

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Tuesday, November 16, 2021, at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE UNDER THE RULES
ESTABLISHED BY AB 361.

MEMBERS OF THE PUBLIC MAY PARTICIPATE

Join from PC, Mac, Linux, iOS or Android: <https://v.ringcentral.com/join/381392427>

For the best audio experience, please use computer audio.

Or Telephone: +1(650) 419-1505

Meeting ID: 381 39 2427

- A. CALL TO ORDER
- B. CONSIDERATION OF A RESOLUTION PROCLAIMING MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES (information, discussion, possible action)
- C. APPROVAL OF THE ORDER OF THE AGENDA
- D. 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.

- E. APPROVAL OF MINUTES
 - a. Approval of Minutes: Meeting of October 26, 2021
- F. REPORTS
 - a. Financial Reports--October

- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Update on Library Renovation (information, discussion, possible action)

I. NEW BUSINESS

- a. Trustee Resignation and New Trustee Appointment (information, discussion, possible action)
- b. Possible Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)

J. REPORTS (CONTINUED)

- a. Staff Reports
 - i. Public Services Reports
 - ii. Facilities Report
 - iii. District Director's Report
- b. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting December 28, 2021

M. 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 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF NOVEMBER 16, 2021

B. CONSIDERATION OF A RESOLUTION PROCLAIMING MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

California’s Ralph M. Brown Act has been amended to allow fully virtual board meetings during a state of emergency after the Governor signed Assembly Bill 361 into law on September 16, 2021. The new law comes as local public agencies were preparing for the expiration of Executive Orders that currently allow virtual board meetings. AB 361 goes into effect immediately, and it amends Section 54953 of the Brown Act to allow virtual board meetings through January 1, 2024 in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If the Board elects to continue with virtual meetings, AB 361 requires that the Board reconsider its decision every 30 days.

RECOMMENDATION: Staff recommends that the Board determine that, as a result of the emergency, meeting in person would represent imminent risks to the health or safety of attendees and that, if approved, the Board reconsider its decision prior to the November Board meeting.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF NOVEMBER 16, 2021
E. APPROVAL OF MINUTES

- 1. Approval of Minutes
 - a. Regular Meeting of October 26, 2021

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District

Board of Trustees, Tuesday, October 26, 2021

CALL TO ORDER - The Teleconference Meeting was called to order at 5:58 PM by Board President Laura Phillips. Trustees Grace Michael and Ron Merson, were in attendance, a quorum established. Trustees Ricardo Reyes, and Miriam Zamora were absent. District Director Ned Branch was present.

RESOLUTION - Unanimously approved resolution proclaiming meeting in person would present imminent risks to the health and safety of the attendees. (Merson/Phillips 3-0)

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Kelly/Merson 3-0).

PUBLIC COMMENT ON NON-AGENDA ITEMS - None.

APPROVAL OF MINUTES - The Minutes of the Regular Meeting on September 28, 2021 were unanimously approved (Phillips/Kelly 3-0).

REPORTS I -

a. Director Branch presented the Financial Reports for review. Received and filed. (Merson/Michael 3-0)

b. Friends of Library – Laura Phillips reported on purchase of encyclopedias for BCL. The memorials for Ari Larson will be held in Fillmore Friday and Saturday. Books are being donated to the Jackson House, a new mental health clinic. The Optimist Club is picking up books for Student of the Month.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS -

a. Director Branch starts vacation Thursday.

b. Spirit of Santa Paula is holding their weekly staff meetings at the Library.

c. A bilingual Toastmasters group is holding semi-monthly meetings at the Library.

OLD BUSINESS -

a. Approved to issue Request for Proposal (RFP) for roof replacement. (Merson/Michael 3-0)

NEW BUSINESS -

a. Approved to issue Request for Proposal (RFP) for Photovoltaic Cell Array and Energy Storage System. (Merson/Michael 3-0)

REPORTS (continued)

a. Staff Reports

i Public Services - Updates were reviewed. There is a new Ask and Discovery layer. A new system is being used for requests, Aspen.

ii. Facilities Report

a. Interior remodel – Director Branch will get back with the consultant Marilyn Applebee.

b. Building Fundraising Committee – Logan Hardison asked “What are we basing it on?” A list of the February 2020 “Imagine” function will be sent out to committee members who will contact the invitees regarding the Building Fundraising.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District

Board of Trustees, Tuesday, October 26, 2021

c. There is no update on the development impact fees. City Manager Dan Singer recommended that plans for the new building be created so that the community will better understand what the funds will be used for. Director Branch will research costs to create the plans.

iii. District Director's Report -

1. Statistics were reviewed.
2. Black Gold shared system will change, some libraries want to reduce or remove it (SB, SLO). Switches will be decided.
3. Status of library operations as a result of county health orders regarding mitigation of COVID 19/staff vaccinations: Possibly there will be more group activities for the Holidays and after the New Year.

d. Board Committees

i Finance - None

ii Human Resources - None

iii Strategic Plan Teams

1. Visioning/Strategic Plan – Invisible people do not get involved with community activities. Director Branch is working with a group to reach out to those folks in the community to find out what they need help with. Could include a citizenship program, help with immigration, finding resources that seem unavailable.

The consultant fee for Strategic Plan would be \$8600; team will meet again and decide.

2. Fundraising/Grants - None

FUTURE AGENDA ITEMS - The Board agreed to include the following future Agendas: The Organizational Chart revision, update on Building Grant.

UPCOMING MEETING DATE - The next regular online meeting will be November 16, 2021 at 6:00 pm.

ADJOURNMENT - There being no further business, the Regular Meeting was unanimously adjourned (Michael/Merson 3-0) at 7:26 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF NOVEMBER 16, 2021, 2021
F(a) REPORTS: FINANCIAL REPORTS

1. Receive and file October 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES
YTD as of September 2021 - Month 3 of 12

SIGNIFICANT VARIANCES FROM BUDGET

	ACTUAL	BUDGET			
Income	Property Tax	\$ 242,413	\$ 230,620	5.1%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 63,782	\$ 56,323	13.2%	Larger than expected State Library Literacy grant
	Donations- YTD	\$ 11,364	\$ 8,360	35.9%	\$5,000 Building Fund donation
Expense	Salaries & Benefits	\$ 189,162	\$ 217,060	-12.9%	One staff member on maternity leave
	Computer Services	\$ 16,615	\$ 36,040	-53.9%	Hoopla no longer categorized as Computer Services; BG has not bill for Q2
	Collection Development	\$ 19,011	\$ 15,920	19.4%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted.
	Programs	\$ 3,223	\$ 10,560	-69.5%	Delay in resuming congregate programs due to COVID
	Insurance	\$ 9,223	\$ 7,360	25.3%	
	Professional Services	\$ 13,657	\$ 18,680	-26.9%	Attorney fees for review of Request for Bid documents & Black Gold JPA; auditors have not bill for audit
	Building Maintenance	\$ 5,497	\$ 6,760	-18.7%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
	Utilities	\$ 15,946	\$ 12,000	32.9%	Summertime cooling costs. Budget is based on monthly average, not actual usage.

BUDGET SUMMARY

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget	Annual Variance Based on Monthly Average
Income	\$ 244,132	\$ 317,986	\$ 295,723	7.5%	\$ 993,873	#DIV/0!
Expense	\$ 292,504	\$ 286,179	\$ 340,833	-16.0%	\$ 992,800	#DIV/0!

Other

Income	\$ -	\$ -	\$ -		\$ -	
Expense	\$ -	\$ -	\$ 1,500		\$ 18,000	

Blanchard/Santa Paula Library District
Balance Sheet
 As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Payroll (Checking Account - Payroll)	19,287.34
General Fund	52,128.63
County Accounts	1,065,564.85
Investment Accounts	
Raymond James Investment Trust	398,138.52
Total Investment Accounts	398,138.52
Literacy	
1010.30 · Checking - FLAIR	67,500.79
1014.30 · CD - FLAIR	5,406.57
Total Literacy	72,907.36
Building Fund	
1020 · Book Trust Account	104,781.00
1010.40 · Santa Paula City	4,601.59
Blake	191,989.88
1015.10 · Petty Cash - General	15,172.81
1016.10 · Copy Machine Change Fund	380.00
	31.40
Total Checking/Savings	1,924,983.38
Other Current Assets	
1063.10 · Prepaid Expenses	56,426.46
Total Other Current Assets	56,426.46
Total Current Assets	1,981,409.84
Fixed Assets	763,295.72
TOTAL ASSETS	2,744,705.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,323.58
Credit Cards	94.31
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	-6,520.69
2510 · Due to Friends of the Library	382.55
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	32,116.84
Total Current Liabilities	33,534.73
Total Liabilities	33,534.73
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,604,770.59
Net Income	48,276.88
Total Equity	2,711,170.83
TOTAL LIABILITIES & EQUITY	2,744,705.56

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through October 2021

	Jul - Oct 21	Jul - Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	242,413.25	241,053.17	1,360.08	0.6%
4700 · Grants	63,782.00	1,592.76	62,189.24	3,904.5%
4600 · Donations	11,364.00	1,220.78	10,143.22	830.9%
4800 · Library Services	368.37	200.73	167.64	83.5%
4900 · Miscellaneous Income	57.96	63.64	-5.68	-8.9%
Interest Income	0.73	0.64	0.09	14.1%
Total Income	317,986.31	244,131.72	73,854.59	30.3%
Gross Profit	317,986.31	244,131.72	73,854.59	30.3%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	137,327.93	142,309.73	-4,981.80	-3.5%
Payroll Tax	8,561.19	11,132.70	-2,571.51	-23.1%
Retirement	21,680.05	20,771.56	908.49	4.4%
Health Insurance	21,096.33	20,821.38	274.95	1.3%
Insurance- Workers Comp.	496.82	819.55	-322.73	-39.4%
Total Salaries & Employee Benefits	189,162.32	195,854.92	-6,692.60	-3.4%
Services				
Computer Services	16,615.99	32,550.32	-15,934.33	-49.0%
Collection Development				
AV Materials	1,872.81	1,642.12	230.69	14.1%
Books	8,682.77	4,876.23	3,806.54	78.1%
Databases	3,860.92	2,899.75	961.17	33.2%
WiFi Hot Spots	2,351.97	1,382.70	969.27	70.1%
Periodicals	2,242.74	1,429.76	812.98	56.9%
Total Collection Development	19,011.21	12,230.56	6,780.65	55.4%
Library Supplies	761.66	610.10	151.56	24.8%
Memberships & Dues	4,360.32	995.00	3,365.32	338.2%
Programs				
Adult Programs	206.87	352.63	-145.76	-41.3%
Young Adult Programs	249.12	850.74	-601.62	-70.7%
Children's Programs	1,298.90	1,959.96	-661.06	-33.7%
Literacy Programs	1,468.55	1,575.31	-106.76	-6.8%
Total Programs	3,223.44	4,738.64	-1,515.20	-32.0%
Promotion & Public Relations	119.96	4,359.72	-4,239.76	-97.3%
Travel and Meetings	41.98	0.00	41.98	100.0%
Total Services	44,134.56	55,484.34	-11,349.78	-20.5%
Administration				
Bank Charges	195.88	67.56	128.32	189.9%
Insurance	9,222.60	6,501.52	2,721.08	41.9%
Miscellaneous	60.00	0.00	60.00	100.0%
Office Expenses (Office expenses)	2,150.72	1,864.55	286.17	15.4%
Payroll Processing	802.90	0.00	802.90	100.0%
Professional Services	13,656.70	10,313.37	3,343.33	32.4%
Public & Legal Notices	80.20	477.40	-397.20	-83.2%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through October 2021

	Jul - Oct 21	Jul - Oct 20	\$ Change	% Change
Staff Development & Recognition	175.00	150.28	24.72	16.5%
Strategic Planning	908.36	0.00	908.36	100.0%
Telephone Expense	1,008.95	1,278.67	-269.72	-21.1%
Total Administration	28,261.31	20,653.35	7,607.96	36.8%
Facilities				
Janitorial Services & Supplies	3,178.24	3,924.91	-746.67	-19.0%
Repairs & Maintenance	5,497.16	5,349.62	147.54	2.8%
Utilities (Utilities)	15,945.65	11,237.44	4,708.21	41.9%
Total Facilities	24,621.05	20,511.97	4,109.08	20.0%
Total Expense	286,179.24	292,504.58	-6,325.34	-2.2%
Net Ordinary Income	31,807.07	-48,372.86	80,179.93	165.8%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary I...	890.06	44.00	846.06	1,922.9%
Gain (Other Income)	6,950.58	0.00	6,950.58	100.0%
Library Impact Fees	0.00	30,527.63	-30,527.63	-100.0%
Total Other Income	7,840.64	30,571.63	-22,730.99	-74.4%
Net Other Income	7,840.64	30,571.63	-22,730.99	-74.4%
Net Income	39,647.71	-17,801.23	57,448.94	322.7%

Blanchard/Santa Paula Library District
Profit & Loss Budget vs. Actual
 July through October 2021

8:51 AM
 11/11/2021
 Accrual Basis

	TOTAL							
	Oct 21	Budget	\$ Over Budget	% of Budget	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
Total 4000 · Property Taxes	0.00	500.00	-500.00	0.0%	242,413.25	230,620.00	11,793.25	105.11%
4700 · Grants								
Total California State Library Grants	60,782.00	0.00	60,782.00	100.0%	60,782.00	0.00	60,782.00	100.0%
4705 · Other Grants	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4700 · Grants - Other	0.00	51,623.00	-51,623.00	0.0%	3,000.00	56,323.00	-53,323.00	5.33%
Total 4700 · Grants	60,782.00	51,623.00	9,159.00	117.74%	63,782.00	56,323.00	7,459.00	113.24%
Total 4600 · Donations	0.00	2,090.00	-2,090.00	0.0%	11,364.00	8,360.00	3,004.00	135.93%
Total 4800 · Library Services	5.20	120.00	-114.80	4.33%	368.37	420.00	-51.63	87.71%
Total 4900 · Miscellaneous Income	0.00				57.96			
Interest Income	0.13				0.73			
Total Income	<u>60,787.33</u>	<u>54,333.00</u>	<u>6,454.33</u>	<u>111.88%</u>	<u>317,986.31</u>	<u>295,723.00</u>	<u>22,263.31</u>	<u>107.53%</u>
Gross Profit	60,787.33	54,333.00	6,454.33	111.88%	317,986.31	295,723.00	22,263.31	107.53%
Expense								
*Reconciliation Discrepancies	0.00				0.00			
Salaries & Employee Benefits								
Salaries	28,967.65	39,530.00	-10,562.35	73.28%	137,327.93	158,120.00	-20,792.07	86.85%
Total Payroll Tax	0.00	3,390.00	-3,390.00	0.0%	8,561.19	13,560.00	-4,998.81	63.14%
Total Retirement	4,030.00	6,120.00	-2,090.00	65.85%	21,680.05	24,480.00	-2,799.95	88.56%
Total Health Insurance	5,880.48	4,930.00	950.48	119.28%	21,096.33	19,720.00	1,376.33	106.98%
Insurance- Workers Comp.	144.19	170.00	-25.81	84.82%	496.82	1,180.00	-683.18	42.1%
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Salaries & Employee Benefits	<u>39,022.32</u>	<u>54,140.00</u>	<u>-15,117.68</u>	<u>72.08%</u>	<u>189,162.32</u>	<u>217,060.00</u>	<u>-27,897.68</u>	<u>87.15%</u>
Services								
Computer Services								
Patron Computers	0.00	0.00	0.00	0.0%	517.23	0.00	517.23	100.0%
Network Services/ILS	0.00	16,000.00	-16,000.00	0.0%	13,625.00	32,000.00	-18,375.00	42.58%
Service/Licensing Agreements	629.38	760.00	-130.62	82.81%	2,473.76	3,040.00	-566.24	81.37%
Computer Services - Other	0.00	250.00	-250.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Total Computer Services	<u>629.38</u>	<u>17,010.00</u>	<u>-16,380.62</u>	<u>3.7%</u>	<u>16,615.99</u>	<u>36,040.00</u>	<u>-19,424.01</u>	<u>46.1%</u>
Collection Development								
Total AV Materials	295.26	400.00	-104.74	73.82%	1,872.81	1,600.00	272.81	117.05%
Total Books	3,581.75	2,180.00	1,401.75	164.3%	8,682.77	8,720.00	-37.23	99.57%
Databases	13.93	690.00	-676.07	2.02%	3,860.92	2,760.00	1,100.92	139.89%
WiFi Hot Spots	0.00	500.00	-500.00	0.0%	2,351.97	2,000.00	351.97	117.6%
Periodicals	259.47	210.00	49.47	123.56%	2,242.74	840.00	1,402.74	266.99%

	TOTAL							
	Oct 21	Budget	\$ Over Budget	% of Budget	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Collection Development - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Collection Development	4,150.41	3,980.00	170.41	104.28%	19,011.21	15,920.00	3,091.21	119.42%
Total Library Supplies	186.62	170.00	16.62	109.78%	761.66	680.00	81.66	112.01%
Memberships & Dues	3,404.33	420.00	2,984.33	810.56%	4,360.32	1,680.00	2,680.32	259.54%
Programs								
Adult Programs	59.22	380.00	-320.78	15.58%	206.87	1,520.00	-1,313.13	13.61%
Young Adult Programs	0.00	420.00	-420.00	0.0%	249.12	1,680.00	-1,430.88	14.83%
Children's Programs	345.96	1,170.00	-824.04	29.57%	1,298.90	4,680.00	-3,381.10	27.75%
Total Literacy Programs	92.32	670.00	-577.68	13.78%	1,468.55	2,680.00	-1,211.45	54.8%
Programs - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Programs	497.50	2,640.00	-2,142.50	18.85%	3,223.44	10,560.00	-7,336.56	30.53%
Promotion & Public Relations	29.99	483.34	-453.35	6.21%	119.96	1,933.32	-1,813.36	6.21%
Total Travel and Meetings	0.00	180.00	-180.00	0.0%	41.98	720.00	-678.02	5.83%
Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Services	8,898.23	24,883.34	-15,985.11	35.76%	44,134.56	67,533.32	-23,398.76	65.35%
Administration								
Advertising	0.00	30.00	-30.00	0.0%	0.00	120.00	-120.00	0.0%
Total Bank Charges	47.45	40.00	7.45	118.63%	195.88	160.00	35.88	122.43%
Insurance	1,844.52	1,840.00	4.52	100.25%	9,222.60	7,360.00	1,862.60	125.31%
Miscellaneous	0.00				60.00			
Total Office Expenses (Office expenses)	235.32	1,170.00	-934.68	20.11%	2,150.72	4,680.00	-2,529.28	45.96%
Payroll Processing	802.90				802.90			
Professional Services								
Accounting Fees	0.00	920.00	-920.00	0.0%	1,751.00	3,680.00	-1,929.00	47.58%
Audit Services	7,000.00	12,000.00	-5,000.00	58.33%	7,000.00	12,000.00	-5,000.00	58.33%
Collection Services	8.95				98.45			
Grant Writing	0.00	500.00	-500.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Legal Fees	0.00	500.00	-500.00	0.0%	3,837.50	2,000.00	1,837.50	191.88%
Professional Services - Other	969.75	0.00	969.75	100.0%	969.75	0.00	969.75	100.0%
Total Professional Services	7,978.70	13,920.00	-5,941.30	57.32%	13,656.70	18,680.00	-5,023.30	73.11%
Public & Legal Notices	0.00				80.20			
Staff Development & Recognition	0.00	170.00	-170.00	0.0%	175.00	680.00	-505.00	25.74%
Strategic Planning	0.00	1,000.00	-1,000.00	0.0%	908.36	1,000.00	-91.64	90.84%
Telephone Expense	332.05	360.00	-27.95	92.24%	1,008.95	1,440.00	-431.05	70.07%
Administration - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Administration	11,240.94	18,530.00	-7,289.06	60.66%	28,261.31	34,120.00	-5,858.69	82.83%
Facilities								
Janitorial Services & Supplies	700.00	840.00	-140.00	83.33%	3,178.24	3,360.00	-181.76	94.59%
Total Repairs & Maintenance	511.70	1,990.00	-1,478.30	25.71%	5,497.16	6,760.00	-1,262.84	81.32%
Total Utilities (Utilities)	3,297.90	3,000.00	297.90	109.93%	15,945.65	12,000.00	3,945.65	132.88%

					TOTAL			
	Oct 21	Budget	\$ Over Budget	% of Budget	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Facilities - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Facilities	4,509.60	5,830.00	-1,320.40	77.35%	24,621.05	22,120.00	2,501.05	111.31%
Total Expense	63,671.09	103,383.34	-39,712.25	61.59%	286,179.24	340,833.32	-54,654.08	83.97%
Net Ordinary Income	-2,883.76	-49,050.34	46,166.58	5.88%	31,807.07	-45,110.32	76,917.39	-70.51%
Other Income/Expense								
Other Income								
Extraordinary Income (Extraordinary Income)	889.87				890.06			
Gain (Other Income)	6,950.58				6,950.58			
Total Other Income	7,840.45				7,840.64			
Other Expense								
Extraordinary Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Net Other Income	7,840.45	0.00	7,840.45	100.0%	7,840.64	0.00	7,840.64	100.0%
Net Income	<u>4,956.69</u>	<u>-49,050.34</u>	<u>54,007.03</u>	<u>-10.11%</u>	<u>39,647.71</u>	<u>-45,110.32</u>	<u>84,758.03</u>	<u>-87.89%</u>

Blanchard/Santa Paula Library District General Fund Deposit Detail October 2021

Type	Num	Date	Name	Memo	Account	Amount
Deposit		10/05/21		Deposit	General Fund	2.70
				Deposit	4804 · Printing & Copying	-2.70
TOTAL						-2.70
Bill Pm...		10/20/21	Frontier Communications	QuickBooks generated zero amount transaction for b...	General Fund	0.00
Bill	Oct...	10/10/21	Frontier Communications		2000.10 · Accts Payable - General	-12.72
TOTAL						-12.72
Deposit		10/25/21		Deposit	General Fund	2.50
				Deposit	4804 · Printing & Copying	-2.50
TOTAL						-2.50
Genera...	Jul...	10/31/21		Balance Adjustment	General Fund	0.01
				Balance Adjustment	*Reconciliation Discrepancies	-0.01
TOTAL						-0.01

Blanchard/Santa Paula Library District Monthly General Fund Check Detail October 2021

Num	Date	Name	Memo	Account	Paid Amount
	10/04/2021			General Fund	
				Bank Charges	-47.45
TOTAL					-47.45
	10/20/2021	Frontier Communications	QuickBooks generated zero amount transaction fo...	General Fund	
October 2021	10/10/2021	Frontier Communications		2000.10 · Accts Payable ...	0.00
TOTAL					0.00
EFT	10/05/2021	Calif. Public Employees' Retirement System	Pepira retirement contribution 08-22-21 - 09-04-21	General Fund	
			Pepira retirement contribution 08-22-21 - 09-04-21	CALPERS (Payee Accou...	-1,217.65
TOTAL					-1,217.65
EFT	10/06/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 08-22-21 - 09-04-21	General Fund	
			Classic retirement contribution 08-22-21 - 09-04-21	CALPERS (Payee Accou...	-374.98
TOTAL					-374.98
EFT	10/07/2021	Calif. Public Employees' Retirement System	Late Fee on September Health Insurance payment	General Fund	
			Late Fee on September Health Insurance payment	PERS Group Health Insu...	-5.54
TOTAL					-5.54
EFT	10/12/2021	Calif. Public Employees' Retirement System	October 2021 health insurance	General Fund	
			October 2021 health insurance	PERS Group Health Insu...	-2,970.52
			October 2021 health insurance	Annuitant Health Insurance	-2,339.09
TOTAL					-5,309.61
EFT	10/19/2021	Calif. Public Employees' Retirement System	Pepira retirement contribution 09-05-21- 09-22-21	General Fund	
			Pepira retirement contribution 09-05-21- 09-18-21	CALPERS (Payee Accou...	-1,217.65
TOTAL					-1,217.65

Blanchard/Santa Paula Library District Monthly General Fund Check Detail October 2021

Num	Date	Name	Memo	Account	Paid Amount
EFT	10/20/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 09-05-2021 - 09-18-...	General Fund	
			Classic retirement contribution 09-05-2021 - 09-18-2021	CALPERS (Payee Accou...	-377.37
TOTAL					-377.37
11233	10/07/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
1LQL-FNW1-JQ1R	09/21/2021		1LQL-FNW1-JQ1R	Supplies	-190.48
TOTAL					-190.48
11234	10/07/2021	Andy's Plumbing Place		General Fund	
9510-924	09/21/2021			Building Maintenance	-150.00
TOTAL					-150.00
11235	10/07/2021	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
2036168442	09/10/2021		2036168442	Children's Books	-580.38
TOTAL					-580.38
11236	10/07/2021	Document Systems	VOID: VE3166 - Voided to correct dollar amount	General Fund	
TOTAL					0.00
11237	10/07/2021	Business Card	Credit Card Charges 07-17-2021 - 08-16-2021	General Fund	
September 2021	09/30/2021		Credit Card Charges 07-17-2021 - 08-16-2021	Bank of America Platinu...	-1,998.18
TOTAL					-1,998.18
11238	10/07/2021	Document Systems	VE3166	General Fund	
174818	09/20/2021		INV. 174818	Printing	-264.35
TOTAL					-264.35
11239	10/07/2021	Ned Branch	Monthly health insurance reimbursement	General Fund	
October 2021	10/01/2021		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33

Blanchard/Santa Paula Library District Monthly General Fund Check Detail October 2021

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-565.33
11240	10/07/2021	Quadient Finance USA, Inc	7900-0110-8018-6524	General Fund	
7900-0110-8018-...	09/19/2021		7900-0110-8018-6524	Postage	-89.84
TOTAL					-89.84
11241	10/07/2021	Southern California Edison	700501221979	General Fund	
08-08-21 - 09-16...	09/17/2021		08-08-21 - 09-16-21	Electricity	-3,404.39
TOTAL					-3,404.39
11242	10/07/2021	T-Mobile	968719262	General Fund	
08-21-21 - 09-20...	09/24/2021		08-21-21 - 09-20-21	WiFi Hot Spots	-368.15
TOTAL					-368.15
11243	10/07/2021	Boyd & Associates	VOID: 9030	General Fund	
TOTAL					0.00
11244	10/07/2021	Nancy Kierstyn Schreiner	INV. 1675	General Fund	
1675	09/30/2021		INV. 1675	Legal Fees	-1,800.00
TOTAL					-1,800.00
11245	10/20/2021	Athens Enviromental	A20004977	General Fund	
11082737	10/01/2021		11082737	Trash	-218.28
TOTAL					-218.28
11246	10/20/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
19HK-9176-GDLH	10/16/2021		19HK-9176-GDLH	Children's Books	-1.58
11DV-N4DX-WN...	10/17/2021		11DV-N4DX-WNXH	Children's Books	-1.64
TOTAL					-3.22

Blanchard/Santa Paula Library District Monthly General Fund Check Detail October 2021

Num	Date	Name	Memo	Account	Paid Amount
11247	10/20/2021	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
2036239484	10/08/2021			General	-22.27
2036239485	10/08/2021		INV. 2036239485	General	-30.79
2036225160	10/08/2021		INV. 2036225160	General	-74.90
2036239486	10/08/2021		INV. 2036239486	General	-188.76
2036225161	10/08/2021		INV. 22036225161	General	-1,790.46
2036239483	10/08/2021		INV. 2036239483	General	-688.29
2036225159	10/08/2021		INV. 2036225159	General	-20.53
TOTAL					-2,816.00
11248	10/20/2021	Boyd & Associates	VOID: 9030	General Fund	
TOTAL					0.00
11249	10/20/2021	California Special District Association		General Fund	
1323 - Year 2022	10/01/2021		Membership Id # 1323 - Period 2022	Memberships & Dues	-3,154.00
TOTAL					-3,154.00
11250	10/20/2021	City of Santa Paula (067000-00)	111-067000-00	General Fund	
111-067500-00	09/29/2021		111-067500-00	Water and Sewer	-91.70
111-067000-00	09/29/2021		111-067000-00	Water and Sewer	-379.42
TOTAL					-471.12
11251	10/20/2021	Demco, Inc.	040481488	General Fund	
7023219	10/12/2021		INV. 7023219	Book Binding/Mending	-186.62
TOTAL					-186.62
11252	10/20/2021	Kelly Cleaning & Supplies	489693761	General Fund	
489693761	10/01/2021		489693761	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11253	10/20/2021	Landscape Valley	September 2021	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
October 2021

Num	Date	Name	Memo	Account	Paid Amount
September 2021	10/04/2021		September 2021	Grounds Maintenance	-305.00
TOTAL					-305.00
11254	10/20/2021	Midwest Tape	2000009658	General Fund	
500585455	06/17/2021		INV. 500585455	Adult AV	-44.09
501087506	10/05/2021		INV. 501087506	Adult AV	-123.30
501099003	10/08/2021			Adult AV	-85.98
TOTAL					-253.37
11255	10/20/2021	Quadiant Leasing USA, Inc	01105609	General Fund	
P9097265	10/15/2021			Postage	-70.61
TOTAL					-70.61
11256	10/20/2021	SoCalGas	151-414-1668-3	General Fund	
08-31-21 / 10-01-...	10/05/2021		08-31-21 / 10-01-21	Gas	-17.53
TOTAL					-17.53
11257	10/20/2021	Sparkletts	26410174648715	General Fund	
4648715-100721	10/07/2021		4648715-100721	Office Expense	-38.68
TOTAL					-38.68
11258	10/20/2021	Unique Management Services, Inc.	538	General Fund	
606281	10/01/2021		INV. 606281	Collection Services	-8.95
TOTAL					-8.95
11259	10/20/2021	Boyd & Associates	9030	General Fund	
254727	10/01/2021		INV 25427	Security	-206.70
TOTAL					-206.70
11260	10/20/2021	Andy's Plumbing Place	INV. 9574-721	General Fund	

8:59 AM

11/11/21

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
October 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
9574-721	07/09/2021		INV. 9574-721	Building Maintenance	-122.91
TOTAL					-122.91

REGULAR MEETING OF NOVEMBER 16, 2021
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF NOVEMBER 16, 2021
J(a)(i) REPORTS: PUBLIC SERVICES

OCTOBER 2021 ADULT SERVICES REPORT

Programs & Services

Near Death Experiences and Narrow Escapes

On October 21, the library hosted retired local pediatrician, geneticist, and former Ventura County Health Officer, Dr. Gary Feldman.

In one of the first in-person adult services programs since March 2019, Dr. Feldman regaled a room full of socially-distanced attendees with his equally harrowing and humorous life stories.



One County, One Book

The Blanchard Community Library helped promote the Ventura County Library's One County, One Book selection, *Your House Will Pay*, by Steph Cha. Several copies were made available for checkout by our patrons in advance of an author talk featuring Stephen Cha on October 30.

Program Name	Description	Audience	Attendance	Date	Start	End
<i>Near Death Experiences and Narrow Escapes</i>	Author Talk	Adult	25	21-Oct	6:00 PM	7:00 PM

Collection

160 adult-oriented items were added to the collection in October 2021.

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	DVD	BLU-RAY
JULY	17	5	0	0	49	3
AUGUST	48	62	3	6	69	3
SEPTEMBER	23	8	1	0	28	6
OCTOBER	56	66	4	9	19	6

**Youth Services Report
October 2021**

Halloween Craft & Treat Bag 100

Bags were available for pickup 10/26-10/30 and children were encouraged to sign up for a library card and/or check out Halloween/Fall books. As result of increased activity attendance both new patron registration and circulation of children’s materials also increased.

New Patron Registrations	Adult	Juvenile	Total
September	30	4	34
October	54	24	78

Circulation	Juvenile Fiction	Juvenile Non-Fiction	Total
September	874	228	1,102
October	1109	249	1,358



Blanchard Community Library
October 25

Pick up during library hours, while supplies last.
Monday - Thursday 12:00 - 7:00 pm



**Pick up a Halloween
Craft & Treat Bag at
Blanchard Community Library**

HAPPY HALLOWEEN!

Pick up inside the library during open hours,
while supplies last.

BLANCHARD
119 N 8th Street, Santa Paula 805-525-3615


Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

324 People reached 25 Engagements [Boost post](#)

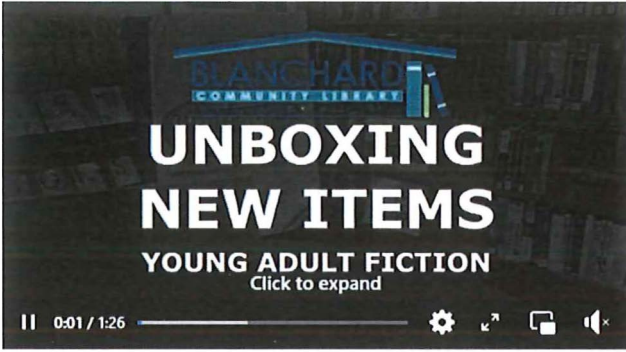


Social Media

2 new unboxing videos were created and uploaded for newly purchased items.

 **Blanchard Community Library** posted an episode of **New Books for Teens!**
Published by Blanchard Storytime · October 26 at 6:01 PM · 🌐

See what new teen fiction (YA) books have arrived for October 2021!
A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/3jFzOu8> for easy placement of holds.
Monday-Thursday: 12:00pm - 7:00pm
Saturdays 10:00am - 2:00pm
805-525-3615 x101



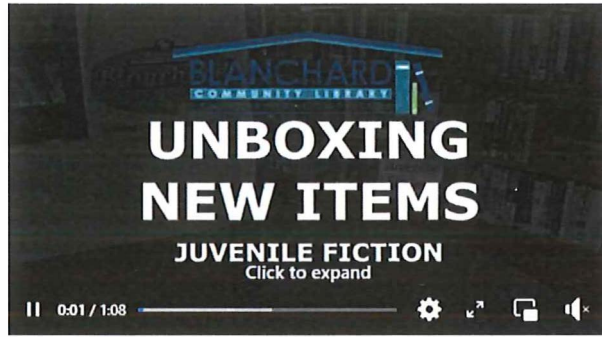
54
People reached

4
Engagements

Boost post

 **Blanchard Community Library** posted an episode of **New Books for Kids!**
Published by Blanchard Storytime · October 26 at 4:08 PM · 🌐

See what new juvenile fiction books have arrived for October 2021!
A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/2XN8F0z> for easy placement of holds.
Monday-Thursday: 12:00pm - 7:00pm
SaturdayS 10:00am - 2:00pm
805-525-3615 x101



60
People reached

10
Engagements

Boost post

New Books	YA	YA Non-Fic	Juv Fic	Juv Non-Fic	J DVD	Total
	56	1	55	20	1	133

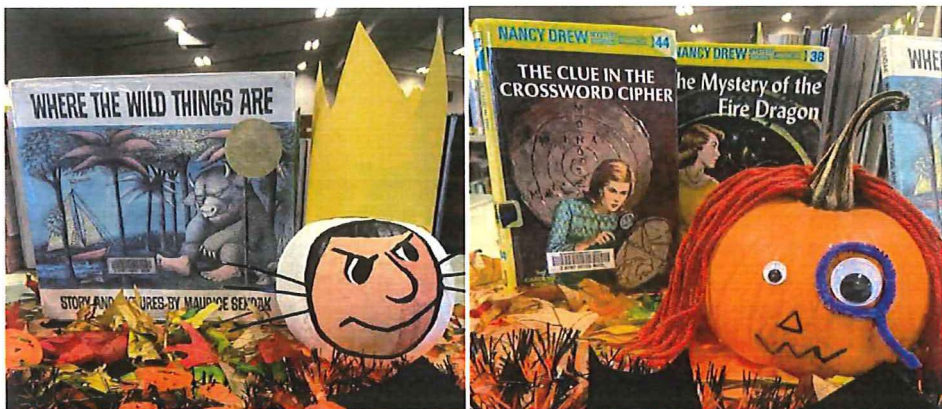
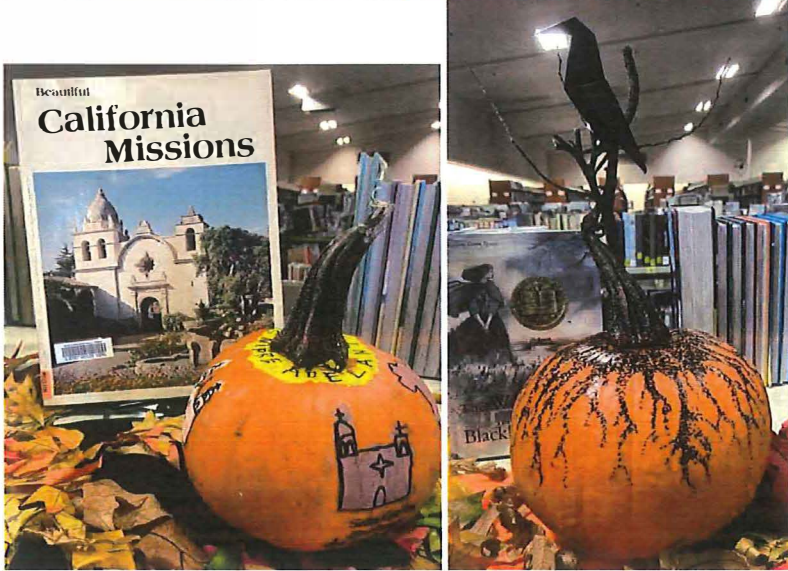
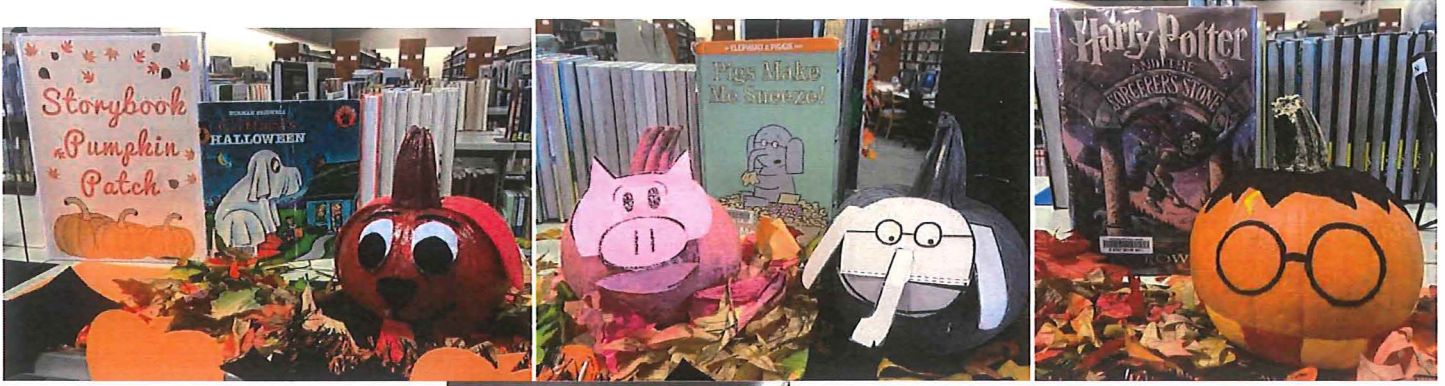
Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles	Laptops
	394	226	42	6	158	11	5	37	8	10

Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	1109	249	89	7	4	41	0	0	2396

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	0	8	0	4	28	45	85

New Patron Registrations	Adult	Juvenile	Total
	54	24	78

Stop by our Storybook Pumpkin Patch located in the children's area!



October 2021 BEST Learning Center Library Board Report

Adult Literacy

Adult Literacy Tutoring and Small Groups

In October adult tutors and learners spent a combined total of 162 hours practicing reading and writing skills. Participants of our weekly *Best Virtual Book Discussion* are continuing to read *The Secret Garden* by Frances Hodgson Burnett.

Career Online High School (COHS)

Blanchard Community Library is now offering 5 scholarships to Career Online High School (COHS) provided in partnership with the California State Library. COHS is an accredited educational program which gives adult learners and students the opportunity to earn a high school diploma and credentialed career certificate at the same time. Program Director Misty Finch and District Director Ned Branch are collaborating with Santa Paula High School Career Center to arrange an outreach event to educate potential students about this wonderful opportunity.

Family Literacy:

BEST hosted two *Families Connect* family literacy sessions this month. The first session focused on social-emotional well being and the second session explored various textures. Children and families participated in interactive circle time and play-based learning activities centered around each theme.

Statistics:

October 2021 Adult Literacy Tutoring and Small Groups

One-To-One Tutoring
Active Tutors: 10
Total Tutor Hours: 93
Active Learners: 12
Total Tutoring Hours: 69

BEST Virtual Book Discussion (Small Groups)
Total Participants: 30

October 2021 Family Literacy Programs and Events

Families Connect

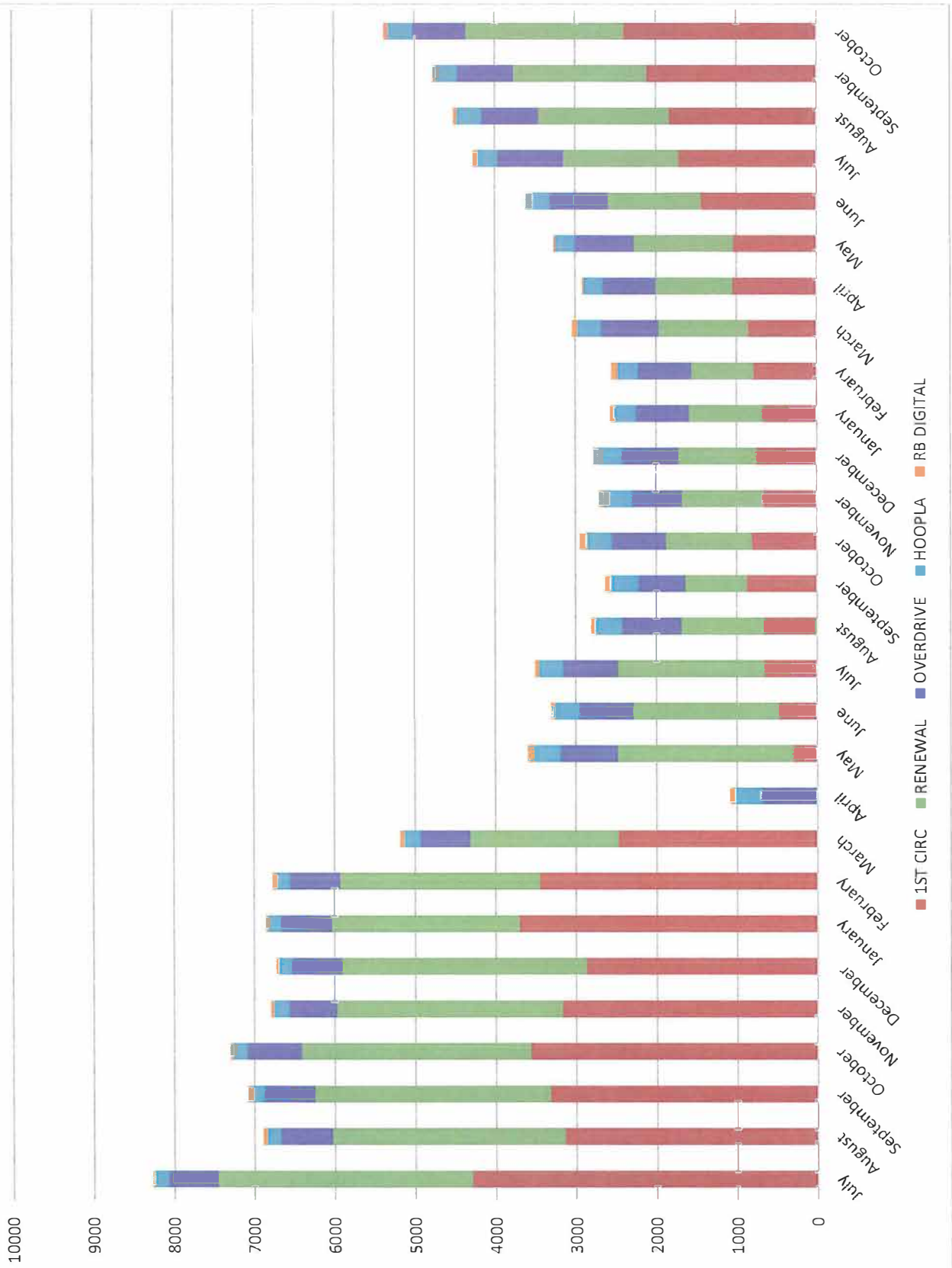
Total Participants: 13

REGULAR MEETING OF NOVEMBER 16, 2021
J(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF NOVEMBER 16, 2021
J(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination.

TOTAL CIRCULATION



hOOPLA

