANCE		<u>1,918,840</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u><u>\$ 1,950,362</u></u>

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED MARCH 31, 2017

	March			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 908	\$ 70		\$ 546,552	\$ 543,419	0.6%
LIBRARY OPERATIONS	769	417	84.41%	13,254	11,709	13.2%
DONATIONS	25,161	2,083	1107.92%	46,969	22,058	112.9%
CLLS LITERACY	\$ -	\$ -		\$ 34,540	\$ 36,648	
	<u>\$ 26,838</u>	<u>\$ 2,570</u>	944.3%	<u>\$ 641,315</u>	<u>\$ 613,834</u>	4.5%
EXPENSES						
PERSONNEL	\$ 56,762	\$ 42,523	33.5%	\$ 406,936	\$ 398,405	2.1%
ADMINISTRATIVE	3,126	4,988	-37.3%	40,305	48,530	-16.9%
FACILITIES	3,592	4,704	-23.6%	37,812	38,381	-1.5%
OPERATIONS	3,615	7,028	-48.6%	92,942	93,689	-0.8%
	<u>\$ 67,095</u>	<u>\$ 59,243</u>	13.3%	<u>\$ 577,995</u>	<u>\$ 579,005</u>	-0.2%
NET INCOME (LOSS)	<u>\$ (40,257)</u>	<u>\$ (56,673)</u>	-29.0%	<u>\$ 63,320</u>	<u>\$ 34,829</u>	81.8%
EXTRAORDINARY INCOME (EXPENSES)						
REIMBURSEMENT						
REIMBURSEMENT DIF					\$ 2,916	
INVESTMENT INTEREST	\$ 2,288			\$ 2,844		
CITY IMPACT				\$ 8,333		
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ (37,969)</u>	<u>\$ (56,673)</u>	-33.0%	<u>\$ 74,497</u>	<u>\$ 37,745</u>	97.4%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

March 31, 2017

COUNTY	\$	788,217	
SANTA PAULA CITY		179,155	1
BLAKE		23,891	1
LITERACY		23,616	1
BOOK TRUST		26,973	
WELLS FARGO		357,935	
OTHERS		<u>2,937</u>	
<b>TOTAL CASH</b>	<b>\$</b>	<b><u>1,402,724</u></b>	

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	3/31/16	3/31/17	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$ 561,076	\$ 546,552	543,419	\$ 750,549
LIBRARY OPERATIONS	9,117	13,188	11,709	12,961
DONATIONS	49,172	44,626	22,058	28,306
CLLS FLAIR	26,989	34,040	36,648	36,648
<b>TOTAL REVENUE</b>	<u>\$ 646,354</u>	<u>\$ 638,406</u>	<u>613,834</u>	<u>828,464</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	264,792	282,578	276,569	369,704
RETIREMENT	40,926	51,947	50,875	62,947
HEALTH INSURANCE	46,686	45,706	48,139	62,770
PAYROLL TAX	24,064	25,640	22,081	29,758
EMPLOYEE BENEFIT	1,126	1,065	741	1,482
	<u>377,594</u>	<u>406,936</u>	<u>398,405</u>	<u>526,661</u>
ADMINISTRATIVE				
ADVERTISING			140	250
BANK CHARGES	435	286	317	415
INSURANCE	6,156	6,313	6,371	8,534
OFFICE EXPENSE	4,678	4,833	3,351	4,604
TELEPHONE	10,875	2,674	3,212	4,585
POSTAGE	490	539	496	582
PRINTING	1,099	2,025	1,802	2,700
PROFESSIONAL FEES	30,701	22,455	31,077	39,823
STAFF DEVELOPMENT	547	1,459	1,764	2,266
	<u>54,981</u>	<u>40,584</u>	<u>48,530</u>	<u>63,759</u>
FACILITIES				
BUILDING MAINTENANCE	12,343	8,320	6,577	14,000
JANITORIAL	6,030	6,030	6,045	8,100
UTILITIES	24,628	23,182	25,759	34,350
	<u>43,001</u>	<u>37,532</u>	<u>38,381</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	43,154	47,471	48,278	64,528
PUBLICITY		10,858	13,245	18,743
MEMBERSHIPS	2,093	3,543	3,948	4,699
ACQUISITIONS	13,116	13,095	10,521	15,308
PROGRAMS	11,205	12,347	14,411	30,030
MATERIALS	63	707		
COMPUTER SERVICE	361	2,111	1,200	2,400
BOOK BINDING	484		782	1,284
ADVERTISING	986	1,701		
TRAVEL	865	1,109	1,304	1,927
	<u>72,327</u>	<u>92,942</u>	<u>93,689</u>	<u>138,919</u>
<b>TOTAL EXPENSES</b>	<u>547,903</u>	<u>577,994</u>	<u>579,005</u>	<u>785,789</u>
<b>NET INCOME (LOSS)</b>	<u>\$ 98,451</u>	<u>\$ 60,412</u>	<u>34,829</u>	<u>42,675</u>
<b>EXTRAORDINARY INCOME (EXPENSES)</b>				
INSURANCE	117,500			
LEGAL	(38,027)			
INVESTMENT INTEREST	1,978	2,844		
CITY IMPACT	24,530	8,333		
<b>NET AFTER EXTRAORDINARY</b>	<u>\$ 204,432</u>	<u>\$ 71,589</u>	<u>\$ 42,675</u>	

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

March 31, 2017

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Due to FOTL		\$	645
Bank Card			1,550
Others			(12)
	Total	\$	<u>2,183</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

June 30, 2016		BALANCE
		\$ 175,133.01
TRANSACTIONS		
INTEREST	276.73	
MR 6847	2,014.00	
MR 6891	2,014.00	
MR 6921	4,028.00	
CHECK	<u>(4,310.97)</u>	
TOTAL		<u>4,021.76</u>
BALANCE AT 3.31.17		<u>\$ 179,154.77</u>
EST		



**Blanchard/Santa Paula Library District**  
**Monthly Deposit Detail**  
 March 2017

11:34 AM  
 04/21/17

Type	Date	Name	Account	Amount
Deposit	03/01/2017		1020.10 · Book Trust Account-Unrestricted	20,000.00
Sales Receipt	03/01/2017	Blanchard Community Libra...	1499.10 · Undeposited Funds	-20,000.00
TOTAL				-20,000.00
Deposit	03/06/2017		1020.50 · Look-A-Book-Restricted	35.00
TOTAL			Miscellaneous Income	-35.00
				-35.00
Deposit	03/06/2017		1020.10 · Book Trust Account-Unrestricted	109.65
TOTAL			Fines	-85.55
			2510 · Due to Friends of the Library (Money received from sales of boo...	-14.00
			Over/Short	-10.10
				-109.65
Deposit	03/13/2017		1020.10 · Book Trust Account-Unrestricted	185.00
Sales Receipt	03/13/2017	Timothy & Catherine Hlicks...	1499.10 · Undeposited Funds	-185.00
TOTAL				-185.00
Deposit	03/13/2017		1020.10 · Book Trust Account-Unrestricted	144.00
TOTAL			Fines	-127.50
			2510 · Due to Friends of the Library (Money received from sales of boo...	-16.50
				-144.00
Deposit	03/15/2017		1020.10 · Book Trust Account-Unrestricted	382.15
TOTAL			Printing & Copying	-382.15
				-382.15
Deposit	03/20/2017		1020.10 · Book Trust Account-Unrestricted	71.00
TOTAL			Fines	-52.50
			2510 · Due to Friends of the Library (Money received from sales of boo...	-18.50
				-71.00
Deposit	03/27/2017		1020.50 · Look-A-Book-Restricted	15.00

**Blanchard/Santa Paula Library District**  
**Monthly Deposit Detail**  
 March 2017

11:34 AM  
 04/21/17

Type	Date	Name	Account	Amount
TOTAL			Miscellaneous Income	-15.00
				-15.00
Deposit	03/27/2017		1020.10 · Book Trust Account-Unrestricted	18.22
		State of California - Victim ...	Other Miscellaneous Revenue	-18.22
TOTAL				-18.22
Deposit	03/27/2017		1020.10 · Book Trust Account-Unrestricted	110.15
			Fines	-47.50
			2510 · Due to Friends of the Library (Money received from sales of boo...	-38.00
			Over/Short	0.35
Sales Receipt	03/20/2017	Kathleen Hobson:in Memor...	1499.10 · Undeposited Funds	-25.00
TOTAL				-110.15

**Blanchard/Santa Paula Library District**  
**Check Detail**  
**March 2017**

11:35 AM  
04/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Check	EFT	03/06/2017	Calif. Public Employees' Retirement System	1020.10 · Book Trust Account...			
TOTAL				PERS Group Health Insurance	-4,906.64	General Fund	-4,906.64
					-4,906.64		4,906.64
Check	EFT	03/13/2017	Calif. Public Employees' Retirement System	1020.10 · Book Trust Account...			
TOTAL				CALPERS (Payee Account - Em...	-1,527.72	General Fund	-1,527.72
					-1,527.72		1,527.72
Check	EFT	03/13/2017	Calif. Public Employees' Retirement System	1020.10 · Book Trust Account...			
TOTAL				CALPERS (Payee Account - Em...	-1,028.79	General Fund	-1,028.79
					-1,028.79		1,028.79
Check	EFT	03/14/2017	Blanchard Community Library	1020.10 · Book Trust Account...			
TOTAL				1011.10 · Checking - Payroll (C...	-14,500.00	General Fund	-14,500.00
					-14,500.00		14,500.00
Check	EFT	03/20/2017	Calif. Public Employees' Retirement System	1020.10 · Book Trust Account...			
TOTAL				PERS Retirement (Contribution ...	-2,570.35	General Fund	-2,570.35
					-2,570.35		2,570.35
Check	EFT	03/20/2017	Calif. Public Employees' Retirement System	1020.10 · Book Trust Account...			
TOTAL				PERS Retirement (Contribution ...	-20.98	General Fund	-20.98
					-20.98		20.98
Check	EFT	03/28/2017	Blanchard Community Library	1020.10 · Book Trust Account...			
TOTAL				1011.10 · Checking - Payroll (C...	-15,100.00	General Fund	-15,100.00
					-15,100.00		15,100.00
Check	10817	03/01/2017	Business Card	1020.10 · Book Trust Account...			
TOTAL				Bank of America Platinum Plus	-3,428.70	General Fund	-3,428.70
					-3,428.70		3,428.70

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 March 2017

11:35 AM  
 04/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Bill Pmt -..	10818	03/06/2017	Coleman Landscape	1020.10 · Book Trust Account-...			
Bill	Invoic...	03/01/2017		Grounds Maintenance	-305.00	General Fund	-305.00
TOTAL					-305.00		305.00
Bill Pmt -..	10819	03/06/2017	Coverly Professional Services	1020.10 · Book Trust Account-...			
Bill	Invoic...	03/05/2017		Promotion & Public Relations	-750.00	General Fund	750.00
TOTAL					-750.00		750.00
Bill Pmt -..	10820	03/06/2017	Kelly Cleaning & Supplies	1020.10 · Book Trust Account-...			
Bill	Invoic...	03/01/2017		Janitorial Services & Supplies	-670.00	General Fund	670.00
TOTAL					-670.00		670.00
Bill Pmt -..	10821	03/06/2017	Ned Branch	1020.10 · Book Trust Account-...			
Bill		03/01/2017		PERS Group Health Insurance	-309.22	General Fund	309.22
TOTAL					-309.22		309.22
Bill Pmt -..	10822	03/13/2017	City of Santa Paula (067000-00)	1020.10 · Book Trust Account-...			
Bill	111-0...	03/03/2017		Water and Sewer	-327.59	General Fund	327.59
TOTAL					-327.59		327.59
Bill Pmt -..	10823	03/13/2017	City of Santa Paula (067500-00)	1020.10 · Book Trust Account-...			
Bill	111-0...	03/03/2017		Water and Sewer	-71.53	General Fund	71.53
TOTAL					-71.53		71.53
Bill Pmt -..	10824	03/13/2017	Law Offices of Nancy Kierstyn Schreiner	1020.10 · Book Trust Account-...			
Bill	Invoic...	03/01/2017		Legal Fees (Outside (non-emplo...	-100.00	General Fund	100.00
TOTAL					-100.00		100.00
Bill Pmt -..	10825	03/13/2017	Ned Branch	1020.10 · Book Trust Account-...			
Bill	Frank...	03/01/2017		Building Maintenance	-1.28	General Fund	1.28
Bill	Hom...	03/01/2017		Office Supplies	-12.83	General Fund	12.83
Bill	The ...	03/05/2017		Building Maintenance	-22.52	General Fund	22.52

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 March 2017

11:35 AM  
 04/21/17

Type	Num	Date	Name	Account	Class	Paid Amount	Original Amount
TOTAL						-36.63	36.63
Bill Pmt -..	10826	03/13/2017	Recology	1020.10 · Book Trust Account-...			-161.18
Bill	Invoice...	03/01/2017		Trash	General Fund	-161.18	161.18
TOTAL						-161.18	161.18
Bill Pmt -..	10827	03/13/2017	Sparkletts	1020.10 · Book Trust Account-...			-29.93
Bill	2641...	03/02/2017		Office Supplies	General Fund	-29.93	29.93
TOTAL						-29.93	29.93
Bill Pmt -..	10828	03/13/2017	Stephen McFadden CPA	1020.10 · Book Trust Account-...			0.00
TOTAL						0.00	0.00
Bill Pmt -..	10829	03/13/2017	SoCalGas	1020.10 · Book Trust Account-...			-204.89
Bill	Acct ...	03/03/2017		Gas	General Fund	-204.89	204.89
TOTAL						-204.89	204.89
Bill Pmt -..	10830	03/13/2017	Unique Management Services, Inc.	1020.10 · Book Trust Account-...			-89.50
Bill	Invoice...	03/01/2017		Collection Agency	General Fund	-89.50	89.50
TOTAL						-89.50	89.50
Bill Pmt -..	10831	03/13/2017	Western Exterminator Company	1020.10 · Book Trust Account-...			-96.00
Bill	5076...	03/02/2017		Pest Control	General Fund	-96.00	96.00
TOTAL						-96.00	96.00
Bill Pmt -..	10832	03/13/2017	Stephen McFadden CPA	1020.10 · Book Trust Account-...			-863.00
Bill	Invoice...	03/13/2017		Accounting Fees (Outside (non-...	General Fund	-863.00	863.00
TOTAL						-863.00	863.00
Bill Pmt -..	10833	03/20/2017	Carol Beckerdite	1020.50 · Look-A-Book-Restrict...			-100.00
Bill	Marc...	03/15/2017		Stipend	Restricted Fu...	-100.00	100.00

**Blanchard/Santa Paula Library District**  
**Check Detail**  
 March 2017

11:35 AM  
 04/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
TOTAL					-100.00		100.00
Bill Pmt -..	10834	03/20/2017	Linda Kegerreis	1020.50 · Look-A-Book-Restrict...			-33.27
Bill	Look-...	03/15/2017		Look-A-Book	-33.27	Restricted Fu...	33.27
TOTAL					-33.27		33.27
Bill Pmt -..	10835	03/20/2017	ALA Member Services	1020.10 · Book Trust Account-...			-197.00
Bill	Mem...	03/10/2017		Memberships & Dues	-197.00	General Fund	197.00
TOTAL					-197.00		197.00
Bill Pmt -..	10836	03/20/2017	Frontier Communications	1020.10 · Book Trust Account-...			-281.56
Bill	8055...	03/10/2017		Utilities (Utilities)	-281.56	General Fund	281.56
TOTAL					-281.56		281.56
Bill Pmt -..	10837	03/20/2017	infinity Electric	1020.10 · Book Trust Account-...			-470.00
Bill	Invoic...	03/10/2017		Building Maintenance	-470.00	General Fund	470.00
TOTAL					-470.00		470.00
Bill Pmt -..	10838	03/20/2017	Stephen McFadden CPA	1020.10 · Book Trust Account-...			0.00
TOTAL					0.00		0.00
Check	10839	03/27/2017	Business Card	1020.10 · Book Trust Account-...			-2,390.17
TOTAL					-2,390.17	General Fund	2,390.17
Bill Pmt -..	10840	03/27/2017	Barbara Ramirez	1020.10 · Book Trust Account-...			-5.00
Bill	60822	03/27/2017		Fines	-5.00	General Fund	5.00
TOTAL					-5.00		5.00
Bill Pmt -..	10841	03/27/2017	Document Systems	1020.10 · Book Trust Account-...			-57.27
Bill	Invoic...	03/21/2017		Printing	-27.35	General Fund	27.35
Bill	Invoic...	03/21/2017		Printing	-29.92	General Fund	29.92

**Blanchard/Santa Paula Library District**  
**Check Detail**  
**March 2017**

11:35 AM  
 04/21/17

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
TOTAL					-57.27		57.27
Bill Pmt -...	10842	03/27/2017	Southern California Edison	1020.10 · Book Trust Account...			-1,257.67
Bill	2-03-...	03/22/2017	Electricity		-1,257.67	General Fund	1,257.67
TOTAL					-1,257.67		1,257.67

REGULAR MEETING OF APRIL 25, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

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REGULAR MEETING OF APRIL 25, 2017

H(a). JOB DESCRIPTION FOR ASSISTANT LIBRARIAN

With the reorganization of duties, the need has arisen for a supervisory position to oversee the activities of the circulation area along with certain other duties. The Human Resources Committee met to review the attached job description. The committee has approved it and recommends adoption by the full Board.

RECOMMENDATION: Approve the attached Assistant Library job description.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					



# Blanchard / Santa Paula Library District

## Assistant Librarian

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

### **Job Summary:**

Supervises and performs as needed all duties in circulation, cataloging, reference, and inter-library loan.

### **Essential Duties and Responsibilities:**

#### Supervisory:

- Performs Library Assistant I and Library Assistant II duties as needed.
- Supervises the circulation of the library collection of books, periodicals, audiovisual materials and equipment
- Supervises library assistants and pages
- Prepares work schedules and assigns work to library assistants and pages
- Recruits, interviews, recommends hiring of new library assistants and pages
- Performs initial training and ongoing training for circulation staff
- Disciplines library assistants and pages as necessary
- Provides guidance and direction to subordinates, including setting performance standards and monitoring performance
- Gets staff to work together to accomplish tasks
- Performs evaluations of library assistants and pages, including recommendations for promotion
- Plans and executes library programs and events

#### Patron Relations:

- Notify patrons when library materials are returned incomplete or damaged. Assess charges.
- Negotiate patron fine, fees, and lost book issues
- Assists patrons with access and use of library facilities
- Assists patrons with reference inquiries
- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees. May prepare work schedules for employees and interns

#### Publicity and Public Relations:

- Creates flyers for library events
- Prepares and distributes press releases regarding library events
- Maintains website event calendar
- Updates library social media
- Publicizes library events, including graphic design, press releases, and posting on social media

Miscellaneous Duties:

- Compiles and maintains statistics
- Maintains book discard list for possible replacement
- Evaluates materials for outdated or unused items to be discarded
- Organizes materials collections for ease of finding items
- Coordinates library volunteers
- Coordinates set up and take down for events and meetings
- Recommends new circulation policies and revisions to existing policies
- Provides information to supervisors, co-workers, and subordinates
- Ensures issues regarding computers and other equipment are resolved
- Catalogs new materials
- Selects new items for the collection
- Orders supplies and equipment
- Attends committee meetings of the Black Gold Library Cooperative System as assigned by the District Director
- Any other duties assigned

**Education and Experience:**

- Two-year college degree in library science or information technology or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- 3+ years experience working in a library

**Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- 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.

**Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

**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 [ ]. Prior job descriptions repealed.)

DRAFT

REGULAR MEETING OF APRIL 25, 2017

H(b). RESOLUTION REQUESTING A CONTRA FUND ADVANCE FOR 2017-18  
FISCAL YEAR FROM COUNTY TREASURY

For a number of years, at the start of the fiscal year, the Library has requested and received from the County an advance against property tax revenues expected to be received in December and April. While it may not be necessary, staff recommends that the Board adopt a resolution requesting a pre-apportionment advance for 2017-18.

RECOMMENDATION: Staff recommends adoption of the attached resolution.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

**RESOLUTION 2016-17:03**

**RESOLUTION OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REQUESTING A CONTRAFUND ADVANCE FOR THE  
FISCAL YEAR 2017-2018**

**NOW, THEREFORE, BE IT RESOLVED** that the Blanchard/Santa Paula Public library District Board of Trustees, in a regular meeting on April 25, 2017, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #O040 for the operations of the Library during the Fiscal Year 2017-2018. The amount provided to the District for Fiscal Year 2016-2017 should be sufficient for Fiscal Year 2107-2018.

**PASSED, APPROVED, AND ADOPTED** this 25th day of April 2017

**ATTEST:**

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Library Board President

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Library Board Clerk

REGULAR MEETING OF APRIL 25, 2017  
H(c). DRAFT 2017-18 BUDGET

The preliminary draft of the 2017-18 budget is attached. This item is for information and discussion only.

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

Revenue	Total	Percent of Revenue
Pro Tx Curr Secured	\$344,500	
Pro Tx Curr Unsecured	\$25,000	
Pro Tx Curr Supplemental	\$6,000	
Pro Tax Prior Secured	\$0	
Pro Tx Prior Unsecured	\$0	
Pro Tx Prior Supplemental	\$0	
Penalties	\$1,306	
Interest	\$932	
HOPTR	\$2,600	
RDA Pass Through	\$50,000	
Special Assessment	<u>\$309,794</u>	
	\$740,132	
Endowment	\$20,000	
Donations	\$25,000	
Grants	\$26,000	
Fines & fees	<u>\$5,000</u>	
<b>TOTAL REVENUE</b>	<b>\$816,132</b>	<b>100.0%</b>
<b>Payroll &amp; Benefits</b>		
Salaries	\$ 394,854	
PERS Retirement	\$ 56,136	
FICA 0.077	\$ 30,208	
PERS Group Health	\$ 38,256	
PERS Group Health Annuitants	\$ 30,000	
SUI	\$ 3,500	
PERS 457 Plan	\$ -	
Insurance--Workers Comp	<u>\$ 1,692</u>	
	\$554,646	67.9%
<b>Services</b>		
Communications	\$800	
Computer services	\$4,000	
Publicity	\$22,000	
Collection development		
Books		
Young adult books	\$1,000	
General	\$10,000	
Children's books	\$5,000	
A/V materials	\$2,500	
Periodicals	\$5,000	
Library supplies		
Book binding/mending	\$2,000	
Library materials--other	\$0	
Memberships & dues	\$3,000	
Network services	\$65,000	



Over/short	\$0	
Programs	\$0	
Literacy	\$4,000	
Adults	\$7,500	
Children's	\$13,730	
Teens & Young adults	\$5,000	
Travel & meetings	\$2,500	
Total Services	<u>\$153,030</u>	18.7%
Administrative		
Advertising	\$250	
Bank charges	\$400	
Office expense	\$5,000	
Postage	\$350	
Professional services	\$0	
Legal	\$12,000	
Accounting	\$10,000	
Audit	\$8,000	
Grant Writing	\$7,000	
Insurance	\$8,650	
Printing	\$2,700	
Telephone expense	\$4,000	
Staff development & recognition	\$2,000	
Total	<u>\$60,350</u>	7.5%
Facilities		
Janitorial services & supplies	\$8,100	
Grounds maintenance	\$5,000	
Building security	\$1,000	
Building maintenance	\$8,000	
Utilities	\$0	
City of Santa Paula	\$6,500	
SoCal Edison	\$25,000	
The Gas Co.	\$850	
Trash	\$2,000	
Total	<u>\$56,450</u>	6.9%
TOTAL OPERATING EXPENSES	<u>\$824,476</u>	101.0%
OPERATING SURPLUS/(DEFICIT)	<u>-\$8,344</u>	
Extraordinary Expenses		
Legal	\$0	
	<u>\$0</u>	0.0%
NET SURPLUS/(DEFICIT)	<u>-\$8,344</u>	-1.0%
REIMBURSEMENT FROM DIF FUND	<u>\$17,500</u>	
TOTAL SURPLUS/(DEFICIT)	<u><u>\$9,156</u></u>	1.1%

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

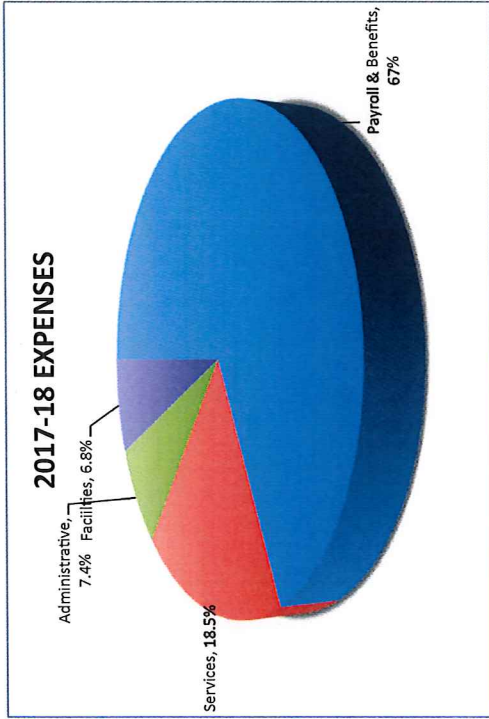
Revenue	Total	Percent of Revenue
Pro Tx Curr Secured	\$344,500	
Pro Tx Curr Unsecured	\$25,000	
Pro Tx Curr Supplemental	\$6,000	
Pro Tax Prior Secured	\$0	
Pro Tx Prior Unsecured	\$0	
Pro Tx Prior Supplemental	\$0	
Penalties	\$1,306	
Interest	\$932	
HOPTR	\$2,600	
RDA Pass Through	\$50,000	
Special Assessment	<u>\$309,794</u>	
	\$740,132	94.1%
Endowment	\$ 20,000	2.5%
Donations	\$ 20,000	2.5%
Grants	\$ -	0.1%
Fines & fees	<u>\$ 5,000</u>	0.6%
<b>TOTAL REVENUE</b>	<b><u>\$785,132</u></b>	<b>100.0%</b>
<b>Payroll &amp; Benefits</b>		
Salaries	\$ 342,882	
PERS Retirement	\$ 53,820	
FICA 0.0765	\$ 26,230	
PERS Group Health	\$ 31,464	
PERS Group Health Annuitants	\$ 30,000	
SUI	\$ 3,000	
PERS 457 Plan	\$ -	
Insurance--Workers Comp	<u>\$ 1,192</u>	
<b>Total</b>	<b>\$ 488,588</b>	<b>62.2%</b>
<b>Services</b>		
Communications	\$ 800	
Computer services	\$ 4,000	
Publicity	\$ 20,000	
Collection development		
Books		
Young adult books	\$ 1,000	
General	\$ 10,000	
Children's books	\$ 5,000	
A/V materials	\$ 2,500	
Periodicals	\$ 5,000	
Library supplies		
Book binding/mending	\$ 2,000	
Library materials--other	\$ -	
Memberships & dues	\$ 3,000	
Network services	\$ 65,000	
Over/short	\$ -	

Programs		
Literacy	\$	-
Adults	\$	7,500
Children's	\$	13,730
Teens & Young adults	\$	5,000
Travel & meetings	\$	2,000
Total Services	\$	146,530
		18.6%
Administrative		
Advertising	\$	250
Bank charges	\$	400
Office expense	\$	5,000
Postage	\$	350
Professional services		
Legal	\$	12,000
Accounting	\$	10,000
Audit	\$	8,000
Grant Writing	\$	5,000
Insurance	\$	8,650
Printing	\$	2,500
Telephone expense	\$	4,000
Staff development & recognition	\$	2,000
Total	\$	58,150
		7.5%
Facilities		
Janitorial services & supplies	\$	8,100
Grounds maintenance	\$	5,000
Building security	\$	1,000
Building maintenance	\$	8,000
Utilities		
City of Santa Paula	\$	6,500
SoCal Edison	\$	25,000
The Gas Co.	\$	850
Trash	\$	2,000
Total	\$	56,450
		7.2%
TOTAL OPERATING EXPENSES	\$749,718	95.5%
OPERATING SURPLUS/(DEFICIT)	\$35,414	4.5%
Extraordinary Expenses		
Legal	\$	-
	\$0	0.0%
NET SURPLUS/(DEFICIT)	\$35,414	4.5%
REIMBURSEMENT FROM DIF FUND	\$	17,500
TOTAL SURPLUS/(DEFICIT)	\$52,914	6.7%

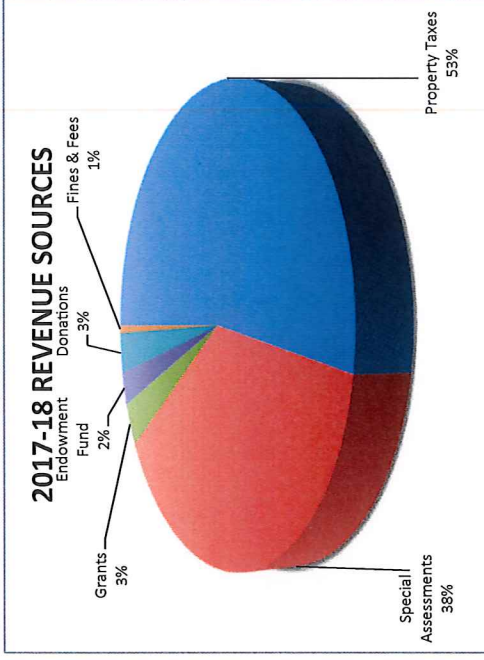
**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
2016-17 LITERACY FUND BUDGET**

Revenue		Total	Percent of 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		0.0%
	Special Assessment		0.0%
	Endowment		0.0%
	Donations	\$5,000	16.1%
	Grants	\$26,000	83.9%
	Fines & fees		0.0%
<b>TOTAL REVENUE</b>		<b>\$31,000</b>	<b>100.0%</b>
	<b>Payroll &amp; Benefits</b>		
	Salaries	\$51,972	
	PERS Retirement	\$2,316	
	FICA 0.0765	\$3,978	
	PERS Group Health	\$6,792	
	PERS Group Health Annuitants		
	SUI	\$500	
	PERS 457 Plan	\$0	
	Insurance--Workers Comp	\$500	
<b>Total</b>		<b>\$66,058</b>	<b>213.1%</b>
	<b>Services</b>		
	Communications	\$0	
	Computer services	\$0	
	Advertising	\$2,000	
	Collection development		
	Books		
	Young adult books		
	General		
	Children's books		
	A/V materials		
	Periodicals	\$0	
	Library supplies	\$0	0.0%
	Book binding/mending		
	Library materials--other		
	Memberships & dues		
	Network services		
	Over/short		

Programs		
Literacy	\$4,000	
Adults		
Children's		
Teens & Young adults		
Travel & meetings	\$500	
Total Services	<u>\$6,500</u>	21.0%
Administrative		
Advertising		
Bank charges		
Office expense		
Postage		
Professional services		
Legal		
Accounting		
Audit		
Grant Writing	\$2,000	
Insurance	\$0	
Printing	\$200	
Telephone expense		
Staff development & recognition		
Total	<u>\$2,200</u>	7.1%
Facilities		
Janitorial services & supplies		0.0%
Grounds maintenance		
Building security		
Building maintenance		
Utilities		0.0%
City of Santa Paula		
SoCal Edison		
The Gas Co.		0.0%
Trash		
Total		
TOTAL OPERATING EXPENSES	\$74,758	
OPERATING SURPLUS/(DEFICIT)		
Extraordinary Expenses		
Legal		
NET SURPLUS/(DEFICIT)	-\$43,758	
REIMBURSEMENT FROM DIF FUND		
TOTAL SURPLUS/(DEFICIT)	<u><u>-\$43,758</u></u>	



Payroll & Benefits	\$554,651	67.2%
Services	\$153,030	18.5%
Administrative	\$61,350	7.4%
Facilities	\$56,450	6.8%
	\$825,481	100.0%



Property Taxes	\$430,338	52.7%
Special Assessments	\$309,794	37.9%
Grants	\$27,000	3.3%
Endowment Fund	\$20,000	2.4%
Donations	\$25,000	3.1%
Fines & Fees	\$5,000	0.6%
	\$817,132	100.0%

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

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# **BEST** Adult Learning Center

## Board Report for April, 2017



[Ned joined us to honor our teachers & coordinator!]

We had a small but yummy potluck to celebrate the end of the first term of our **Adult Ed classes**. During SPUSD's school break, our Beginning class had no teacher, but our Library-sponsored teachers soldiered on, and their classes

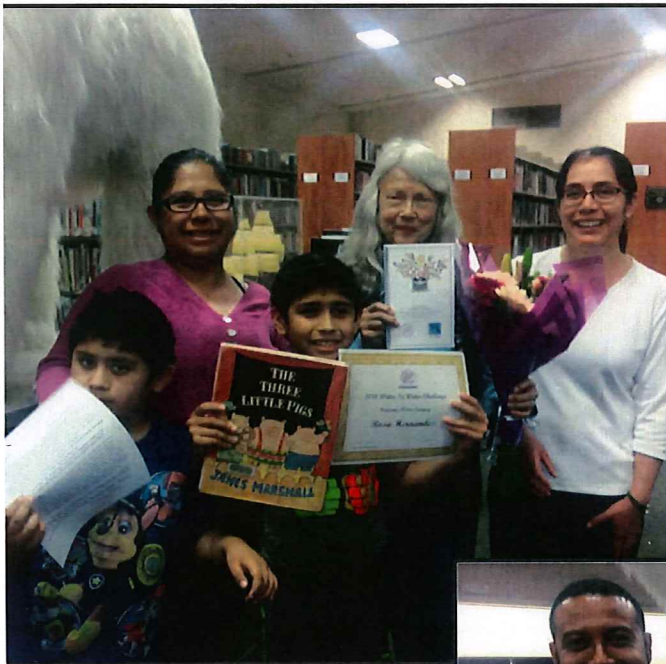
were surprisingly full. We are back in session as of the 17<sup>th</sup> of April, and there are 8 weeks left of school. It's been a great experience for these (mostly) moms. We added 6 new students this term.

[Caught reading to her daughter during school break →]



Three of our learners entered a **"Writer to Writer Challenge"**

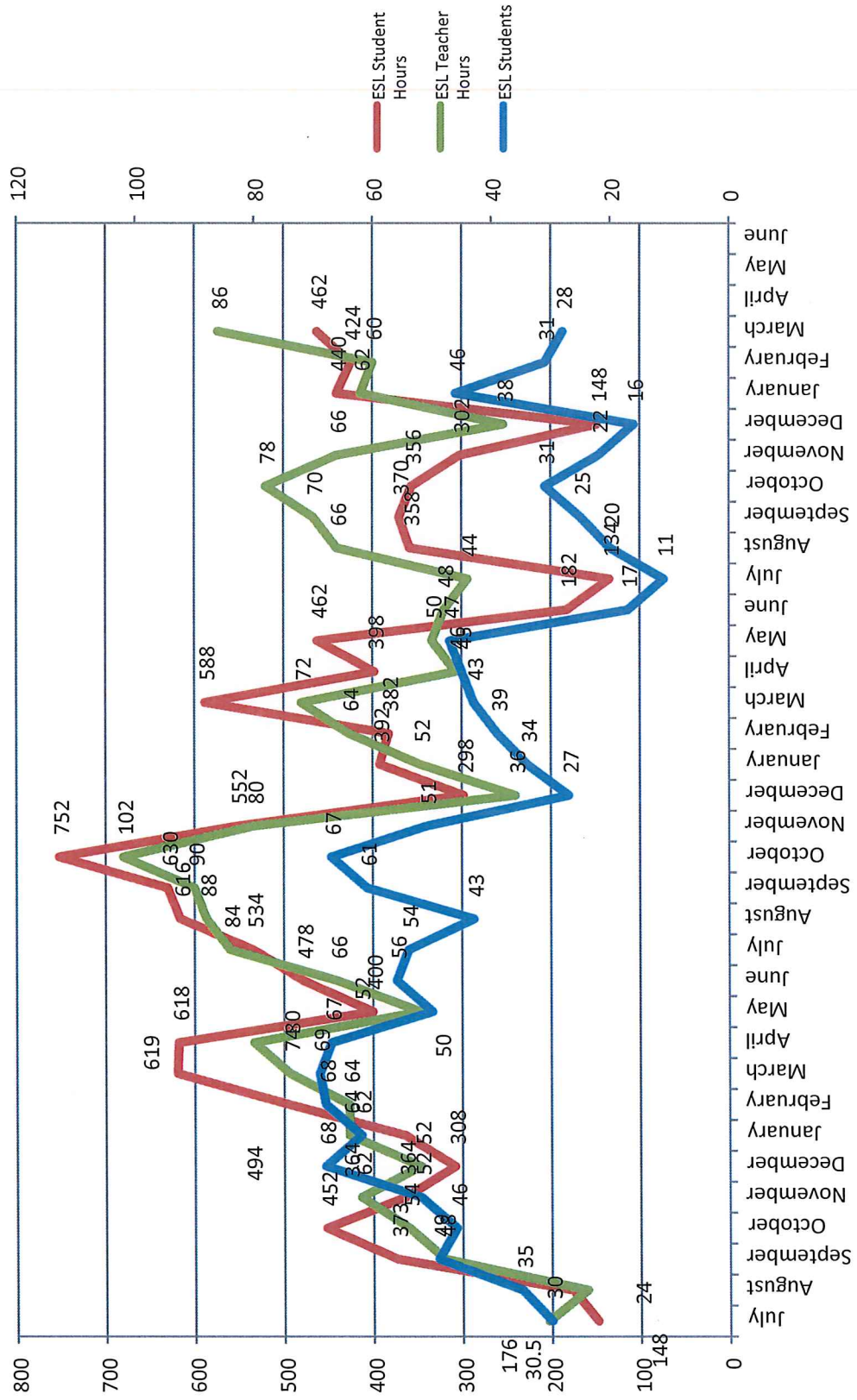
in the Southern California Library Literacy Network earlier this year. They each wrote a letter to the author of a book they liked, and they each received a certificate and a copy of all the winning letters to authors. There were 4 levels of entry, and we had one learner in each of the first three levels.



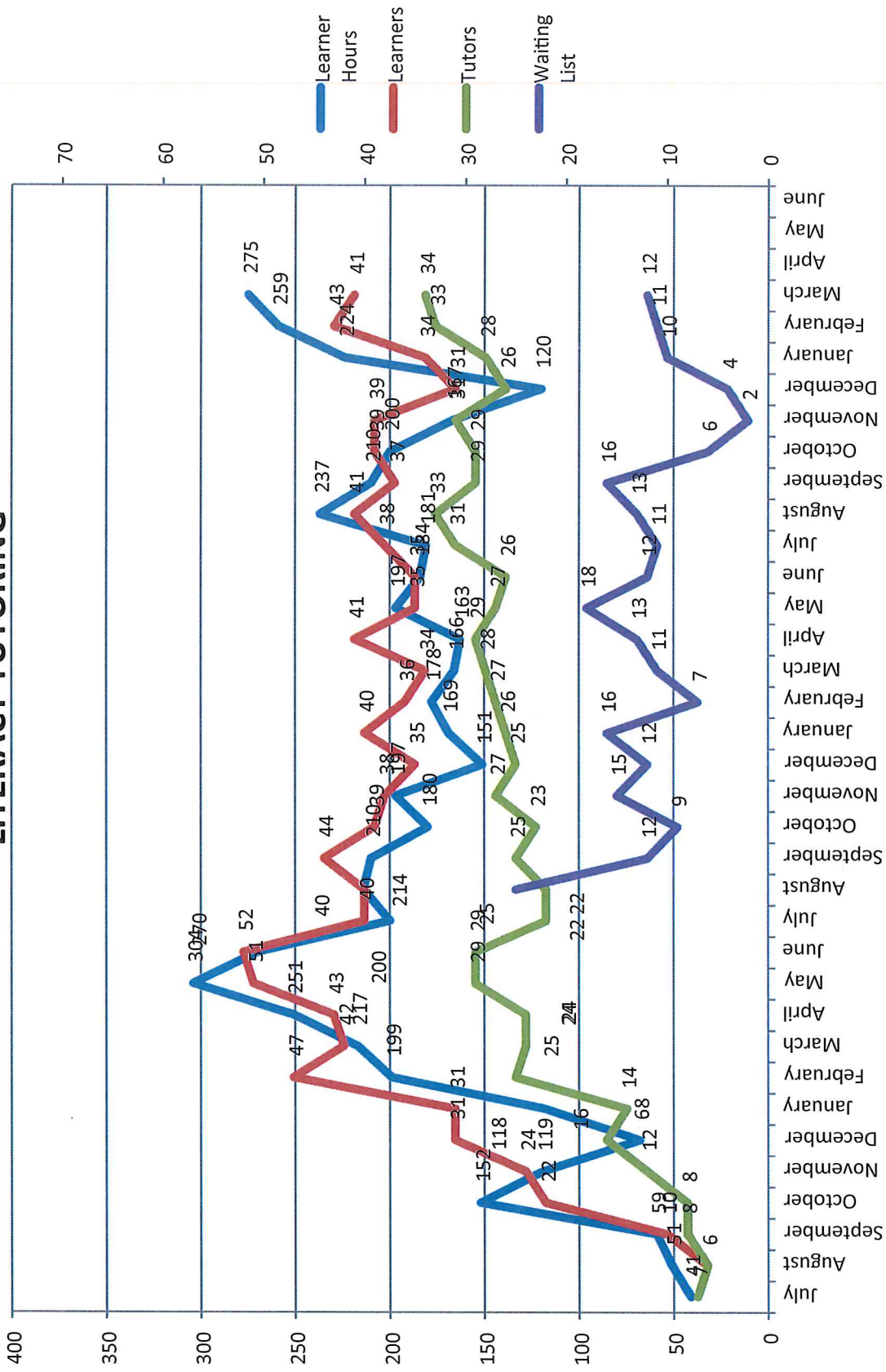
It was a great start, and I hope we will expand this event next year. The "Winners" (all our students and tutors are winners) are pictured here.



# ESL CLASSES



# LITERACY TUTORING



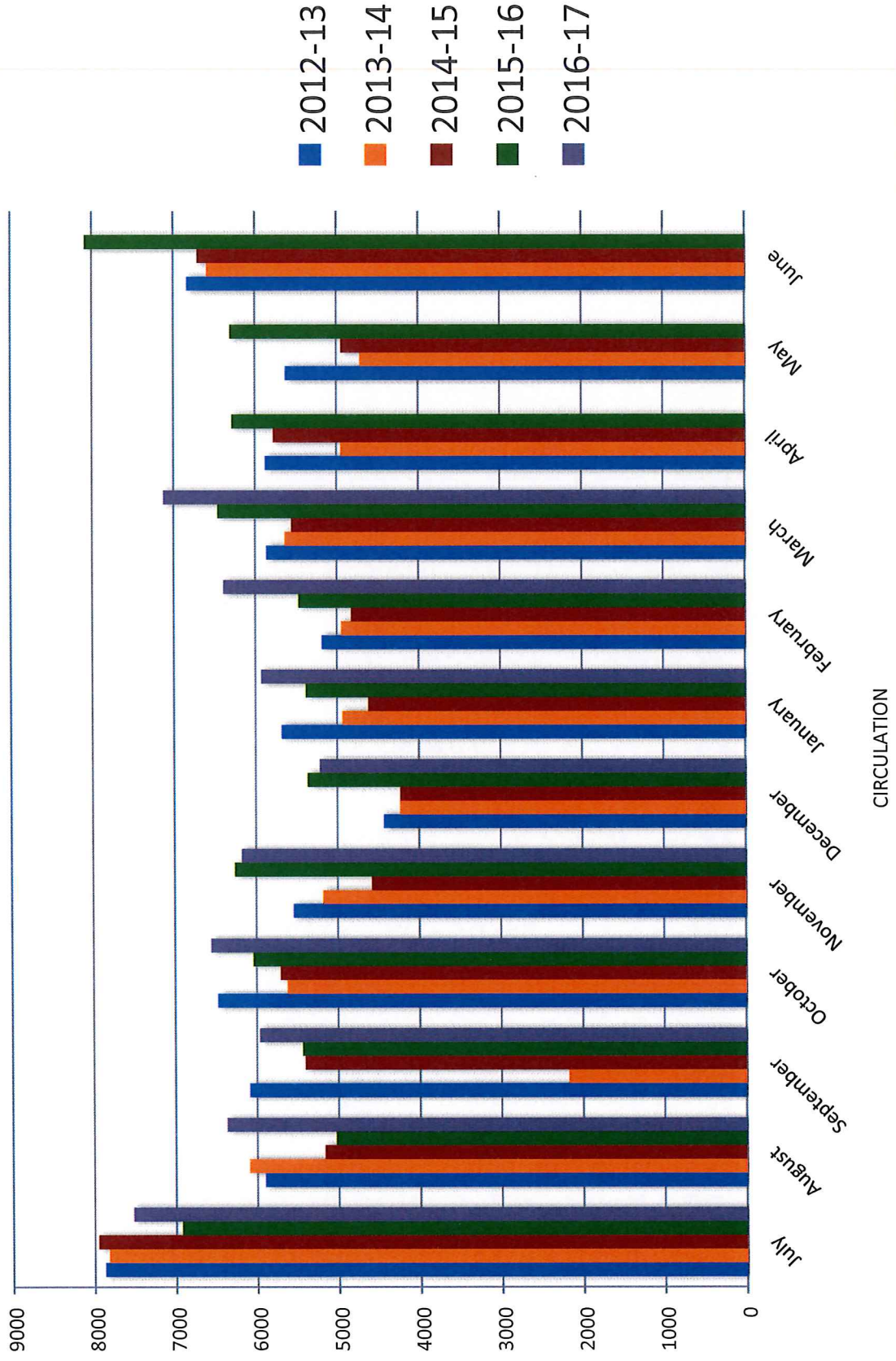
REGULAR MEETING OF APRIL 25, 2017  
I(b) REPORTS: PUBLIC SERVICES

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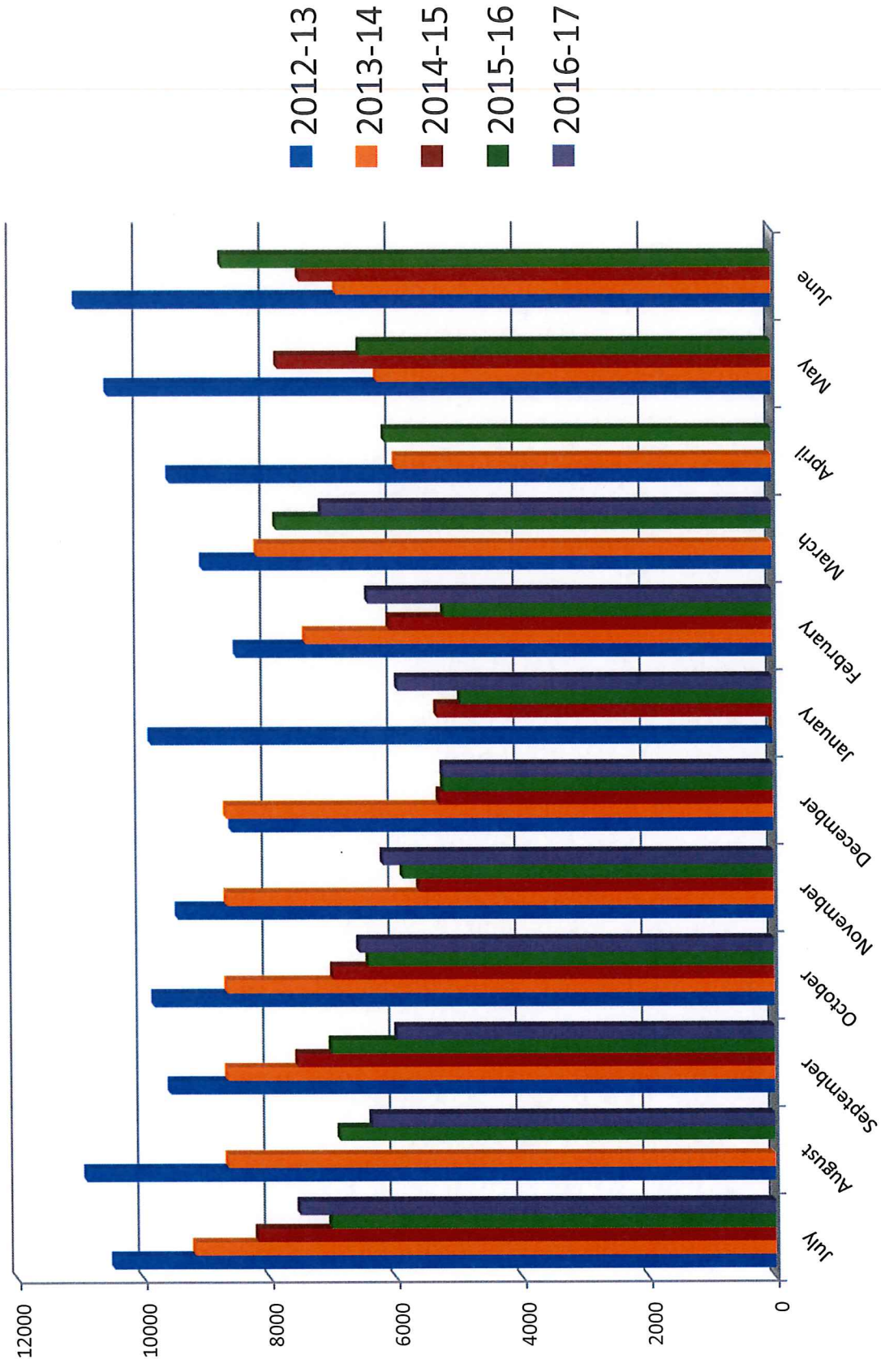
REGULAR MEETING OF APRIL 25, 2017  
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. Research Institute for Public Libraries meeting April 10-11, 2017

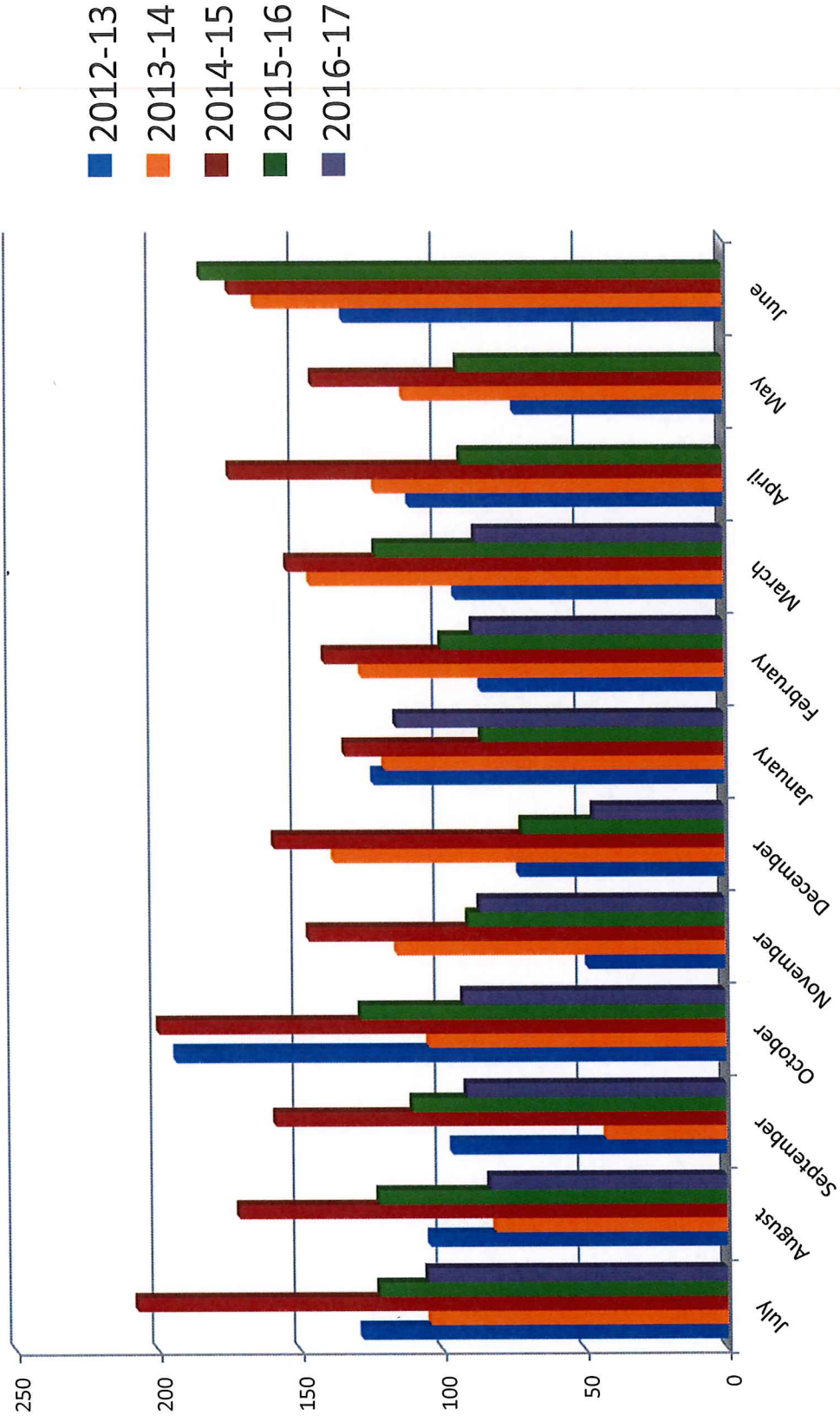
# TOTAL CIRCULATION



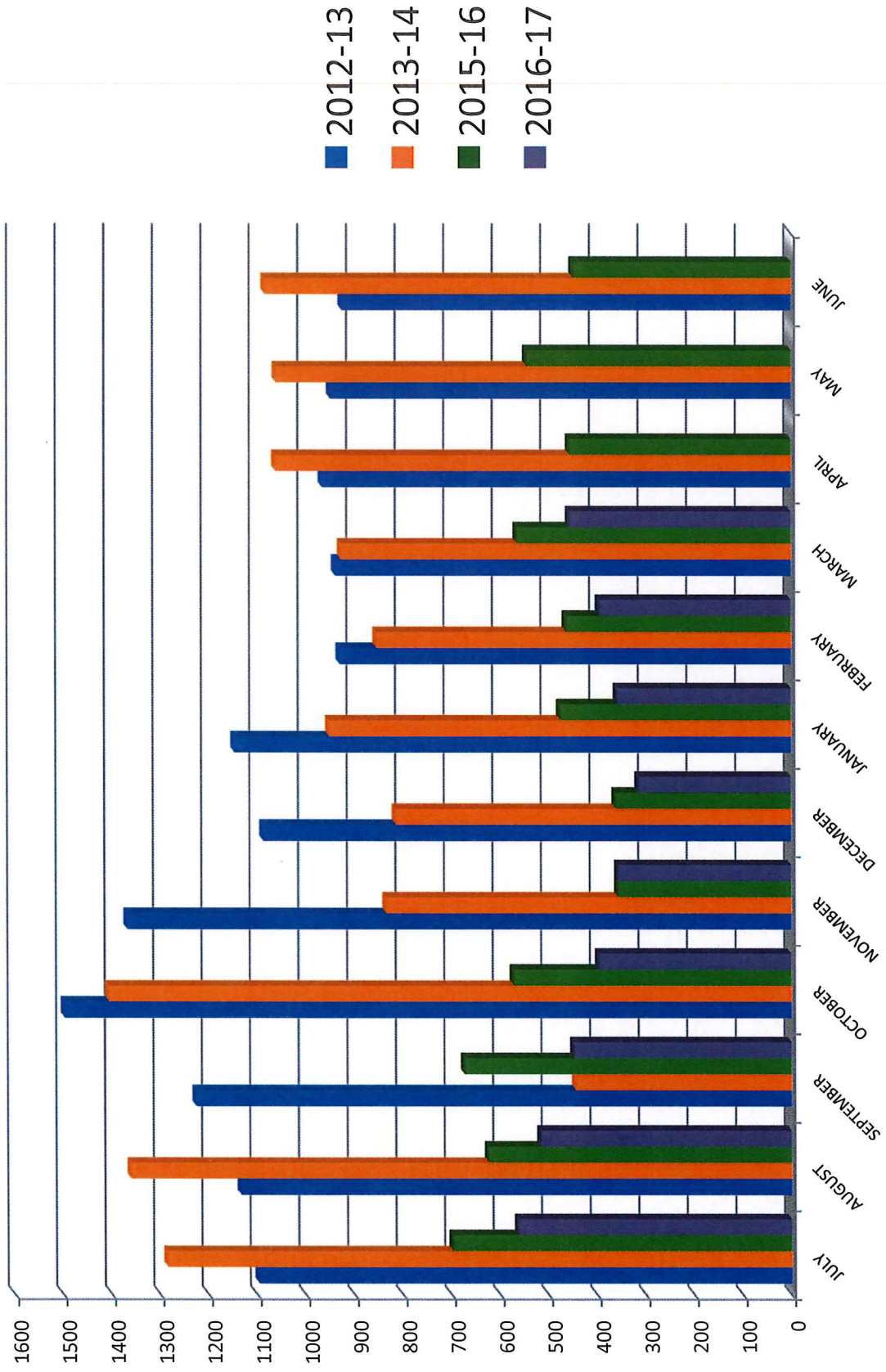
# PATRON COUNT



# PATRON REGISTRATIONS

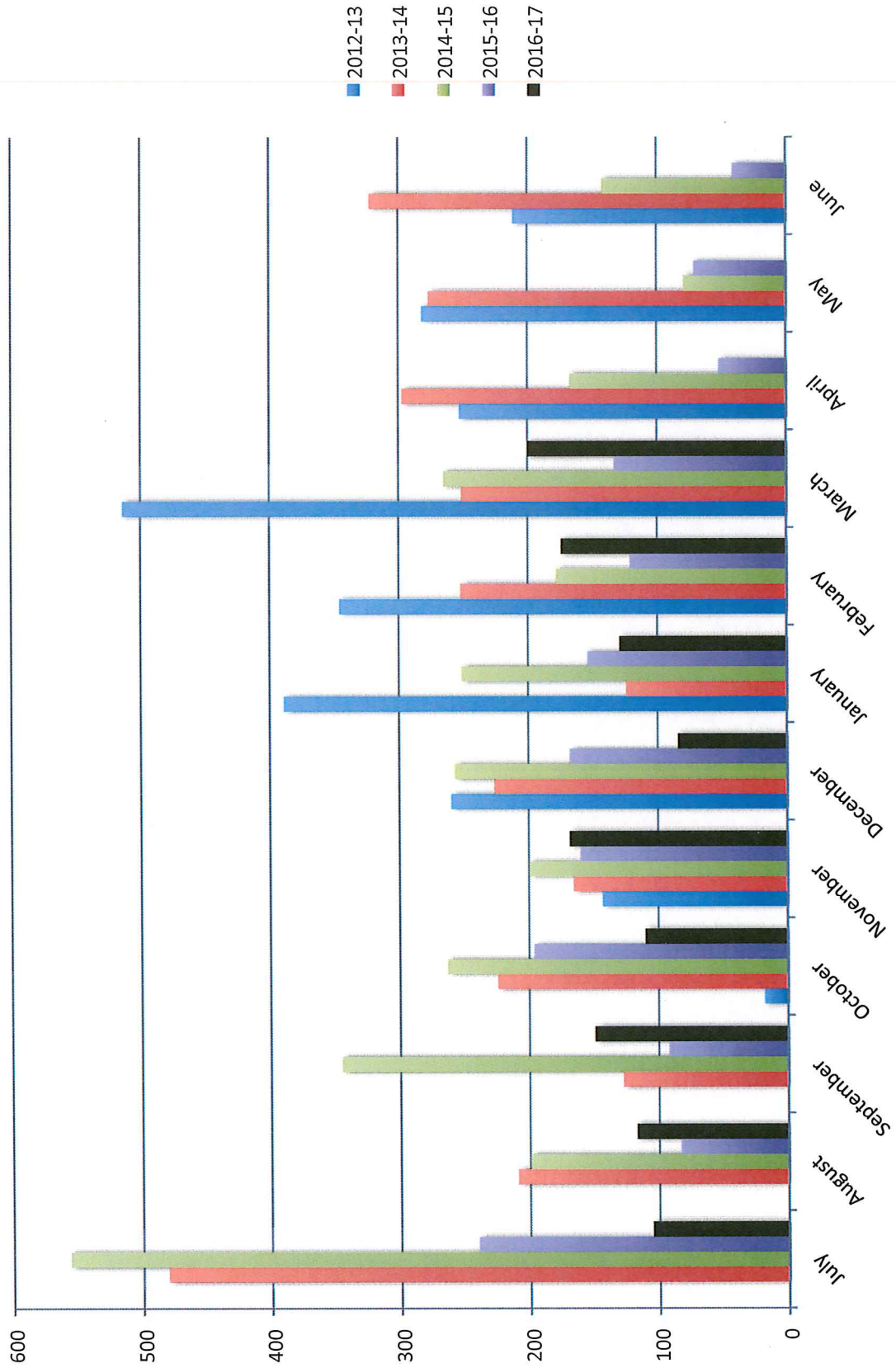


# REFERENCE INQUIRIES

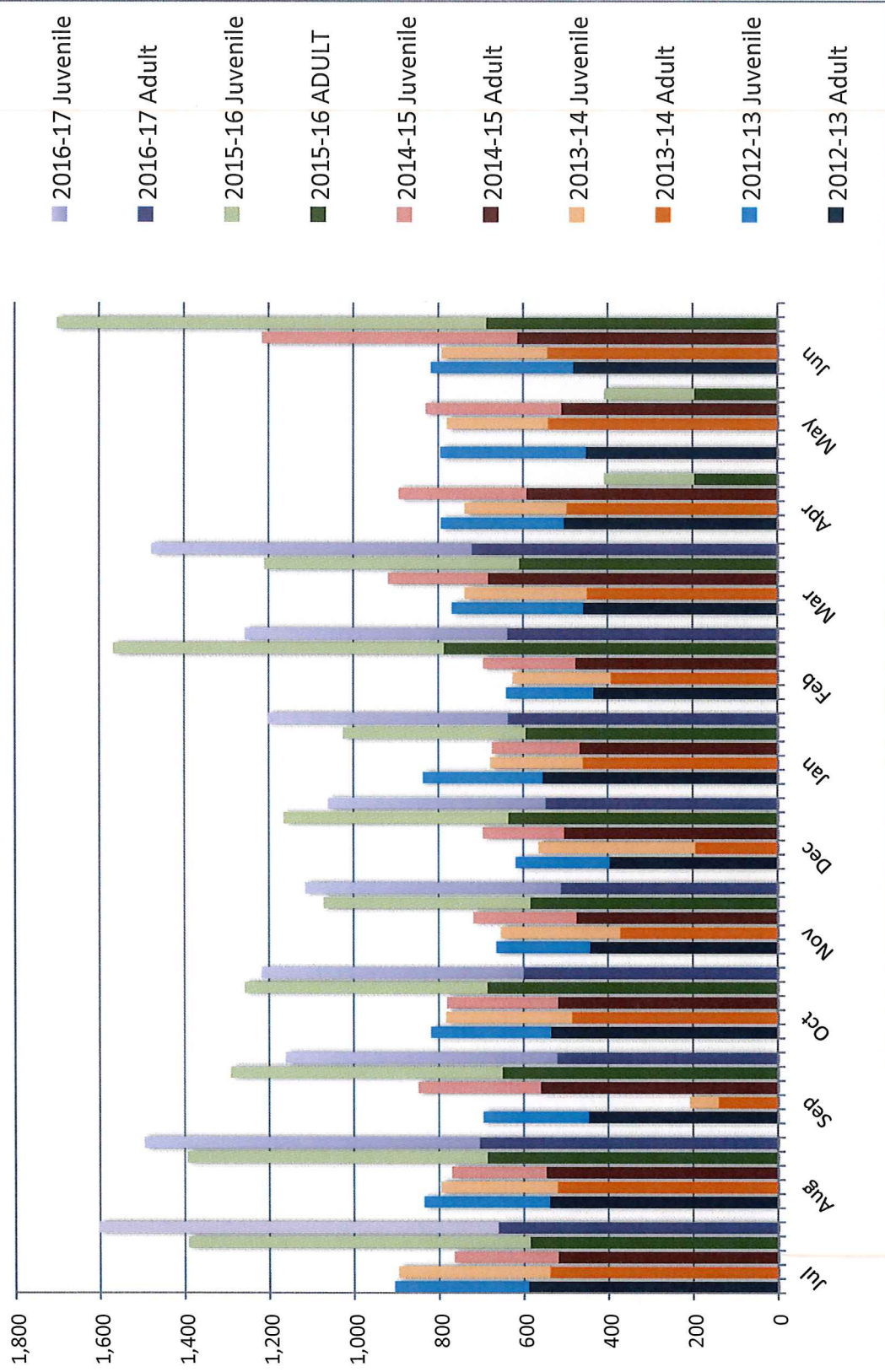




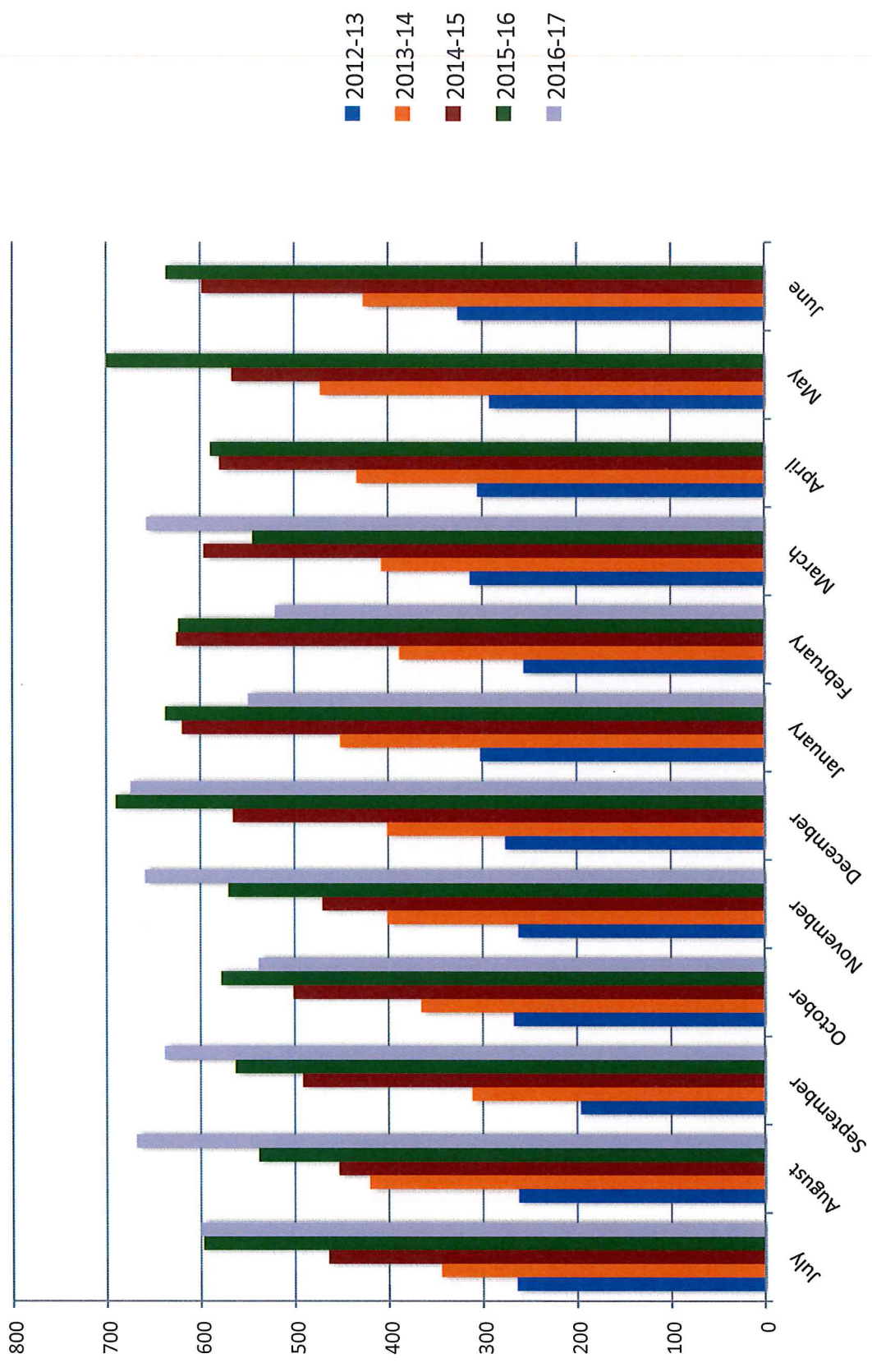
# VOLUMES ADDED



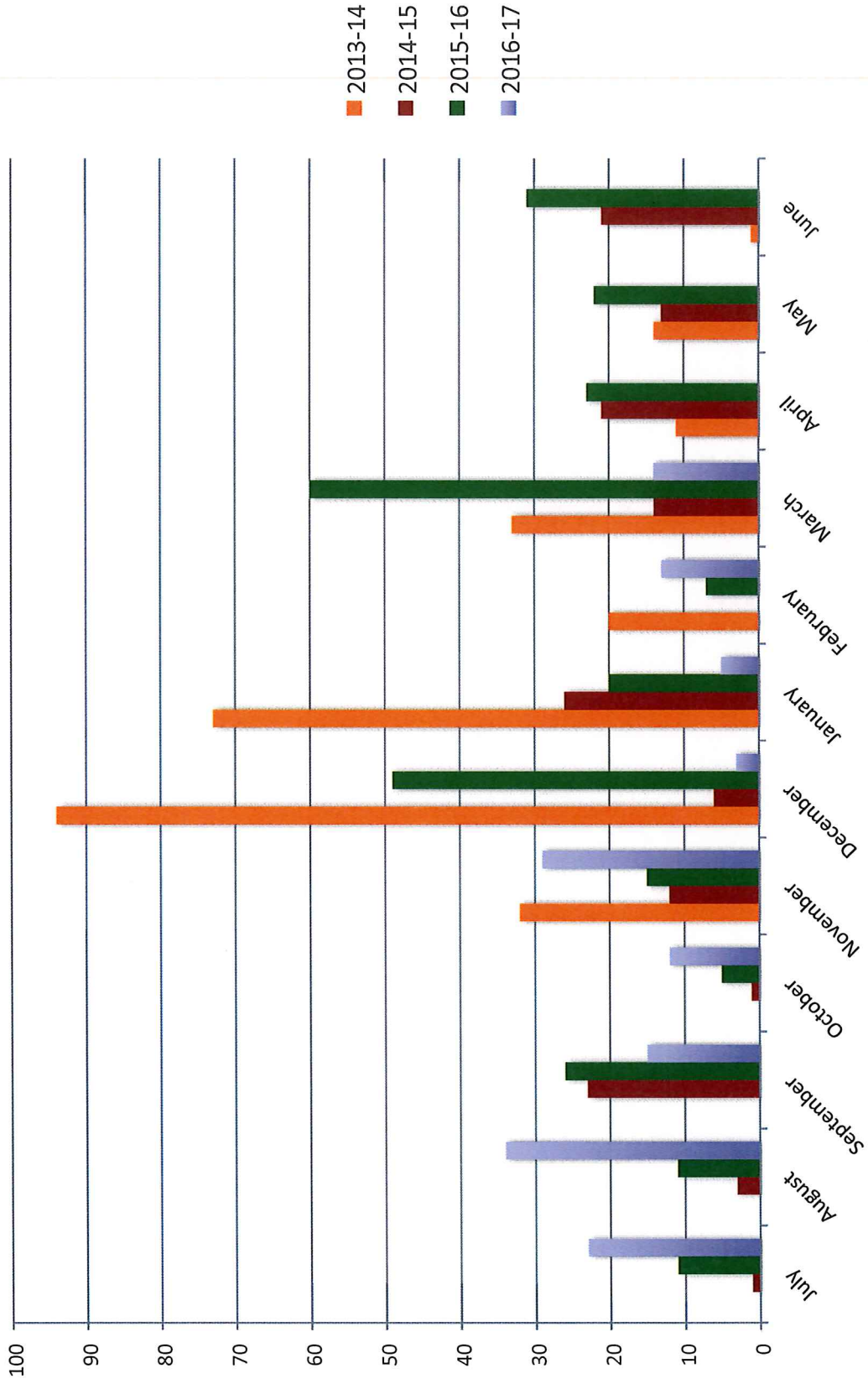
# COMPUTER USAGE



# eBOOK CIRCULATION



# ZINIO CIRCULATION



# HOOPLA

