

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, May 23, 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 April 25, 2017
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Review contract with Coverly Professional Services (information, discussion, possible action)
 - b. Volunteer Coordinator (information, discussion, possible action)
- H. NEW BUSINESS
 - a. Policy regarding access to library grounds (information, discussion, possible action)
 - b. Resolution to levy parcel tax 2017-18 fiscal year (information, discussion,

- possible action)
- c. Draft 2017-18 Budget (information, discussion, possible action)

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

June 27, 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 MAY 23, 2017
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of April 25, 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, April 25, 2017

CALL TO ORDER---The Meeting was called to order at 5:31 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, Nancy Nasalroad, Laura Phillips, and Linda Spink were in attendance. District Director Ned Branch and Steve McFadden, C.P.A. were present.

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

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

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of March 28, 2017, were unanimously approved as corrected (Hicks/Nasalroad).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. A discrepancy of \$1402.00 between the reports and the bank statements could be explained by the inclusion of three outstanding items. Director Branch filed the paperwork to change the conviction of Ms. Ferguson to a civil judgement so the Library may continue to garnish her wages after prison. The Financial statements were received and filed (Hicks/Coughlin, 5-0). Mr. McFadden departed after the report. The *Friends of the Library* will offer non-fiction items at half price at their First Saturday Sale, and the winners of the Optimist Club book giveaway for school children will come in Tuesday, Wednesday and Thursday evenings for their ten books apiece.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS--- Trustee Hicks said the Optimist Club will help with the Library Cinco de Mayo program. The booth at the city Egg hunt was a success, though the Library signage needs to be portrayed on the awning for better visibility. Trustee Hicks will talk to Ed Mount about reinstating a library reading program at Glen City School.

UNFINISHED BUSINESS---none.

NEW BUSINESS---The Board unanimously approved the *Job Description for Assistant Librarian* (Hicks/Coughlin). President Phillips will move forward on formulating a job

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 25, 2017

description for a *Volunteer Coordinator*. A *Resolution requesting a Contra Fund Advance for 2017-18* was unanimously approved (Spink/Hicks). A draft of the *2017-18 Budget* was discussed. The draft includes an Adult Services Librarian commencing in January at thirty hours a week, and an increase in the minimum wage to \$10.50 plus a 2% increase for all. Wages for a Volunteer Coordinator and Space Planning expenses need to be included.

REPORTS CONT. --- Easy to read books of adult interest for the *Literacy Program* are now in the regular library collection for patrons to check out. Three learners entered a "Writer to Writer Challenge" and received certificates. For *Public Services*, the Library was invited to join the Maker Box Collective, where various Maker Space Boxes rotate throughout the collective so patrons may experience a variety of hands on learning. The Friends will be asked to help build our own Maker Box to share. The *District Director* reported on the Facilities Master Plan meetings for focus groups. He will organize the information gathered at the Research Institute for Public Libraries meeting to present at a future Board meeting. He will try to think of how to implement the information, and he made some good contacts. He is applying for a gift of a virtual reality station from the State Library.

Board Committee Reports: The *Human Resources Committee* has the Vacation Policy out still.

Strategic Plan Team Reports: *Community Connections* is doing well. A project from the CalArt students and SPSHS is in the front garden. Trustee Spink is dissatisfied with the generic Facebook postings from Coverly under *Publicity*. For *Technology*, Director Branch reported that the Library currently has 70 mBt's/ second of bandwidth, up from 3 when Director Branch started, and AT&T should have their fiber to the building by Friday. Hopefully, the 500 mBT's will be available by June.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas: Research Institute for Public Libraries information, Publicity Contract, Vacation Policy

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, May 23, 2017, at 5:30 p.m.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 25, 2017

ADJOURNMENT---The Regular Meeting was adjourned unanimously at 8:05 p.m. (Hicks/Nasalroad).

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF MAY 23, 2017
F(a).REPORTS: FINANCIAL REPORTS

1. Receive and file April 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

April 30, 2017

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Accountant's Compilation Report	1
Statement of Assets, Liabilities and Fund Balance	2
Comparative Statement of Revenue and Expense	3
Supplementary Schedules	
Schedule of Cash Balances	4
Comparative Expanded	5
Schedule of Accounts Payable	6

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

ACCOUNTANTS COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of April 30, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

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

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

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

Stephen F. McFadden CPA
May 7, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

April 30, 2017

ASSETS

	CURRENT ASSETS	
CASH		\$ 1,488,285
PREPAID EXPENSES		1,646
TOTAL CURRENT ASSETS		<u>1,489,931</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>549,510</u>
TOTAL ASSETS		<u><u>\$ 2,039,441</u></u>

LIABILITIES AND FUND BALANCES

	LIABILITIES	
ACCOUNTS PAYABLE	\$ 12,603	
ACCRUED PAYROLL EXPENSE	<u>28,545</u>	
TOTAL LIABILITIES		\$ 41,148
	FUND BALANCES	
GENERAL FUND	1,238,990	
FIXED ASSET FUND	549,510	
RESTRICTED FUNDS	209,793	
TOTAL FUND BALANCE		<u>1,998,293</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$ 2,039,441</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED APRIL 30, 2017

	April			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 160,501	\$ 173,254	-7.4%	\$ 707,053	\$ 716,673	-1.3%
LIBRARY OPERATIONS	970	417	132.61%	14,121	12,126	16.5%
DONATIONS	500	22,083	-97.74%	45,157	44,141	2.3%
CLLS LITERACY	\$ -	\$ -		\$ 34,040	\$ 36,648	-7.1%
	<u>\$ 161,971</u>	<u>\$ 195,754</u>	-17.3%	<u>\$ 800,371</u>	<u>\$ 809,588</u>	-1.1%
EXPENSES						
PERSONNEL	\$ 40,012	\$ 42,523	-5.9%	\$ 446,948	\$ 440,928	1.4%
ADMINISTRATIVE	8,443	4,988	69.3%	49,060	53,517	-8.3%
FACILITIES	4,160	4,704	-11.6%	41,693	43,085	-3.2%
OPERATIONS	23,507	23,278	1.0%	116,232	116,966	-0.6%
	<u>\$ 76,122</u>	<u>\$ 75,493</u>	0.8%	<u>\$ 653,933</u>	<u>\$ 654,496</u>	-0.1%
NET INCOME (LOSS)	<u>\$ 85,849</u>	<u>\$ 120,261</u>	-28.6%	<u>\$ 146,438</u>	<u>\$ 155,092</u>	-5.6%
EXTRAORDINARY INCOME (EXPENSES)						
ELECTION COSTS	\$ (11,884)			\$ (11,884)		
REIMBURSEMENT DIF					\$ 5,833	
INVESTMENT INTEREST	\$ 2,288			\$ 2,844		
CITY IMPACT				\$ 8,333		
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ 76,253</u>	<u>\$ 120,261</u>	-36.6%	<u>\$ 145,731</u>	<u>\$ 160,925</u>	-9.4%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF CASH BALANCES

April 30, 2017

COUNTY	\$	873,718	
SANTA PAULA CITY		179,155	1
BLAKE		23,892	1
LITERACY		6,746	1
BOOK TRUST		42,087	
WELLS FARGO		357,935	
OTHERS		<u>4,752</u>	
TOTAL CASH	\$	<u>1,488,285</u>	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	4/30/16	4/30/17	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 723,438	\$ 707,053	\$ 716,673	\$ 750,549
LIBRARY OPERATIONS	10,742	14,121	12,126	12,961
DONATIONS	52,760	45,157	44,141	28,306
CLLS FLAIR	26,989	34,040	36,648	36,648
TOTAL REVENUE	<u>\$ 813,929</u>	<u>\$ 800,371</u>	<u>\$ 809,588</u>	<u>\$ 828,464</u>
EXPENSES				
PERSONNEL				
WAGES	292,468	310,961	307,614	369,704
RETIREMENT	49,132	55,911	54,899	62,947
HEALTH INSURANCE	47,204	50,922	53,034	62,770
PAYROLL TAX	26,339	27,981	24,640	29,758
EMPLOYEE BENEFIT	1,234	1,173	741	1,482
	<u>416,377</u>	<u>446,948</u>	<u>440,928</u>	<u>526,661</u>
ADMINISTRATIVE				
ADVERTISING			160	250
BANK CHARGES	459	310	350	415
INSURANCE	6,841	6,997	7,091	8,534
OFFICE EXPENSE	5,202	6,016	3,769	4,604
TELEPHONE	2,802	2,951	3,670	4,585
POSTAGE	490	562	525	582
PRINTING	1,099	2,151	2,027	2,700
PROFESSIONAL FEES	39,695	28,449	33,994	39,823
STAFF DEVELOPMENT	547	1,824	1,931	2,266
	<u>57,135</u>	<u>49,060</u>	<u>53,517</u>	<u>63,759</u>
FACILITIES				
BUILDING MAINTENANCE	14,240	9,791	7,744	14,000
JANITORIAL	6,700	6,700	6,720	8,100
UTILITIES	26,847	25,202	28,621	34,350
	<u>47,787</u>	<u>41,693</u>	<u>43,085</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	56,410	64,921	64,528	64,528
PUBLICITY	1,450	12,406	15,078	18,743
MEMBERSHIPS	2,093	3,738	4,215	4,699
ACQUISITIONS	14,756	13,408	12,186	15,308
PROGRAMS	13,552	14,895	16,898	30,030
MATERIALS	63	707		
COMPUTER SERVICE	634	2,163	1,600	2,400
BOOK BINDING	484	314	949	1,284
ADVERTISING	1,386	2,074		
TRAVEL	908	1,606	1,512	1,927
	<u>91,736</u>	<u>116,232</u>	<u>116,966</u>	<u>138,919</u>
TOTAL EXPENSES	<u>613,035</u>	<u>653,933</u>	<u>654,496</u>	<u>785,789</u>
NET INCOME(LOSS)	<u>\$ 200,894</u>	<u>\$ 146,438</u>	<u>\$ 155,092</u>	<u>\$ 42,675</u>
EXTRAORDINARY INCOME (EXPENSES)				
INSURANCE	117,500			
ELECTION COSTS		(11,884)		
LEGAL	(38,027)			
REIMBURSEMENT DIF			5,833	8,749
INVESTMENT INTEREST	1,978	2,844		
CITY IMPACT	24,530	8,333		
NET AFTER EXTRAORDINARY	<u>\$ 306,875</u>	<u>\$ 145,731</u>	<u>\$ 160,925</u>	<u>\$ 51,424</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

April 30, 2017

Anderson Kulwiec Appleby	\$	4,899
Coleman Landscaping		305
Demco Inc		261
Patricia Lemmon		400
Southern California Edison		1,331
FOTL		747
Credit Card		4,165
Others		495
Total	\$	<u>12,603</u>

10:49 AM
05/16/17

Blanchard/Santa Paula Library District
Monthly Deposit Detail
April 2017

Type	Date	Name	Account	Amount
Deposit	04/03/2017		1020.10 · Book Trust Account-Unrestricted	640.00
Sales Receipt	03/27/2017	Optimist Club of Santa Paula:Teen SRP	1499.10 · Undeposited Funds	-200.00
Sales Receipt	03/27/2017	Optimist Club of Santa Paula:Teen & ...	1499.10 · Undeposited Funds	-300.00
Sales Receipt	03/27/2017	Optimist Club of Santa Paula:Teen & ...	1499.10 · Undeposited Funds	-40.00
Sales Receipt	03/27/2017	Optimist Club of Santa Paula:Teen & ...	1499.10 · Undeposited Funds	-100.00
TOTAL				-640.00
Deposit	04/04/2017		1020.10 · Book Trust Account-Unrestricted	216.90
			Fines	-193.50
			2510 · Due to Friends of the Library (Money r...	-23.00
			Printing & Copying	-0.30
			Over/Short	-0.10
TOTAL				-216.90
Deposit	04/12/2017		1020.10 · Book Trust Account-Unrestricted	500.00
Sales Receipt	04/12/2017	Altrusa International of San Buenaven...	1499.10 · Undeposited Funds	-500.00
TOTAL				-500.00
Deposit	04/12/2017		1020.10 · Book Trust Account-Unrestricted	333.25
			Printing & Copying	-333.25
TOTAL				-333.25
Deposit	04/12/2017		1020.10 · Book Trust Account-Unrestricted	136.25
			Fines	-105.25
			2510 · Due to Friends of the Library (Money r...	-31.00
TOTAL				-136.25
Check	04/17/2017	Void	1020 · Book Trust Account	0.00
TOTAL				0.00
Check	04/17/2017	Void	1020 · Book Trust Account	0.00
TOTAL				0.00
Check	04/17/2017	Void	1020 · Book Trust Account	0.00
TOTAL				0.00
Deposit	04/24/2017		1020.10 · Book Trust Account-Unrestricted	105.31
		Black Gold Cooperative	Fines	-105.31
TOTAL				-105.31
Deposit	04/24/2017		1020.10 · Book Trust Account-Unrestricted	126.25
			Fines	-108.75
			2510 · Due to Friends of the Library (Money r...	-17.00
			Over/Short	-0.50
TOTAL				-126.25

10:49 AM

05/16/17

Blanchard/Santa Paula Library District

Monthly Deposit Detail

April 2017

Type	Date	Name	Account	Amount
Deposit	04/24/2017		1020.10 · Book Trust Account-Unrestricted	153.76
			Fines	-121.25
			2510 · Due to Friends of the Library (Money r...	-31.00
			Printing & Copying	-1.50
			Over/Short	-0.01
TOTAL				-153.76

Blanchard/Santa Paula Library District
Check Detail

April 2017

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Bill Pmt -C...		04/12/2017	Elections Division	1020.10 - Book Trust Account-...			0.00
TOTAL					0.00		0.00
Check		04/30/2017		1020 - Book Trust Account			-3.00
				Bank Charges	-3.00		3.00
TOTAL					-3.00		3.00
Check	EFT	04/03/2017	Calif. Public Employees' Retiremen...	1020.10 - Book Trust Account-...			-4,906.64
				PERS Group Health Insurance	-4,906.64	General Fund	4,906.64
TOTAL					-4,906.64		4,906.64
Check	EFT	04/07/2017	Blanchard Community Library	1020.10 - Book Trust Account-...			-10,000.00
				1011.10 - Checking - Payroll (Ch...	-10,000.00	General Fund	10,000.00
TOTAL					-10,000.00		10,000.00
Check	EFT	04/12/2017	Blanchard Community Library	1020.10 - Book Trust Account-...			-8,000.00
				1011.10 - Checking - Payroll (Ch...	-8,000.00	General Fund	8,000.00
TOTAL					-8,000.00		8,000.00
Check	EFT	04/24/2017	Calif. Public Employees' Retiremen...	1020.10 - Book Trust Account-...			-2,570.35
				PERS Retirement (Contribution ...	-2,570.35	General Fund	2,570.35
TOTAL					-2,570.35		2,570.35
Check	EFT	04/24/2017	Calif. Public Employees' Retiremen...	1020.10 - Book Trust Account-...			-20.98
				PERS Retirement (Contribution ...	-20.98	General Fund	20.98
TOTAL					-20.98		20.98
Check	EFT	04/25/2017	Blanchard Community Library	1020.10 - Book Trust Account-...			-15,000.00
				1011.10 - Checking - Payroll (Ch...	-15,000.00	General Fund	15,000.00
TOTAL					-15,000.00		15,000.00
Check	EFT	04/25/2017	Calif. Public Employees' Retiremen...	1020.10 - Book Trust Account-...			-1,545.70
				CALPERS (Payee Account - Em...	-791.88	General Fund	791.88
				2100.10 - Payroll Liabilities	-753.82	General Fund	753.82
TOTAL					-1,545.70		1,545.70
Check	EFT	04/25/2017	Calif. Public Employees' Retiremen...	1020.10 - Book Trust Account-...			-1,219.94
				CALPERS (Payee Account - Em...	-553.05	General Fund	553.05
				CALPERS (Payee Account - Em...	-530.35	General Fund	530.35
				CALPERS (Payee Account - Em...	-136.54	General Fund	136.54
TOTAL					-1,219.94		1,219.94
Bill Pmt -C...	10843	04/03/2017	City of Santa Paula (067000-00)	1020.10 - Book Trust Account-...			-382.01
Bill	Acct #...	04/01/2017		Water and Sewer	-382.01	General Fund	382.01
TOTAL					-382.01		382.01
Bill Pmt -C...	10844	04/03/2017	City of Santa Paula (067500-00)	1020.10 - Book Trust Account-...			-78.68
Bill	Acct #...	04/01/2017		Water and Sewer	-78.68	General Fund	78.68
TOTAL					-78.68		78.68
Bill Pmt -C...	10845	04/03/2017	City of Santa Paula (Other)	1020.10 - Book Trust Account-...			-730.00
Bill	20170...	04/01/2017		Promotion & Public Relations	-730.00	General Fund	730.00
TOTAL					-730.00		730.00
Bill Pmt -C...	10846	04/03/2017	Coverly Professional Services	1020.10 - Book Trust Account-...			-750.00
Bill	Invoice...	04/01/2017		Promotion & Public Relations	-750.00	General Fund	750.00
TOTAL					-750.00		750.00
Bill Pmt -C...	10847	04/03/2017	Draganchuk	1020.10 - Book Trust Account-...			-197.70

Blanchard/Santa Paula Library District
Check Detail
April 2017

Type	Num	Date	Name	Account	Paid Amount	Class	Original Amount
Bill	Invoice...	04/01/2017		Security	-197.70	General Fund	197.70
TOTAL					-197.70		197.70
Bill Pmt -C...	10848	04/03/2017	Ned Branch	1020.10 - Book Trust Account...			-309.22
Bill		04/01/2017		PERS Group Health Insurance	-309.22	General Fund	309.22
TOTAL					-309.22		309.22
Bill Pmt -C...	10849	04/12/2017	Black Gold Cooperative Library Sy...	1020.10 - Book Trust Account...			-14,567.00
Bill	Inv #17...	04/01/2017		Network Services	-14,567.00	General Fund	14,567.00
TOTAL					-14,567.00		14,567.00
Bill Pmt -C...	10850	04/12/2017	Casile Air	1020.10 - Book Trust Account...			-625.00
Bill	Invoice...	04/01/2017		HVAC Maintenance	-625.00	General Fund	625.00
TOTAL					-625.00		625.00
Bill Pmt -C...	10851	04/12/2017	Coleman Landscape	1020.10 - Book Trust Account...			-305.00
Bill	Invoice...	04/01/2017		Grounds Maintenance	-305.00	General Fund	305.00
TOTAL					-305.00		305.00
Bill Pmt -C...	10852	04/12/2017	Elections Division	1020.10 - Book Trust Account...			0.00
TOTAL					0.00		0.00
Bill Pmt -C...	10853	04/12/2017	Kelly Cleaning & Supplies	1020.10 - Book Trust Account...			-670.00
Bill	Invoice...	04/01/2017		Janitorial Services & Supplies	-670.00	General Fund	670.00
TOTAL					-670.00		670.00
Bill Pmt -C...	10854	04/12/2017	Law Offices of Nancy Kierstyn Sch...	1020.10 - Book Trust Account...			-125.00
Bill	Invoice...	04/01/2017		Legal Fees (Outside (non-emplo...	-125.00	General Fund	125.00
TOTAL					-125.00		125.00
Bill Pmt -C...	10855	04/12/2017	SoCalGas	1020.10 - Book Trust Account...			0.00
TOTAL					0.00		0.00
Bill Pmt -C...	10856	04/12/2017	Softchoice Corporation	1020.10 - Book Trust Account...			-792.64
Bill	invoice...	04/01/2017		Computer Network	-792.64	General Fund	792.64
TOTAL					-792.64		792.64
Bill Pmt -C...	10857	04/12/2017	Sparkletts	1020.10 - Book Trust Account...			-59.90
Bill	46487...	04/04/2017		Office Supplies	-59.90	General Fund	59.90
TOTAL					-59.90		59.90
Bill Pmt -C...	10858	04/12/2017	Unique Management Services, Inc.	1020.10 - Book Trust Account...			-107.40
Bill	Invoice...	04/01/2017		Collection Agency	-107.40	General Fund	107.40
TOTAL					-107.40		107.40
Bill Pmt -C...	10859	04/12/2017	Stephen McFadden CPA	1020.10 - Book Trust Account...			-862.00
Bill	Invoice...	04/04/2017		Accounting Fees (Outside (non-...	-862.00	General Fund	862.00
TOTAL					-862.00		862.00
Check	10860	04/12/2017	Elections Division	1020.10 - Book Trust Account...			0.00
TOTAL					0.00		0.00
Bill Pmt -C...	10861	04/12/2017	County of Ventura Elections Division	1020.10 - Book Trust Account...			-11,533.57
Bill	Measu...	04/04/2017		Election Costs	-11,533.57	General Fund	11,533.57
TOTAL					-11,533.57		11,533.57
Bill Pmt -C...	10862	04/12/2017	SoCalGas	1020.10 - Book Trust Account...			-67.09
Bill	Acct #...	04/01/2017		Gas	-67.09	General Fund	67.09

Blanchard/Santa Paula Library District
Check Detail
April 2017

Type	Numr	Date	Name	Account	Paid Amount	Class	Original Amount
TOTAL					-67.09		67.09
Check	10863	04/13/2017	Kevin J. Manning	1020.35 · Children's Programs-...			-225.00
				Children's Programs	-225.00	Children's Service...	225.00
TOTAL					-225.00		225.00
Check	10864	04/17/2017	Void	1020 · Book Trust Account			0.00
TOTAL					0.00		0.00
Check	10865	04/17/2017	Void	1020 · Book Trust Account			0.00
TOTAL					0.00		0.00
Check	10866	04/17/2017	Void	1020 · Book Trust Account			0.00
TOTAL					0.00		0.00
Bill Pmt -C...	10867	04/17/2017	Black Gold Cooperative Library Sy...	1020.10 · Book Trust Account-...			-2,882.79
Bill	Invoice...	04/01/2017		Network Services	-2,882.79	General Fund	2,882.79
TOTAL					-2,882.79		2,882.79
Bill Pmt -C...	10868	04/17/2017	Ilene Gavenman	1020.10 · Book Trust Account-...			-21.74
Bill	5382	04/08/2017		Children's Programs	-9.74	Children's Service...	9.74
Bill	Build L...	04/13/2017		Books	-12.00	Adult Books	12.00
TOTAL					-21.74		21.74
Bill Pmt -C...	10869	04/17/2017	Recology	1020.10 · Book Trust Account-...			-161.18
Bill	Invoice...	04/01/2017		Trash	-161.18	General Fund	161.18
TOTAL					-161.18		161.18
Bill Pmt -C...	10870	04/24/2017	Frontier Communications	1020.10 · Book Trust Account-...			-277.74
Bill	80552...	04/24/2017		Telephone Expense	-277.74	General Fund	277.74
TOTAL					-277.74		277.74
Bill Pmt -C...	10871	04/24/2017	Ilene Gavenman	1020.10 · Book Trust Account-...			-46.23
Bill	4/19 Y...	04/24/2017		Travel	-46.23	Children's Services	46.23
TOTAL					-46.23		46.23
Check	10872	04/26/2017	Ventura County Assessor	1020.10 · Book Trust Account-...			-50.00
				Miscellaneous	-50.00	General Fund	50.00
TOTAL					-50.00		50.00

REGULAR MEETING OF MAY 23, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MAY 23, 2017

G(a). REVIEW CONTRACT WITH COVERLY PROFESSIONAL SERVICES

Trustees Spink and Nasalroad have requested that the Board review the contract for social media services with Coverly Professional Services.

A copy of the contract is attached.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

Date: December 10, 2016

MARKETING AND PR SERVICES PROPOSAL / AGREEMENT

Coverly Professional Services (CoverlyPro) and Your PR Girls respectfully submit this annual proposal/agreement to Blanchard/Santa Paula Public Library District (Blanchard Library) for the period January 2017 to December 2017.

I. Continue Social Media Planning/Implementation

CoverlyPro has been providing social media services to Blanchard Library since May 2016. Those services included developing an original three-month social media plan and calendar (May-Jul) and then updating it for Sep-Dec. Together with Blanchard Library staff, social media was leveraged to publicize library events as well as to post original content on average 8-10 times per week.

The results have been very strong:

- **Facebook:** 28% fan base growth – (currently 505 fans/followers up from 395 in April); 76% average user engagement per month (was 61% in April); and a 51% increase in monthly impressions from April to November.
- **Instagram:** 487% follower growth (currently 88 followers up from 15 in April) and 103 average likes per month.
 - *NOTE: Instagram seems to do best when videos and pictures are posted showing in-the-moment activities with real patrons, such as at library-hosted events). As these have scaled back there has been a decline in engagement (i.e. likes and comments).*
- **Twitter:** 371% follower growth (currently 33 followers up from 7 in April), 73 average profile visits a month – *can visit profile without being a follower*, 49% average user engagement per month.

We recommend that Blanchard Library continue with this pro-active social media program as a continued and consistent way of increasing awareness for and knowledge of all that the library offers to both traditional library users as well as the community as a whole.

II. Press Releases

CoverlyPro has quality connections with the local media as was proven by the coverage associated with the NASA press release. As Blanchard hosts events and activities that are unique and newsworthy, CoverlyPro can write and distribute press releases that garner press coverage.

Our press release services include writing and distributing press releases along with follow-up phone calls and emails with the press, organizing interviews when requested. This also creates content for the website and social media.

We believe the publicity that will come from this effort will increase positive awareness for Blanchard Library as an essential cultural hub of the Santa Paula community that is there for its residents (and beyond) with family-friendly activities, important ESL programs, technological resources, books and more.

III. Events to Draw New Guests

CoverlyPro and Your PR Girls were pleased to be able to provide all event development, coordination, marketing and public relations for two library-hosted events in 2016 (BookArt Night and Color Therapy). Both events drew both traditional and non-traditional library guests to Blanchard helping to spread the word within the community, and beyond, about the library and its many services.

The chatter online surrounding the events, both pre- and post-, was very high and the attendees left feeling positive about the library and knowing more about all that it can offer them beyond books. The addition of bringing in cooperative partners from surrounding businesses added a positive element and further extended Blanchard's visibility within the community.

These types of after-hours activities are perfect opportunities to offer the local community the chance to engage with and generally feel good about their Santa Paula Library.

As Your PR Girls and CoverlyPro continue working with Blanchard Library, ideas may arise for future library-hosted events, such as a male-focused activity. As with the BookArt and Color Therapy nights, CoverlyPro and Your PR Girls can continue to handle all aspects of the events, asking for library staff support as needed to make each successful.

RATES AND TERMS

I. Rates -

- a. Social Media Strategies and Management**
 - i. Develop Social Media Editorial Calendar (Jan-Dec) \$ 1,500.00
 - ii. Social Media Management (Jan-Dec) \$ 750.00/mo
- b. Press Releases**
 - i. Press Releases (research, write, distribute) – per release \$ 500.00
 - With topic pre-approval
- c. Event Development, Implementation, Marketing/PR** \$ 800.00
- d. Media Placement Services as may be requested** 15% agency commission
- e. Misc Services as may be requested** \$ 95.00/hour
 - i. Design services – flyers, advertisements, etc. (if needed)
 - ii. Website updates (if needed)

II. Payment Terms –

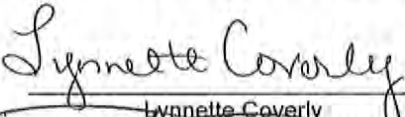
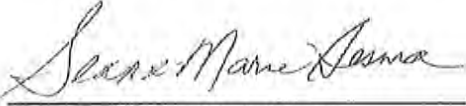
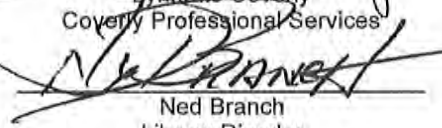
- a. Social Media Management is pre-paid. Invoices are sent monthly by CoverlyPro and due the first of the month prior to services being rendered.
- b. Event Development – 50% due upon start of event planning. Balance due post-event, upon receipt of invoice. Invoices to come from and checks to be paid to, YourPRGirls.
- c. All other activities invoiced as tasks are completed with NET 21 payment terms.

III. Late Payments – Accounts not paid by due dates as noted on invoices are subject to a 1.5% monthly finance charge (18% per year).

IV. Contract Cancellation – Either party may cancel this agreement, for any reason, with ninety days (90) written notice. All work performed to that point must be paid immediately upon contract cancellation.

V. Hard Costs – Any hard costs, including purchase of stock art (if needed), printing, shipping, wine, food, event supplies, media placement, tax, etc. are at an extra TBD cost.

Thank you for the opportunity to provide this proposal/agreement. By signing below, you agree to the rates and terms as outlined.

 Lynnette Coverly Coverly Professional Services	12/12/16 date	 Seana Marie Sesma Your PR Girls	12/12/16 date
 Ned Branch Library Director	1/12/17 date		

REGULAR MEETING OF MAY 23, 2017
G(b). VOLUNTEER COORDINATOR

Continuation of the Board discussion regarding creating a position of Volunteer Coordinator.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF MAY 23, 2017
G(c). DRAFT 2017-18 BUDGET

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

**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT
2016-17/2017-18 BUDGET COMPARISON**

	2016-17 FINAL	2017-18 PRELIMINARY	DIFFERENCE
Revenue			
Pro Tx Curr Secured	\$340,206	\$344,500	\$4,294
Pro Tx Curr Unsecured	\$25,315	\$25,000	-\$315
Pro Tx Curr Supplemental	\$5,435	\$6,000	\$565
Pro Tax Prior Secured	\$0	\$0	\$0
Pro Tx Prior Unsecured	\$0	\$0	\$0
Pro Tx Prior Supplemental	\$154	\$0	-\$154
Penalties	\$1,098	\$1,306	\$208
Interest	\$1,465	\$932	-\$533
HOPTR	\$1,730	\$2,600	\$870
RDA Pass Through	\$63,974	\$50,000	-\$13,974
Special Assessment	\$307,296	\$309,794	\$2,498
	<u>\$746,673</u>	<u>\$740,132</u>	<u>-\$6,541</u>
Endowment	\$20,000	\$20,000	\$0
Donations	\$28,308	\$25,000	-\$3,308
Grants	\$36,648	\$26,000	-\$10,648
Fines & fees	\$12,959	\$5,000	-\$7,959
TOTAL REVENUE	<u>\$844,588</u>	<u>\$816,132</u>	<u>-\$28,456</u>
Payroll & Benefits			
Salaries	\$369,704	\$ 394,854	\$25,150
PERS Retirement	\$62,947	\$ 56,136	-\$6,811
FICA 0.077	\$27,905	\$ 30,208	\$2,303
PERS Group Health	\$34,843	\$ 38,256	\$3,413
PERS Group Health Annuitants	\$27,981	\$ 30,000	\$2,019
SUI	\$1,853	\$ 3,500	\$1,647
PERS 457 Plan	\$0	\$ -	\$0
Insurance--Workers Comp	\$741	\$ 1,692	\$951
	<u>\$525,974</u>	<u>\$554,646</u>	<u>\$28,672</u>
Services			
Communications	\$400	\$800	\$400
Computer services	\$2,000	\$4,000	\$2,000
Publicity	\$18,745	\$22,000	\$3,255
Collection development			
Books			
Young adult books	\$1,299	\$1,000	-\$299
General	\$6,872	\$10,000	\$3,128
Children's books	\$4,481	\$5,000	\$519
A/V materials	\$1,250	\$2,500	\$1,250
Periodicals	\$1,618	\$5,000	\$3,382
Library supplies			
Book binding/mending	\$1,282	\$2,000	\$718
Library materials--other	\$0	\$0	\$0

	Memberships & dues	\$4,699	\$3,000	-\$1,699
	Network services	\$64,528	\$65,000	\$472
	Over/short	\$14	\$0	-\$14
	Programs			
	Literacy	\$2,418	\$4,000	\$1,582
	Adults	\$4,369	\$7,500	\$3,131
	Children's	\$10,429	\$13,730	\$3,301
	Teens & Young adults	\$4,688	\$5,000	\$312
	Travel & meetings	\$1,929	\$2,500	\$571
Total Services		<u>\$131,021</u>	<u>\$153,030</u>	<u>\$22,009</u>
Administrative				
	Advertising	\$202	\$250	\$48
	Bank charges	\$417	\$400	-\$17
	Office expense	\$4,602	\$5,000	\$398
	Postage	\$583	\$350	-\$233
	Professional services			
	Legal	\$15,250	\$12,000	-\$3,250
	Accounting	\$11,477	\$10,000	-\$1,477
	Audit	\$9,600	\$8,000	-\$1,600
	Grant Writing	\$3,500	\$7,000	\$3,500
	Insurance	\$8,533	\$8,650	\$117
	Printing	\$2,477	\$2,700	\$223
	Telephone expense	\$4,587	\$4,000	-\$587
	Staff development & recognition	\$2,264	\$2,000	-\$264
Total		<u>\$63,492</u>	<u>\$60,350</u>	<u>-\$3,142</u>
Facilities				
	Janitorial services & supplies	\$8,070	\$8,100	\$30
	Grounds maintenance	\$4,330	\$5,000	\$670
	Building security	\$895	\$1,000	\$105
	Building maintenance	\$4,852	\$8,000	\$3,148
	Utilities			
	City of Santa Paula	\$6,403	\$6,500	\$97
	SoCal Edison	\$25,494	\$25,000	-\$494
	The Gas Co.	\$482	\$850	\$368
	Trash	\$1,967	\$2,000	\$33
Total		<u>\$52,493</u>	<u>\$56,450</u>	<u>\$3,957</u>
TOTAL OPERATING EXPENSES		<u>\$772,980</u>	<u>\$824,476</u>	<u>\$51,496</u>
OPERATING SURPLUS/(DEFICIT)		<u>\$71,608</u>	<u>-\$8,344</u>	<u>-\$79,952</u>
Extraordinary Expenses				
	Legal	\$0	\$0	\$0
		\$0	\$0	\$0
NET SURPLUS/(DEFICIT)		<u>\$71,608</u>	<u>-\$8,344</u>	<u>-\$79,952</u>
REIMBURSEMENT FROM DIF FUND		\$8,750	\$17,500	\$8,750
TOTAL SURPLUS/(DEFICIT)		<u>\$80,358</u>	<u>\$9,156</u>	<u>-\$71,202</u>

**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT
DRAFT 2017-18 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	\$309,794	
	<hr/>	
	\$740,132	
Endowment	\$20,000	
Donations	\$25,000	
Grants	\$26,000	
Fines & fees	\$5,000	
	<hr/>	
TOTAL REVENUE	\$816,132	100.0%
Payroll & Benefits		
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	\$ 1,692	
	<hr/>	
	\$554,646	67.9%
Services		
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	<u>\$0</u>	
		\$0	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
2017-18 GENERAL FUND BUDGET**

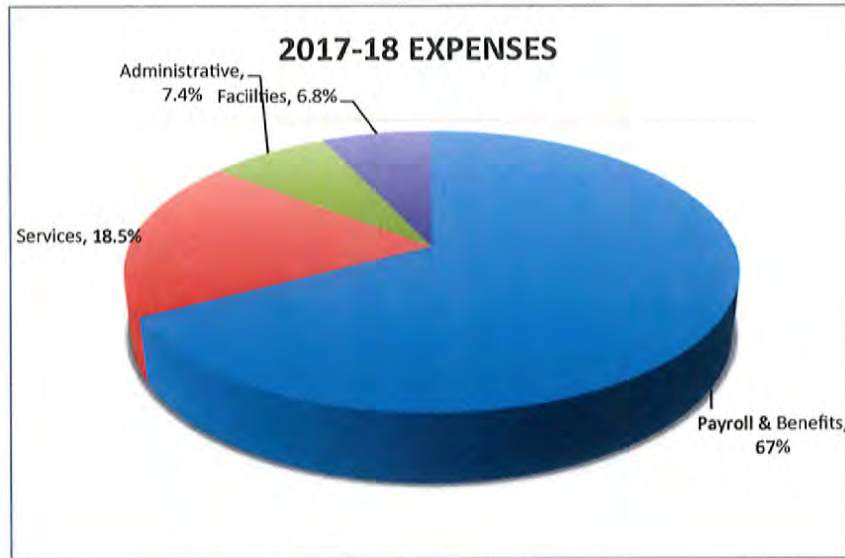
		Percent of Revenue
Revenue	Total	
Pro Tx Curr Secured	\$344,500	
Pro Tx Curr Unsecured	\$25,000	
Pro Tx Curr Supplemental	\$6,000	
Pro Tax Prior Secured	\$0	
Pro Tx Prior Unsecured	\$0	
Pro Tx Prior Supplemental	\$0	
Penalties	\$1,306	
Interest	\$932	
HOPTR	\$2,600	
RDA Pass Through	\$50,000	
Special 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%
TOTAL REVENUE	<u>\$785,132</u>	100.0%
Payroll & Benefits		
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>	
Total	<u>\$ 488,588</u>	62.2%
Services		
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%

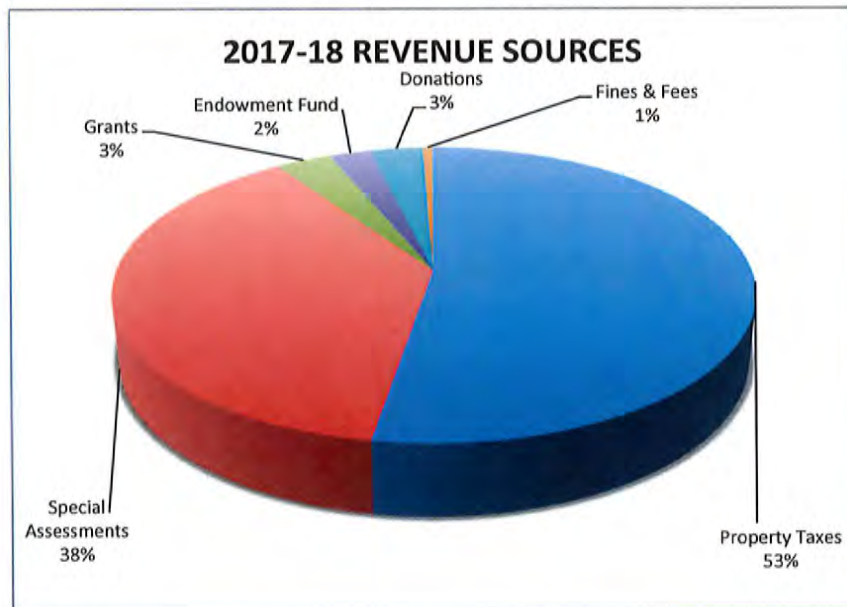
**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT
2017-18 LITERACY FUND BUDGET**

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%
TOTAL REVENUE		\$31,000	100.0%
	Payroll & Benefits		
	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	
Total		\$66,058	213.1%
	Services		
	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 MAY 23, 2017

H(a). POLICY REGARDING ACCESS TO LIBRARY GROUNDS

Periodically a few homeless people have been sleeping on library grounds and attempting to stash bedding and clothing during the daytime. This week one homeless man damaged one of the dumpsters attempting to retrieve items that were placed in it after warning him that the items would be thrown out if he didn't remove them, which he failed to do.

Although the library building and grounds are considered public property, the United States Supreme Court has recognized the right of government entities to place restrictions on access to public property when it is considered "nonpublic forum public property" in *United States v. Grace*, 461 U.S. 171 (1983).

The Board should consider establishing a formal policy that "Members of the public are permitted on library grounds or in library buildings only when accessing library services such as checking books in or out; reading and/or studying; attending library events or classes; using library computer services; or with special permission from library staff."

RECOMMENDATION: Adopt the policy as stated above and authorize the District Director to revise the wording, if necessary, after consultation with legal counsel.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

REGULAR MEETING OF MAY 23, 2017

H(b). RESOLUTION TO LEVY PARCEL TAX FOR THE 2017-18 FISCAL YEAR

In order for the County to add the special assessment to the tax bills for 2016-2017, the Board must pass a resolution authorizing the County Auditor-Controller's Office to do so.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution.

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Mueller					
Phillips					
Spink					

RESOLUTION 2016-17:04

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BLANCHARD/SANTA PAULA LIBRARY DISTRICT CONFIRMING A
SPECIAL ASSESSMENT TO BE LEVIED WITHIN THE
BLANCHARD/SANTA PAULA LIBRARY DISTRICT
FOR PURPOSES OF GENERAL FUND OPERATIONS FOR
BLANCHARD COMMUNITY LIBRARY**

WHEREAS, on March 2, 2004, the voters of the Blanchard/Santa Paula Library District passed Measure “B4” with 68.1% of the vote in order to allow a \$40 per parcel special assessment tax in perpetuity; and

WHEREAS, on November 8, 2016, the voters of the Blanchard/Santa Paula Public Library District passed Measure “B” with 73.05% of the vote in order to raise the ceiling on the appropriations (Gann) limit for four additional years, commencing on July 1, 2018;

NOW, THEREFORE BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES AS FOLLOWS:

1. That the Blanchard/Santa Paula Library District Board of Trustees confirms, approves, and acknowledges that the \$40 per parcel assessment is to be levied in perpetuity and that the ceiling increase on the appropriations (Gann) limit needs to be approved by voters of the District every four years. The success of each of the subsequent four-year elections shall warrant additional resolutions from the Blanchard/Santa Paula Public Library District Board of Trustees in order to continue the \$40 per parcel special assessment tax on Ventura County Tax Rolls, District 14, Zone 03; and
2. That the Blanchard/Santa Paula Library District Board of Trustees confirms and acknowledges that the per parcel special assessment is in conformance with Proposition 218.

PASSED, APPROVED, AND ADOPTED this 23rd day of May 2017.

ATTEST:

Library Board President

Library Board Clerk

REGULAR MEETING OF MAY 23, 2017
I(a) REPORTS: LITERACY SERVICES

BEST Adult Learning Center



Board Report for May, 2017

We're coming up on our **2nd Annual Tutor Appreciation Night, May 24th**, and we're TRYING to be a little more focused this time – although all you really need is a lot of wonderful people, some great music, and FOOD. But this time we want to acknowledge some of the accomplishments of the past year.

For example, **Elena Arceo Rodriguez** will be sworn in as a new citizen the day before our celebration. She and her tutor, Terrie Torres were working HARD on preparing for her citizenship interview, and she passed it in April. Terrie is so excited about attending the swearing-in, downtown L.A.



Another student, **Balbina Magaña** (far left in picture), passed her GED this year. She worked very hard, having to take a break near the end for stress relief. The other young woman in this photo, **Maria Perez** (2nd from left) has come back to work on the GED after a dangerous pregnancy that required she stay in bed (her baby is healthy, and so is she now!)



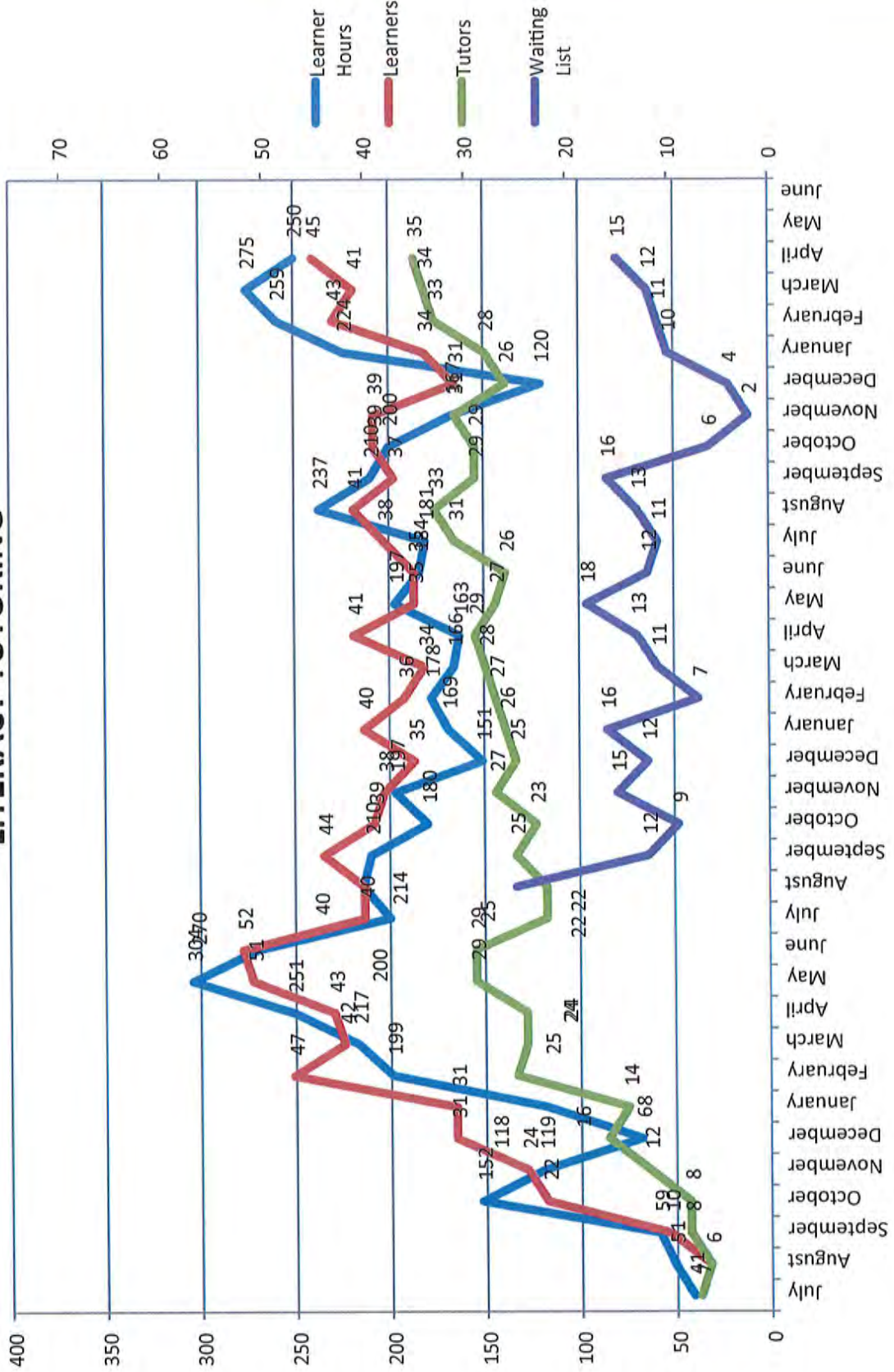
There were THREE tutors who worked with Balbina over the years, **Ana Lang, Ed Geis, and Jean McGregor**. We want to honor them all on the 24th, although all three are currently dealing with the serious illnesses of their spouses.

Then there is **Marty Zuanich!** Eight-four, and he just (May 12th) graduated from the **University of Southern California!** AWESOME!! Marty, a fairly new tutor with us, had a baseball scholarship to USC in his 20s, but couldn't finish when his scholarship dried up with his eligibility. He tried to finish again in his 50s, but family needs interfered. He approached SC recently to try AGAIN, now in his 80s. They decided to award him a B.A. in Business, based his previous credits and his life experience! He even got to be on the stage with the professors for the ceremony!

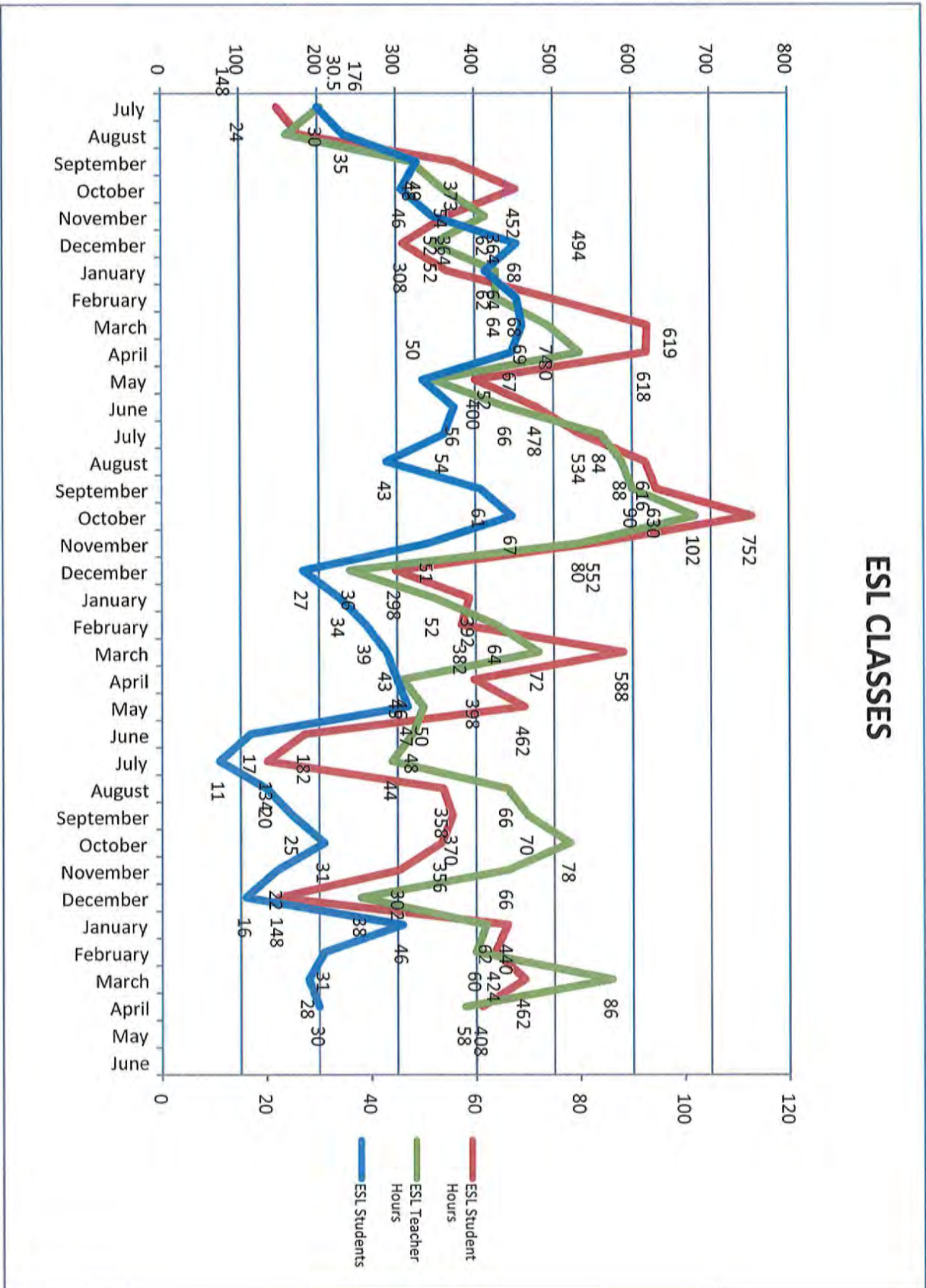


We are REAL PEOPLE serving REAL PEOPLE. I love this job!

LITERACY TUTORING



ESL CLASSES

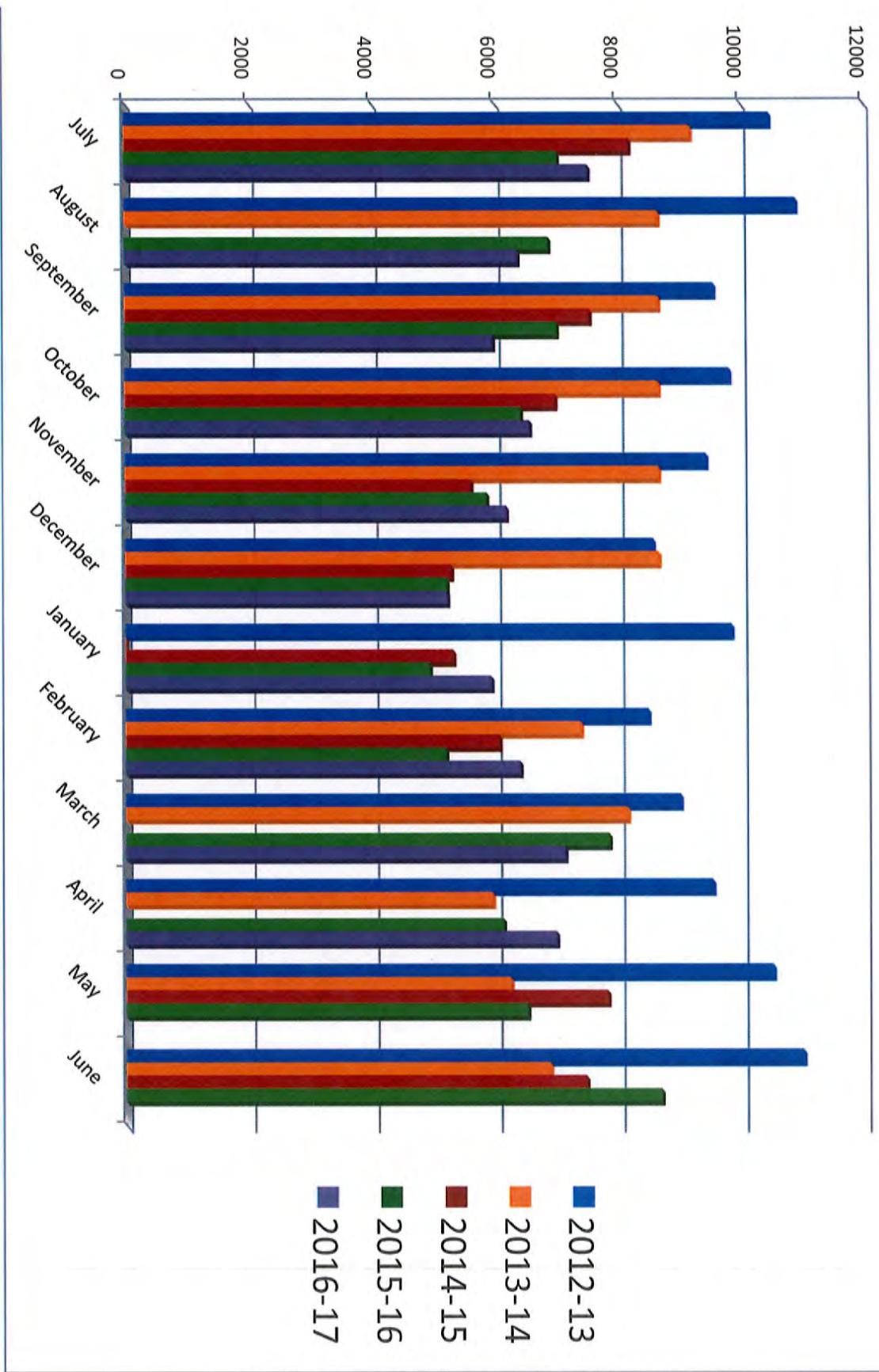


REGULAR MEETING OF MAY 23, 2017
I(b) REPORTS: PUBLIC SERVICES

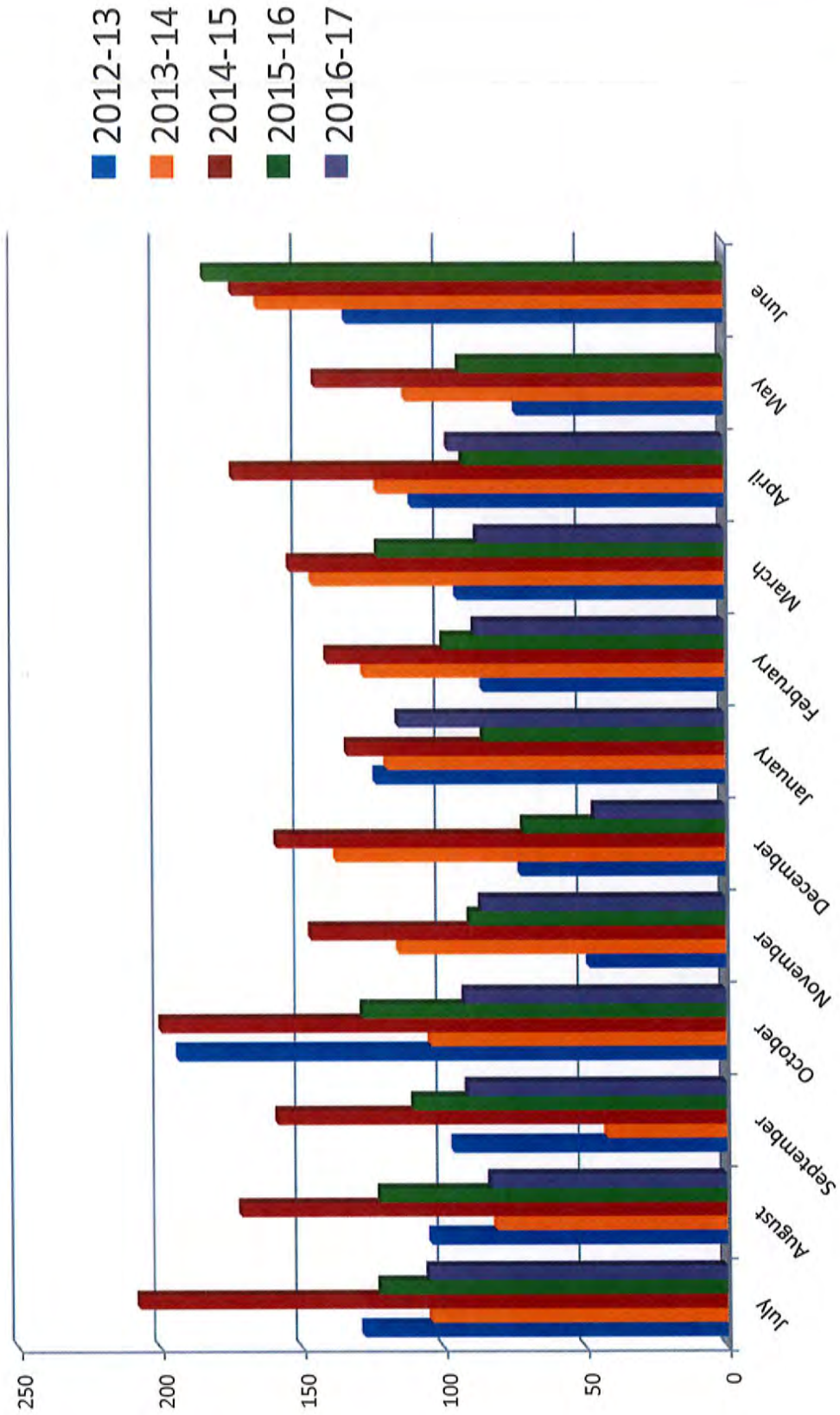
REGULAR MEETING OF MAY 23, 2017
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. New staff
 - a. Kathleen (Kathy) Crowder—Library Assistant I
 - b. Lindsay Newman—Page
4. Virtual Reality equipment grant

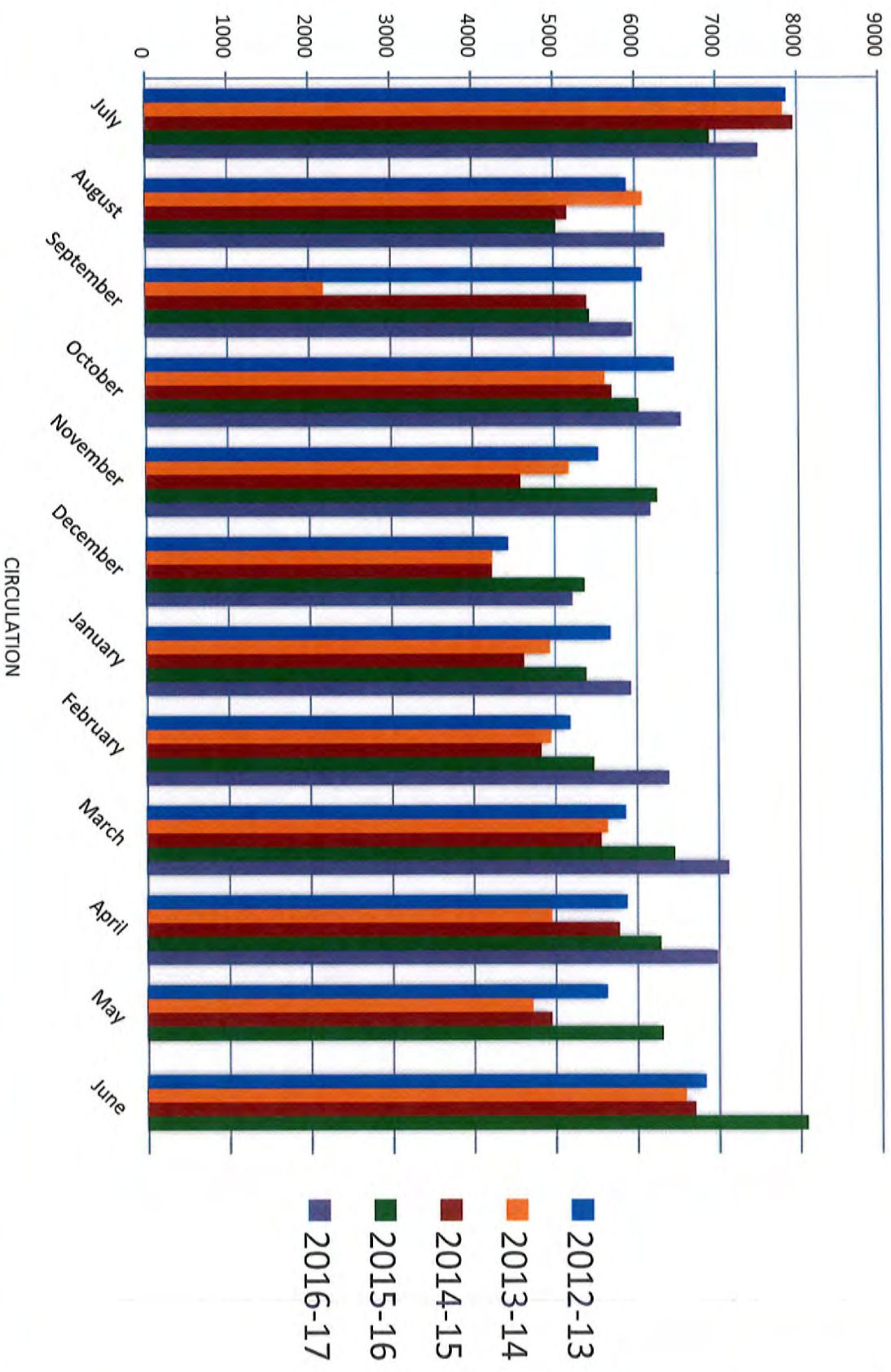
PATRON COUNT



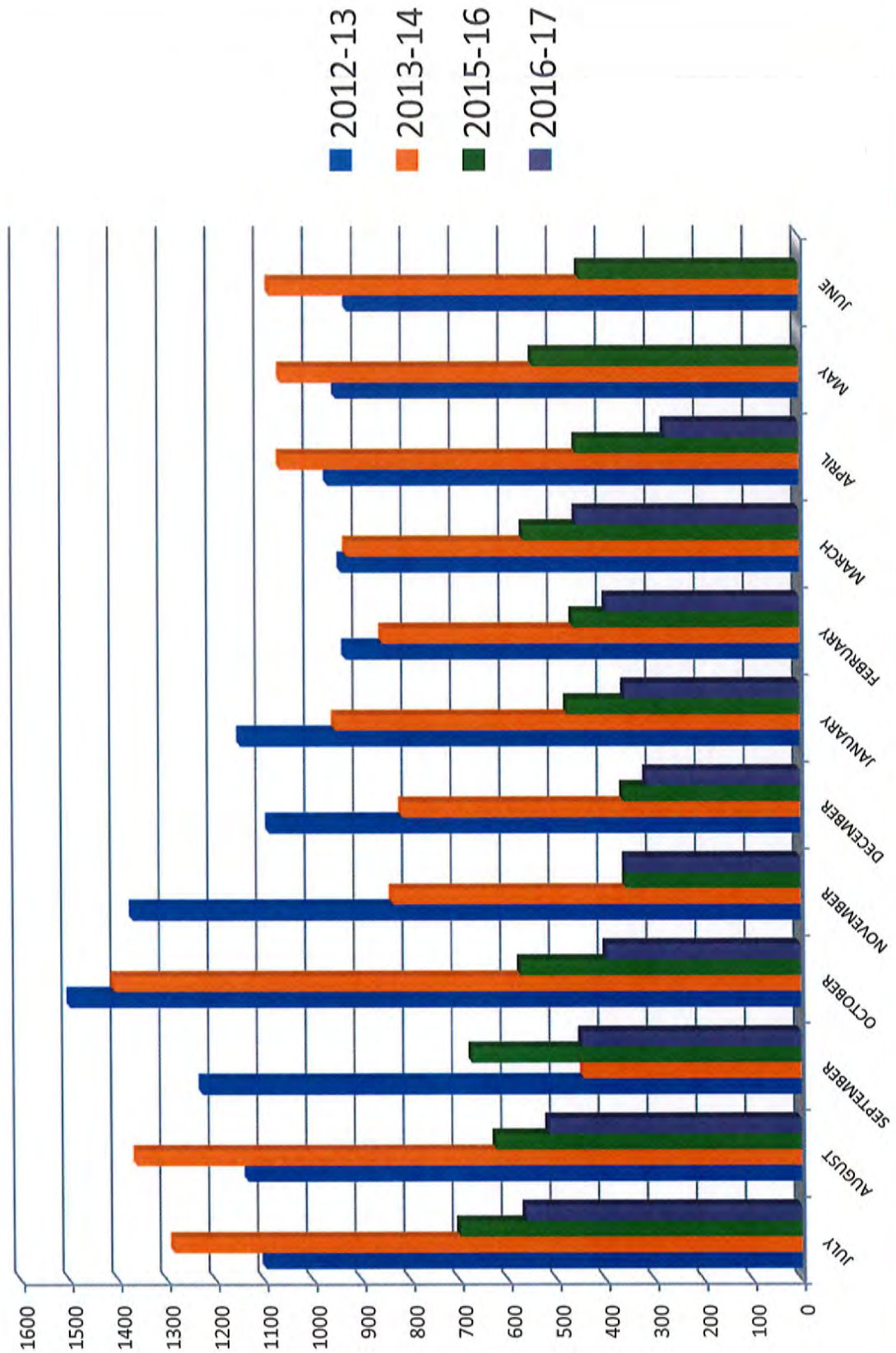
PATRON REGISTRATIONS



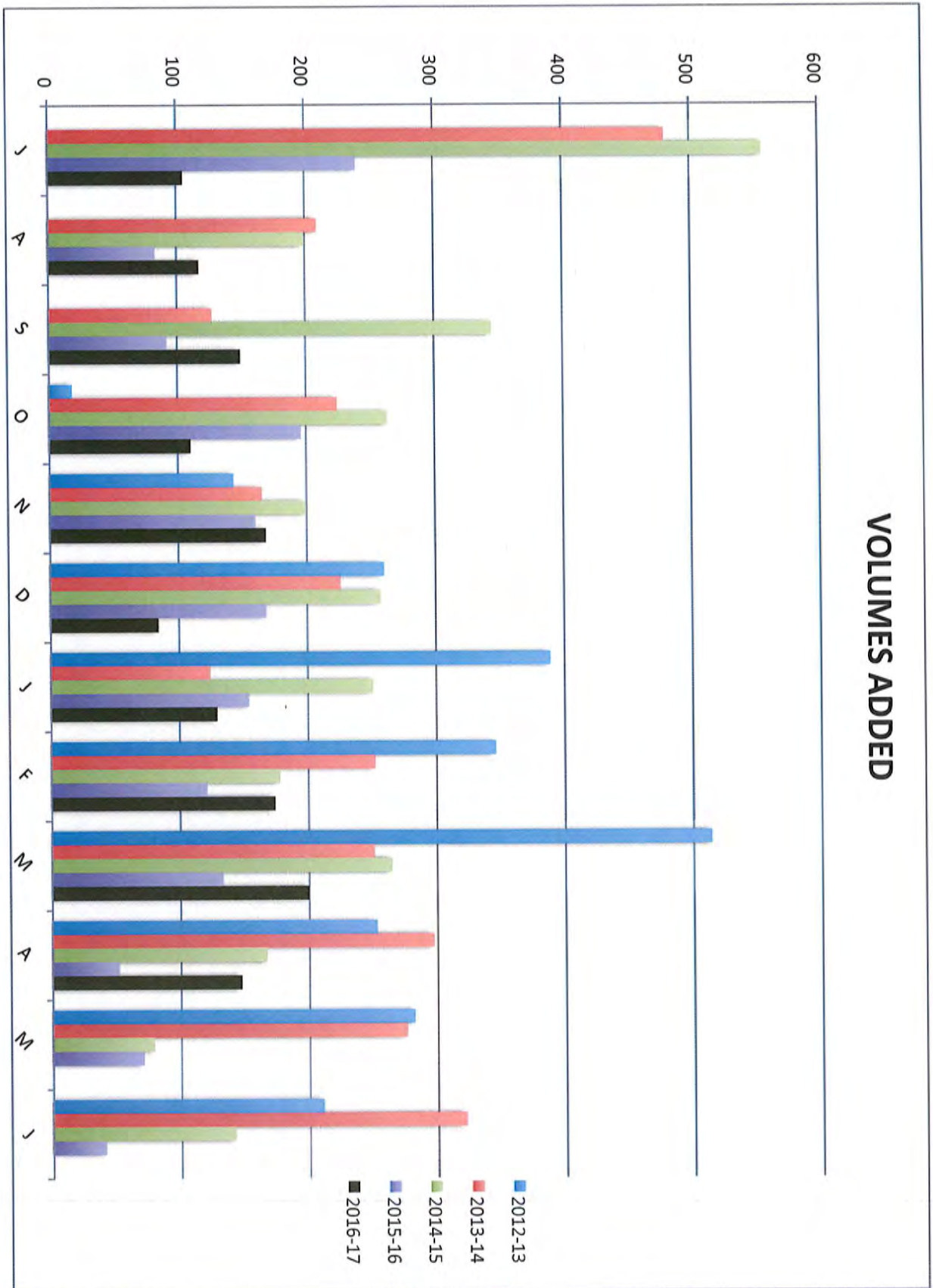
TOTAL CIRCULATION



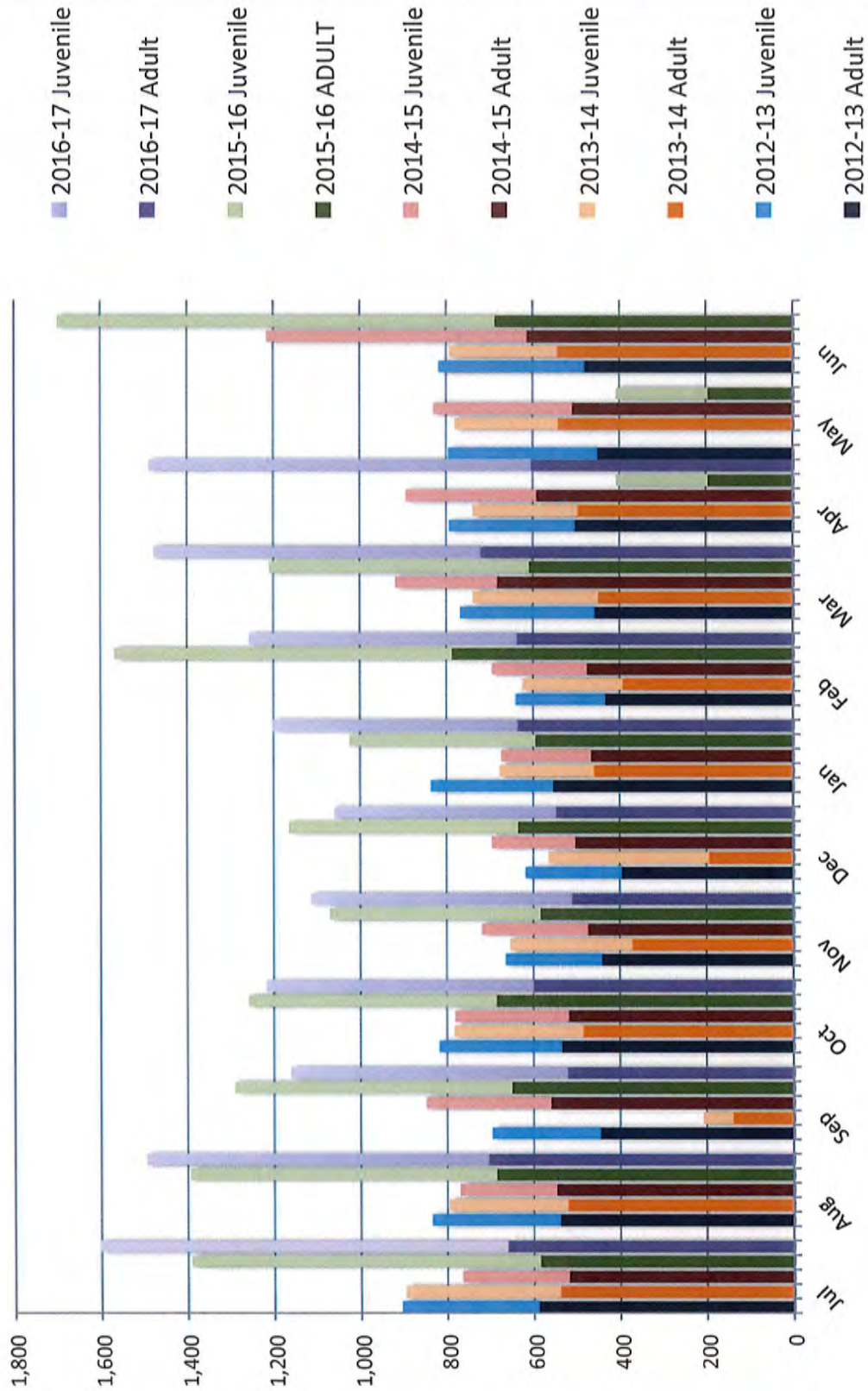
REFERENCE INQUIRIES



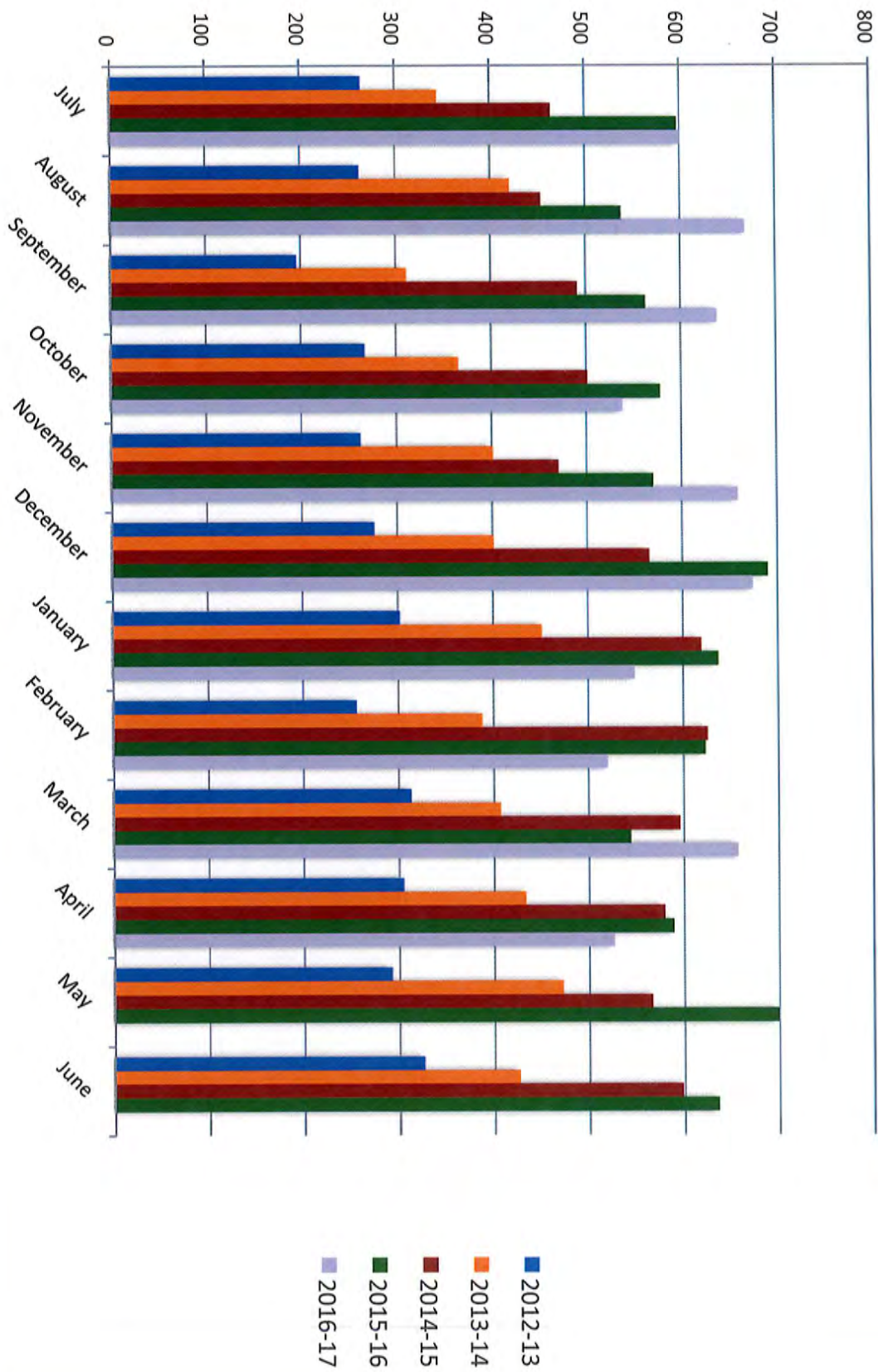
VOLUMES ADDED



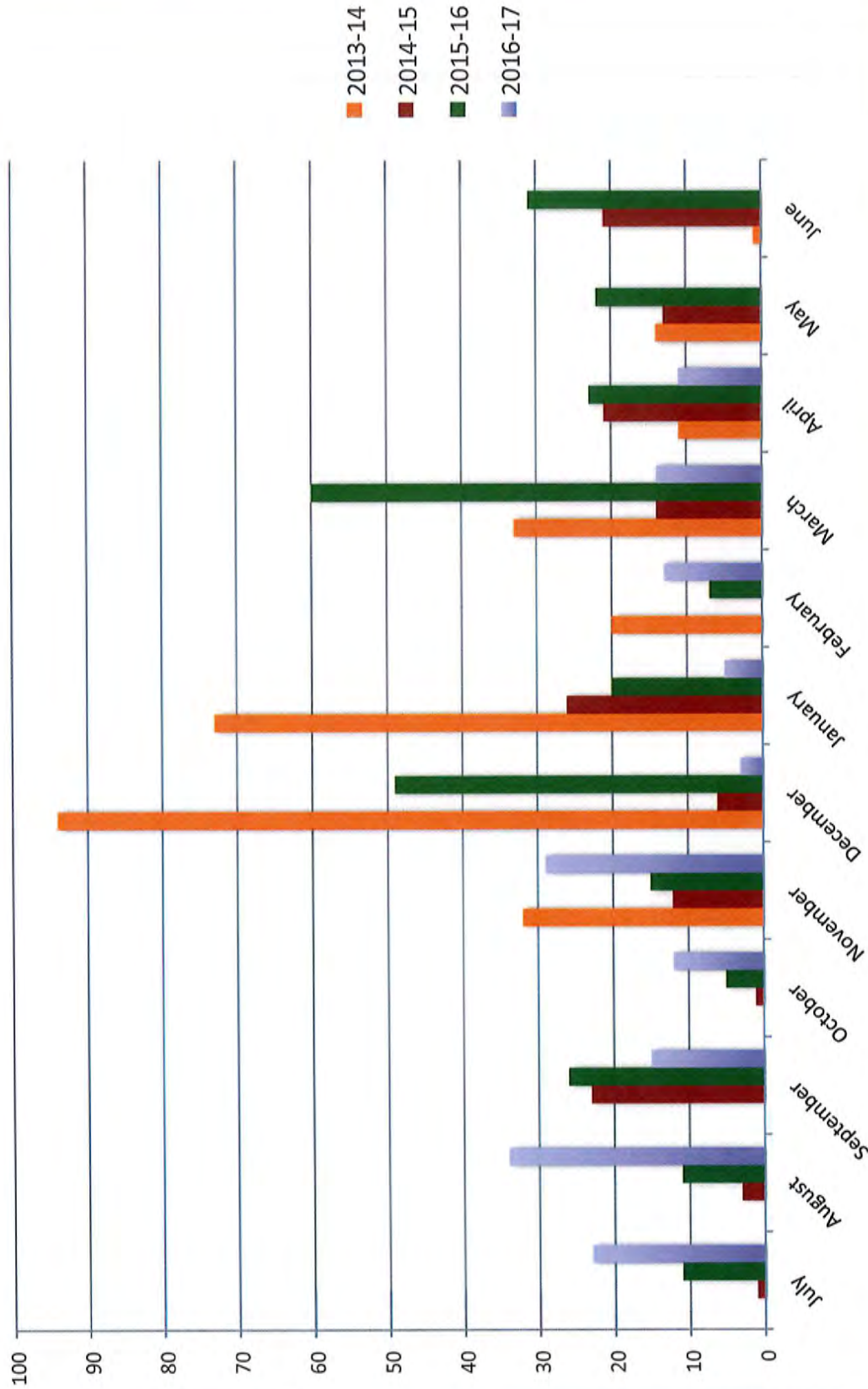
COMPUTER USAGE



eBOOK CIRCULATION



ZINIO CIRCULATION



HOOPLA

