

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, January 23, 2018, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

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

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

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

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

- D. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of December 19, 2017
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Job Description for Family Literacy Coordinator (information, discussion, possible action)

H. NEW BUSINESS

- a. 2018 Board Committee Assignments (information, discussion, possible action)
- b. Appreciation for Don and Debbie Johnson (information, discussion, possible action)
- c. 2018 Board Meeting Calendar (information, discussion, possible action)
- d. Establish a Cap on Accrued Vacation Time (information, discussion, possible action)

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

February 27, 2018

L. ADJOURNMENT

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

REGULAR MEETING OF JANUARY 23, 2018
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of December 19, 2017

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 19, 2017

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

APPROVAL OF THE ORDER OF AGENDA---Director Branch requested Agenda Item H(a) be withdrawn as the revised jobs description was not ready. The revised Order of the Agenda was unanimously approved (Aye: Hicks, Nasalroad, Phillips, Spink; Absent: Coughlin).

PUBLIC COMMENT ON NON-AGENDA ITEMS---Ilene Gavenman, Children's Librarian, expressed thanks to the members of the Board for their support of the library.

STAFF RECOGNITION—Board member Hicks introduced three staff members who had reached significant anniversaries as library staff: Ilene Gavenman, Children's Librarian, 40 years; Olivia Escoto, Assistant Librarian, 20 years; and Nancy Dueñas, Library Assistant II, 10 years. Mr. Hicks presented with a signed Certificate of Appreciation and a gift from the library. Mr. Hicks then introduced new staff members hired during the year: Kathy Crowder, Library Assistant I; Anita McLaughlin, Library Assistant I; Carrie McAuliffe, Volunteer Coordinator; Lindsay Newman, Library Page; and Emily Letteney, Library Page. All were welcomed by the Board.

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of November 28, 2017, were unanimously approved (Aye: Hicks, Nasalroad, Phillips, Spink; Absent: Coughlin).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. The Financial statements were received and filed. Mr. McFadden departed after the report.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS—

UNFINISHED BUSINESS---none.

NEW BUSINESS---**Election of Officers. President:** Board Member Phillips nominated Board Member Coughlin to be President for the coming year. The nomination was seconded by Board Member Spink. There being no further nominations, the nominations were closed. Board

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 19, 2017

Member Coughlin was elected unanimously (Aye: Hicks, Nasalroad, Phillips, Spink; Absent: Coughlin).

Board Member Phillips then opened nominations for the new office of Vice President and nominated Board Member Hicks. The nomination was seconded by Board Member Spink. There being no further the nominations, the nominations were closed, whereupon Board Member Hicks was unanimously elected to the office of Vice President (Aye: Hicks, Nasalroad, Phillips, Spink; Absent: Coughlin).

Board Member Spink nominated Board Member Phillips for the office of Board Clerk. Board Member Nasalroad seconded the nomination. There being no more nominations, the nominations were closed. Board Member Phillips was elected to the office of Board Clerk unanimously (Aye: Hicks, Nasalroad, Phillips, Spink; Absent Coughlin).

REPORTS CONT. --- The Board received the reports from Literacy Services, Public Services, and the District Director.

Board Committee Reports: There were no reports from the Finance or Human Resources committees.

Strategic Plan Team Reports: There were no reports from the Visioning/Strategic Planning Committee or the Fundraising/Grants Committee. During the Volunteerism Committee report, Director Branch reminded the Board of the Volunteer Appreciation Event scheduled for the evening of January 10. The Board suggested that the members of the Endowment Committee be invited since they serve the library without compensation. There were no further committee reports.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas: Committee appointments for 2018, appreciation for Don and Debbie Johnson for their efforts on behalf of the library, and revised job descriptions for the Literacy Department

UPCOMING MEETING DATE---The next Regular Meeting will be on Tuesday, January 23, 2018, at 5:30 p.m. There will be a Special Meeting of the Board on January 3, 2018, at 5:00 for the purpose of performing the annual review of the District Director. The District Director

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, December 19, 2017

requested that all the Board Members go to the bank on Friday to sign signature cards for the Blanchard Library Building Fund account.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned unanimously at 7:07 p.m. (Aye: Hicks, Nasalroad, Phillips, Spink; Absent: Coughlin).

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF JANUARY 23, 2018
E(a).REPORTS: FINANCIAL REPORTS

- 1. Receive and file December 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

December 31, 2017

BLANCHARD COMMUNITY LIBRARY

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

ACCOUNTANTS COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

MANAGEMENTS RESPONSIBILITIES

Management is responsible for the preparation and fair presentation of the accompanying interim financial statements which comprise the statement of assets, liabilities and fund balance and the related statements of revenues and expenses for the period ended December 31, 2017 in accordance with the modified accrual basis of accounting and for determining that the modified accrual basis of accounting is an acceptable framework. Management is also responsible for designing, maintaining and implementing internal control relevant to the financial statements.

MY RESPONSIBILITY

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.

I have compiled the accompanying interim statement of assets, liabilities and fund balance, statement of revenue and expense as of December 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 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
January 15, 2018

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

December 31, 2017

ASSETS

		CURRENT ASSETS	
CASH			\$ 1,430,334
RESTRICTED CASH			269,435
PREPAID EXPENSES			<u>6,618</u>
TOTAL CURRENT ASSETS			1,706,387
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>563,128</u>
TOTAL ASSETS			<u><u>\$ 2,269,515</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE			\$ 1,976
ACCRUED PAYROLL EXPENSE			<u>27,425</u>
TOTAL LIABILITIES			\$ 29,401
		FUND BALANCES	
GENERAL FUND		1,407,551	
FIXED ASSET FUND		563,128	
RESTRICTED FUNDS		269,435	
TOTAL FUND BALANCE			<u>2,240,114</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$ 2,269,515</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED DECEMBER 31, 2017

	DECEMBER			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 316,430	\$ 294,196		\$ 566,032	\$ 523,282	8.2%
LIBRARY OPERATIONS	658	417	57.79%	6,197	2,500	147.9%
DONATIONS	42,105	2,083	1921.36%	45,814	12,500	266.5%
CLLS LITERACY				\$ 23,000	\$ 18,000	
	<u>\$ 359,193</u>	<u>\$ 296,696</u>	21.1%	<u>\$ 641,043</u>	<u>\$ 556,282</u>	15.2%
EXPENSES						
PERSONNEL	\$ 42,457	\$ 44,886	-5.4%	\$ 262,131	\$ 269,814	-2.8%
ADMINISTRATIVE	6,127	3,779	62.1%	28,101	35,175	-20.1%
FACILITIES	4,884	4,704	3.8%	31,055	28,225	10.0%
OPERATIONS	6,115	6,628	-7.7%	65,769	74,765	-12.0%
	<u>\$ 59,583</u>	<u>\$ 59,997</u>	-0.7%	<u>\$ 387,056</u>	<u>\$ 407,979</u>	-5.1%
NET INCOME (LOSS)	<u>\$ 299,610</u>	<u>\$ 236,699</u>	26.6%	<u>\$ 253,987</u>	<u>\$ 148,303</u>	71.3%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF	2,720	1,667		2,720	6,667	
INVESTMENT INTEREST	780			4,383		
NET AFTER NON BUDGETED ITEMS	<u>\$ 303,110</u>	<u>\$ 238,366</u>	27.2%	<u>\$ 261,090</u>	<u>\$ 154,970</u>	68.5%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

December 31, 2017

COUNTY	\$ 1,021,823	
SANTA PAULA CITY	184,160	1
BUILDING FUND	41,000	1
BLAKE	35,667	1
LITERACY	8,608	1
BOOK TRUST	42,856	
WELLS FARGO	362,314	
OTHERS	<u>3,341</u>	
TOTAL CASH	<u>\$ 1,699,769</u>	
	restricted	269,435
	unrestricted	1,430,334

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	12/31/16	12/31/17	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 539,473	\$ 566,033	\$ 523,282	\$ 740,132
LIBRARY OPERATIONS	10,484	6,197	2,500	5,000
DONATIONS	15,808	45,814	12,500	45,000
CLLS LITERACY	18,500	23,000	18,000	27,000
TOTAL REVENUE	<u>\$ 584,265</u>	<u>\$ 641,044</u>	<u>\$ 556,282</u>	<u>\$ 817,132</u>
EXPENSES				
PERSONNEL				
WAGES	183,434	191,093	191,316	407,333
RETIREMENT	38,803	27,435	27,288	56,141
HEALTH INSURANCE	30,058	27,666	34,128	68,250
PAYROLL TAX	14,652	15,268	16,236	33,866
EMPLOYEE BENEFIT	741	639	846	1,692
	<u>267,688</u>	<u>262,101</u>	<u>269,814</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			125	250
BANK CHARGES	217	204	200	400
COMPUTER NETWORK		1,178		
INSURANCE	4,208	4,939	4,325	8,650
OFFICE EXPENSE	2,709	3,152	2,500	5,000
TELEPHONE	1,837	1,794	2,000	4,000
POSTAGE	408	310	175	350
PRINTING	1,127	468	1,350	2,700
PROFESSIONAL FEES	19,149	16,039	23,500	38,000
STAFF DEVELOPMENT	1,265	47	1,000	2,000
	<u>30,920</u>	<u>28,131</u>	<u>35,175</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANCE	5,145	6,613	7,000	14,000
JANITORIAL	4,020	4,020	4,050	8,100
UTILITIES	17,306	20,422	17,175	34,350
	<u>26,471</u>	<u>31,055</u>	<u>28,225</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	32,028	29,623	30,000	60,000
PUBLICITY	6,640	2,133	6,000	12,000
MEMBERSHIPS	3,200	3,065	1,500	3,000
ACQUISITIONS	5,698	18,158	17,500	30,000
PROGRAMS	6,710	8,866		30,230
COMPUTER SERVICE		9	2,400	4,800
BOOK BINDING	296	582	1,000	2,000
ADVERTISING	1,280	1,151		
TRAVEL	666	2,183	1,250	2,500
	<u>56,518</u>	<u>65,770</u>	<u>59,650</u>	<u>144,530</u>
TOTAL EXPENSES	<u>381,597</u>	<u>387,057</u>	<u>392,864</u>	<u>829,612</u>
NET INCOME(LOSS)	<u>\$ 202,668</u>	<u>\$ 253,987</u>	<u>\$ 163,418</u>	<u>\$ (12,480)</u>
NON BUDGETED INCOME (EXPENSES)				
REIMBURSEMENT DIF	4,359	2,720	10,000	20,000
INVESTMENT INTEREST	555	4,383		
NET AFTER NON BUDGETED ITEMS	<u>\$ 207,582</u>	<u>\$ 261,090</u>	<u>\$ 173,418</u>	<u>\$ 7,520</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

December 31, 2017

Due to Friends of the Library	521
Credit Card	1,455
Total	<u>\$ 1,976</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE \$ 175,133.01
TRANSACTIONS		
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
12.11.17	CHECK	(3,491.15)
	TOTAL	<u>9,027.01</u>
		<u>\$ 184,160.02</u>
	BALANCE AT 12.31.17	

Blanchard/Santa Paula Library District
Deposit Detail
 December 2017

11:10 AM
 01/20/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		12/04/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		83.25
				circulation desk week of 11/20/17	Fines	General Fund	-79.25
				circulation desk week of 11/20/17	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-4.00
TOTAL							-83.25
Check	11104	12/11/2017	Void		1020.10 - Book Trust Account-Unrestricted		0.00
TOTAL							0.00
Deposit		12/18/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		3,491.15
				book purchase reimbursement	1010.40 - Santa Paula City	Adult Books	-3,491.15
TOTAL							-3,491.15
Deposit		12/20/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		59.75
				Circulation Desk week of 11/27...	Fines	General Fund	-50.75
				Circulation Desk week of 11/27...	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-3.00
				Circulation Desk week of 11/27...	Other Donations	General Fund	-5.00
				Circulation Desk week of 11/27...	Over/Short	General Fund	-1.00
TOTAL							-59.75
Deposit		12/20/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		70.60
				Circulation Desk for the week o...	Fines	General Fund	-68.00
				Circulation Desk for the week o...	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-2.30
				Circulation Desk for the week o...	Donations	General Fund	-0.10
TOTAL							-70.60
Deposit		12/26/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		100.00
Sales Receipt	145A	12/26/2017	Elaine Hunt:Children's Books		1499.10 - Undeposited Funds	Children's Services:Children's ...	-100.00
TOTAL							-100.00
Deposit		12/26/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		380.60
				Copier funds for October 2018	Printing & Copying	General Fund	-380.60
TOTAL							-380.60
Deposit		12/26/2017		Deposit	1020.10 - Book Trust Account-Unrestricted		101.75
				Circulation Desk for the week o...	Fines	General Fund	-91.25
				Circulation Desk for the week o...	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-14.50

Blanchard/Santa Paula Library District
 Deposit Detail
 December 2017

11:10 AM
 01/20/18

Type	Num	Date	Name	Memo	Account	Class	Amount
				Circulation Desk for the week o...		General Fund	4.00
TOTAL							-101.75

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
December 2017**

11:06 AM
01/20/18

Nurm	Date	Name	Memo	Account	Paid Amount
	12/31/2017		Service Charge	1020.10 · Book Trust Account	
			Service Charge	Bank Charges	-3.00
TOTAL					-3.00
EFT	12/04/2017	Calif. Public Employees' Retire...	CALPERS - Employer PEPRA contribution 10/...	1020.10 · Book Trust Account-Unrestricted	
			CALPERS - Employer PEPRA contribution 10/...	CALPERS (Payee Account - Employee Dedu...	-790.83
TOTAL					-790.83
EFT	12/04/2017	Calif. Public Employees' Retire...	CALPERS - Employer Contributioin Class 8...	1020.10 · Book Trust Account-Unrestricted	
			CALPERS - Employer Contributioin Class 817 ...	CALPERS (Payee Account - Employee Dedu...	-505.63
TOTAL					-505.63
EFT	12/04/2017	Calif. Public Employees' Retire...	Unfunded accrued liability PEPRA November...	1020.10 · Book Trust Account-Unrestricted	
			Unfunded accrued liability PEPRA November p...	PERS Retirement (Contribution Account - Re...	-43.57
TOTAL					-43.57
EFT	12/04/2017	Calif. Public Employees' Retire...	Unfunded accrued liability Classic 817 Nove...	1020.10 · Book Trust Account-Unrestricted	
			Unfunded accrued liability Classic 817 Novemb...	PERS Retirement (Contribution Account - Re...	-3,045.03
TOTAL					-3,045.03
EFT	12/05/2017	Blanchard Community Library	Funds transfer for payroll pay date 12/7/17	1020.10 · Book Trust Account-Unrestricted	
			Funds transfer for payroll pay date 12/7/17	1011.10 · Checking - Payroll (Checking Acco...	-14,750.00
TOTAL					-14,750.00
EFT	12/11/2017	Calif. Public Employees' Retire...	Health insurance December 2017	1020.10 · Book Trust Account-Unrestricted	
			Health insurance December 2017	PERS Group Health Insurance	-4,665.35
TOTAL					-4,665.35
EFT	12/11/2017	Calif. Public Employees' Retire...	CalPers Classic 817 Contribution 11/5/17 to ...	1020.10 · Book Trust Account-Unrestricted	

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
December 2017**

11:08 AM
01/20/18

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-537.67
EFT	12/11/2017	Calif. Public Employees' Retire...	CalPers Classic 817 Contribution 11/5/17 to 11...	CALPERS (Payee Account - Employee Dedu...	-537.67
TOTAL					-801.96
EFT	12/19/2017	Blanchard Community Library	CALPERS - Employer PEPPRA contribution 11/...	1020.10 · Book Trust Account-Unrestricted	-801.96
TOTAL					-14,000.00
EFT	12/19/2017	Blanchard Community Library	CALPERS - Employer PEPPRA contribution 11/...	1020.10 · Book Trust Account-Unrestricted	-14,000.00
TOTAL					-3,045.03
EFT	12/19/2017	Calif. Public Employees' Retire...	Transfer funds for payroll pay date 12/21/17	1011.10 · Checking - Payroll (Checking Acco...	-3,045.03
TOTAL					-3,045.03
EFT	12/19/2017	Calif. Public Employees' Retire...	Transfer funds for payroll pay date 12/21/17	1011.10 · Checking - Payroll (Checking Acco...	-14,000.00
TOTAL					-14,000.00
EFT	12/19/2017	Calif. Public Employees' Retire...	Unfunded accrued liability Classic 817 Dece...	1020.10 · Book Trust Account-Unrestricted	-3,045.03
TOTAL					-3,045.03
EFT	12/19/2017	Calif. Public Employees' Retire...	Unfunded accrued liability Classic 817 Dece...	PERS Retirement (Contribution Account - Re...	-3,045.03
TOTAL					-43.57
EFT	12/19/2017	Calif. Public Employees' Retire...	Unfunded accrued liability PEPPRA Decembe...	1020.10 · Book Trust Account-Unrestricted	-43.57
TOTAL					-43.57
EFT	12/19/2017	Calif. Public Employees' Retire...	Unfunded accrued liability PEPPRA Decembe...	PERS Retirement (Contribution Account - Re...	-43.57
TOTAL					-784.49
EFT	12/19/2017	Calif. Public Employees' Retire...	Cal PERS Employer Contribution PEPPRA 11/...	1020.10 · Book Trust Account-Unrestricted	-784.49
TOTAL					-784.49
EFT	12/19/2017	Calif. Public Employees' Retire...	Cal PERS Employer Contribution PEPPRA 11/1...	CALPERS (Payee Account - Employee Dedu...	-784.49
TOTAL					-784.49
EFT	12/19/2017	Calif. Public Employees' Retire...	Cal PERS Employer Contribution Classic 81...	1020.10 · Book Trust Account-Unrestricted	-525.48
TOTAL					-525.48
EFT	12/19/2017	Calif. Public Employees' Retire...	Cal PERS Employer Contribution Classic 817 1...	CALPERS (Payee Account - Employee Dedu...	-525.48
TOTAL					-525.48
EFT	12/26/2017	Calif. Public Employees' Retire...	Cal Pers Employer Contribution PEPPRA 12/...	1020.10 · Book Trust Account-Unrestricted	-525.48

Blanchard/Santa Paula Library District Monthly Book Trust Check Detail

December 2017

11:08 AM
01/20/18

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Cal Pers Employer Contribution PEPR 12/3/1...	CALPERS (Payee Account - Employee Dedu...	-776.63
					-776.63
EFT	12/26/2017	Calif. Public Employees' Retire...	Calif Pers Employer Contribution Classic 8...	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Calif Pers Employer Contribution Classic 817 ...	CALPERS (Payee Account - Employee Dedu...	-422.20
					-422.20
11086	12/04/2017	Martha Zamodio	Reibursement of fines for lost book "Diary...	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Reibursement of fines for lost book "Diary of ...	Fines	-3.00
					-3.00
11087	12/04/2017	City of Santa Paula (067000-00)	111-067000-00 Water & Sewer usage 10/24/1...	1020.10 · Book Trust Account-Unrestricted	
TOTAL			111-067000-00 Water & Sewer usage 10/24/17...	Water and Sewer	-533.36
					-533.36
11088	12/04/2017	City of Santa Paula (067500-00)	111-067500-00 Fire service 10/24/17 to 11/24...	1020.10 · Book Trust Account-Unrestricted	
TOTAL			111-067500-00 Fire service 10/24/17 to 11/24/17	Water and Sewer	-71.53
					-71.53
11089	12/04/2017	World Book, Inc.	Invoice #0001565376 Invoice #0001566145	1020.10 · Book Trust Account-Unrestricted	
TOTAL				Children's Books Children's Books	-280.92
					-1,081.42
					-1,362.34
11090	12/04/2017	Alphabet Soup Puppeteers	Puppet Play 12/12/17	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Puppet Play 12/12/17	Children's Programs	-200.00
					-200.00
11091	12/04/2017	Santa Paula Glass Company	invoice #341	1020.10 · Book Trust Account-Unrestricted	

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
December 2017**

11:08 AM
01/20/18

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			invoice #341	Building Maintenance	-1,082.44
					-1,082.44
11092	12/04/2017	Coleman Landscape	Invoice #7126	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Invoice #7126	Grounds Maintenance	-305.00
					-305.00
11093	12/11/2017	Sparkletts		1020.10 · Book Trust Account-Unrestricted	
TOTAL				Office Supplies	-4.75
					-4.75
11094	12/11/2017	Amazon Capital Services		1020.10 · Book Trust Account-Unrestricted	
TOTAL			Invoice 1CJ6-RL3W-DYMX Invoice 1CJ6-RL3W-64VN Invoice 1LMR-QWJ6-39-LQ	Children's Books Children's Books Children's Books	-67.88 -88.90 -33.09
					-189.87
11095	12/11/2017	Unique Management Services, I...	Invoice #454792	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Invoice #454792	Collection Agency	-134.25
					-134.25
11096	12/11/2017	Moss, Levy & Hartzheim LLP	BLANCHARD	1020.10 · Book Trust Account-Unrestricted	
TOTAL			BLANCHARD	Audit Services	-2,590.00
					-2,590.00
11097	12/11/2017	Athens Environmental	A20004977	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Invoice #32000 December trash service	Trash	-172.46
					-172.46
11098	12/11/2017	Stephen McFadden CPA	Invoice #5203	1020.10 · Book Trust Account-Unrestricted	

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
December 2017**

11:08 AM
01/20/18

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			November services	Accounting Fees (Outside (non-employee) ac...	-863.00
11099	12/11/2017	SoCalGas	Acct #151 414 1600 6	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Gas Service10/27 - 11/29	Gas	-30.66
11100	12/11/2017	Kelly Cleaning & Supplies	Invoice #4528060	1020.10 · Book Trust Account-Unrestricted	
TOTAL			December Janitorial Services	Janitorial Services & Supplies	-670.00
11101	12/11/2017	Andy's Plumbing Place	Invoice #1281-1217	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Invoice #1281-1217	Building Maintenance	-129.50
11102	12/11/2017	Flights of Fanatsy Story Theatre		1020.10 · Book Trust Account-Unrestricted	
TOTAL				Children's Programs	-400.00
11103	12/11/2017	Ned Branch	Monthly health insurance reimbursement	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Monthly health insurance reimbursement	PERS Group Health Insurance	-325.76
11104	12/11/2017	Void		1020.10 · Book Trust Account-Unrestricted	
TOTAL					0.00
11105	12/18/2017	Amazon Capital Services	Invoice #1FKC-J9C4-NFDJ	1020.10 · Book Trust Account-Unrestricted	
TOTAL				Children's Books	-11.48
TOTAL					-11.48

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail
December 2017**

11:08 AM
01/20/18

Num	Date	Name	Memo	Account	Paid Amount
11106	12/18/2017	Infinity Electric	Invoice #12253F lighting for classroom area	1020.10 · Book Trust Account-Unrestricted Building Maintenance	-325.00 -325.00
TOTAL					
11107	12/18/2017	Anita M McLaughlin	Reimbursement for Santa hats.	1020.10 · Book Trust Account-Unrestricted Promotion & Public Relations	-10.82 -10.82
TOTAL					
11108	12/18/2017	David Reyes	Refund of lost book fee "Vacation under the... Refund of lost book fee "Vacation under the Vo...	1020.10 · Book Trust Account-Unrestricted Fines	-10.00 -10.00
TOTAL					
11109	12/18/2017	Blanchard Community Library	Reimburse Petty Cash 9/18/17 to 12/14/17 Reimburse Petty Cash 9/18/17 to 12/14/17	1020.10 · Book Trust Account-Unrestricted Teen & YA Programs	-435.49 -435.49
TOTAL					
11110	12/18/2017	California Special District Asso...		1020.10 · Book Trust Account-Unrestricted Memberships & Dues	-2,633.00 -2,633.00
Mem...	12/26/2017				
TOTAL					
11111	12/26/2017	Business Card	Credit Card Charges 8/17/17-9/16/17 Credit Card Charges 8/17/17-9/16/17	1020.10 · Book Trust Account-Unrestricted Bank of America Platinum Plus	-434.67 -434.67
TOTAL					
11112	12/26/2017	Maureen Coughlin	Reimbursement for Staff Recognition Reimbursement for Staff Recognition	1020.10 · Book Trust Account-Unrestricted Staff Recognition	-114.87 -114.87
TOTAL					
11113	12/26/2017	Systime, Inc	Invoice #000953581	1020.10 · Book Trust Account-Unrestricted	

Blanchard/Santa Paula Library District
 Monthly Book Trust Check Detail
 December 2017

11:08 AM
 01/20/18

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Invoice #000953581	Computer Network	-396.00
					-396.00
11114	12/26/2017	Frontier Communications	805-525-2384-012885-5	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Telephone Service 12/10/17 to 1/9/18	Telephone Expense	-299.97
					-299.97
11115	12/26/2017	Draganchuk	Invoice #143436	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Service performed on 12/14/17	Security	-165.00
					-165.00
11116	12/26/2017	Southern California Edison	Acct #2-03-984-8064	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Electric Service 11/17/17 to 12/18/17	Electricity	-1,398.70
					-1,398.70

REGULAR MEETING OF JANUARY 23, 2018

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JANUARY 23, 2018
G(a). JOB DESCRIPTION FOR FAMILY LITERACY COORDINATOR

As the English as a Second Language programs have expanded in number and scope, the job of coordinating the elements of the programs has been undertaken by Olivia Molina, the Office Assistant for the Literacy Program. In order to more accurately reflect her duties, Wendy Batstone, Literacy Programs Coordinator, has drafted the attached job description .

RECOMMENDATION: Staff recommends that the Board approve the attached job description for Family Literacy Coordinator.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF JANUARY 23, 2018
H(c). NEW BUSINESS: 2018 BOARD MEETING CALENDAR

The Board generally meets on the fourth Tuesday of each month for its regular meeting except those months in which holidays make the week difficult. Proposes the following meeting calendar for the remainder of 2017.

RECOMMENDATION:

Schedule the Board of Trustees meetings at 5:30 on the following dates:

- February 27
- March 27
- April 24
- May 22
- June 26
- July 24
- August 28
- September 25
- October 23
- November 26 (Thanksgiving is November 22)
- December 18 (the fourth Tuesday is December 25)

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF JANUARY 23, 2018
H(d): ESTABLISH A CAP ON ACCRUED VACATION TIME

One of the drafts of the Employee Handbook that was considered by the Human Resources Committee in 2016 contained a provision that would cap the amount of vacation time an employee would be allowed to accrue. Since the issue needed research and further discussion and the Board needed to finalize a revised handbook quickly, the committee recommended retention of the current vacation policy but with the intention to consider the matter further at a later date.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

2.2 VACATIONS

Regular and probationary full-time and part-time employees, except pages, (who work at least 20 hours per week) accrue paid vacation for each compensated work hour up to a maximum of eighty (80) hours worked per bi-weekly pay period.

Active service commences with an eligible employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or the termination of employment. Temporary employees do not accrue paid vacation.

If eligible, you will earn paid vacation time as follows:

YEARS OF SERVICE	HOUR OF CREDIT PER HOUR OF SERVICE	APPROXIMATE NUMBER OF HOURS/DAYS PER YEAR
Less than 15	0.0385	Up to 80 hours or 10 work days
Less than 15 and holds Master's degree in library science (applies to hiring dates prior to 1/1/2016 only)	0.0577	Up to 120 hours or 15 work days
15-24	0.0577	Up to 120 hours or 15 work days
25 or more	0.0769	Up to 160 hours or 20 work days

These accruals are pro-rated for eligible regular part-time employees.

Vacation time accrues on a pro rata basis per pay period. Negative accruals of vacation leave are prohibited unless it is in the best interest of the District to permit them. Vacation pay is paid to you at your current straight-time hourly rate at the time you take the vacation. We do not advance vacation time or pay to employees. Vacation is paid in accordance with normal schedule, and it may not be paid at less than normal schedule to prolong other benefits.

You may use vacation time in minimum increments of one hour. You may not use more than four weeks of vacation at one time.

You will not accrue vacation benefits while on a leave of absence. You will not receive additional vacation time if you become ill or injured while on vacation. If a designated paid holiday is observed by the District during your vacation period, it will not count against your vacation bank. All accrued but unused vacation will be paid to you at your final rate of pay when you leave the District.

You should submit your vacation request at least 30 days in advance. Notice of less than 30 days may be approved in the discretion of the District Director, and all

vacation requests must be approved in advance by your supervisor. If there is a conflict in scheduling vacations, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting vacation requests.

Although you are allotted vacation pay benefits to cover periods of absence for personal time off, you should not automatically assume that an absence is permissible merely because you have sufficient vacation pay benefits available to cover all or a portion of your time off. The District may determine that your absences are excessive if, based on all the facts and circumstances, it is found disruptive to the District, co-workers or patrons.

We may defer your vacation request, require you to take vacations at certain times, schedule your vacation if you fail to do so or if we deem it necessary, pay out your accrued vacation or shut down all or any part of the District for vacation purposes if necessitated by business needs or in our sole discretion. We will give you at least 90 days' notice of District-scheduled vacation time.

1.1 VACATIONS

Regular and probationary full-time and part-time employees (who work at least 20 hours per week) accrue paid vacation for each compensated work hour up to a maximum of eighty (80) hours per bi-weekly pay period.

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You may use vacation time in minimum increments of one hour. You may not use more than [#] weeks of vacation at one time.

Employees are entitled to accrue vacation up to no less than 1.50 times their annual accrual, but no employee may accrue a vacation balance in excess of 256 hours (32 days) unless approved by the District Director or Board of Trustees for excess accrual based upon District need or personal emergency. After a minimum of fifty-two pay periods of continuous service (2 years), each eligible employee will be expected to take a minimum of eighty hours (10 work days or 2 work weeks) of vacation per calendar year. Vacation hours required to be taken are pro-rated for regular part-time employees.

You will not accrue vacation benefits while on a leave of absence. You will not receive additional vacation time if you become ill or injured while on vacation. If a designated paid holiday is observed by the District during your vacation period, it will not count against your vacation bank. All accrued but unused vacation will be paid to you at your final rate of pay when you leave the District.

You must submit your vacation request at least [#] days in advance, and all vacation requests must be approved in advance by your supervisor. If there is a conflict in scheduling vacations, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting vacation requests.

Although you are allotted vacation pay benefits to cover periods of absence for personal time off, you should not automatically assume that an absence is permissible merely because you have sufficient vacation pay benefits available to cover all or a portion of your time off. The District may determine that your absences are excessive if, based on all the facts and circumstances, it is found disruptive to the District, co-workers or patrons.

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REGULAR MEETING OF JANUARY 23, 2018
I(a) REPORTS: LITERACY SERVICES

19. January, 2018

BEST Adult Learning Center



Board Report for January, 2018

I cannot tell you how grateful I was at the end of the Volunteer Appreciation evening, Wednesday the 10th! We had like 70 guests, happy, well-fed, engaged, educated. And I had very little to do with it! OK, I talked to a lot of people that night, but I did NOT have to set the event up for once. It was WONDERFUL! A number of my tutors have said they really enjoyed hearing WHAT ELSE goes on in this library! It was fun. Just ask one of these people:



*Kudos to Carrie
McAuliffe, Lenore
Carleton, and
Lucinda Anderson!*

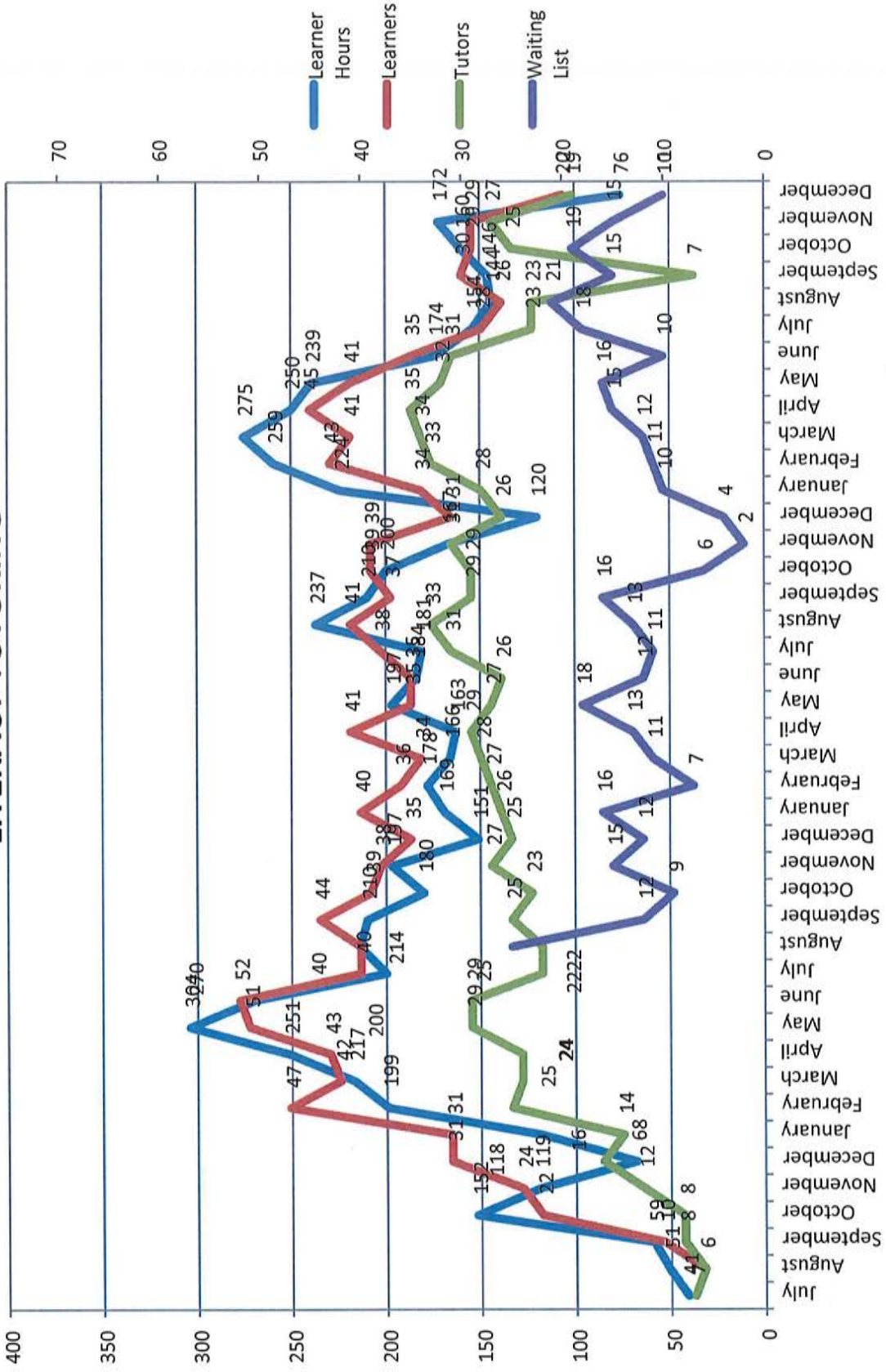
With school back in session here in Santa Paula, the parents, too, are back at it. Many come in wanting to learn English so that they can keep abreast of their children. They want to be able to help them with their homework. They want to know what's going on at school.

Two of our students, Juan Ojeda and Olivia Castillo, recently spoke in front of the School Board (quoted by Peggy Kelly in the [Santa Paula Times](#)), voicing the desires of parents in the search for a new Superintendent! Juan has also started teaching a small group on Monday nights for BEST. He is one of three younger tutors who would like to become teachers. This is a great way to "try it out."

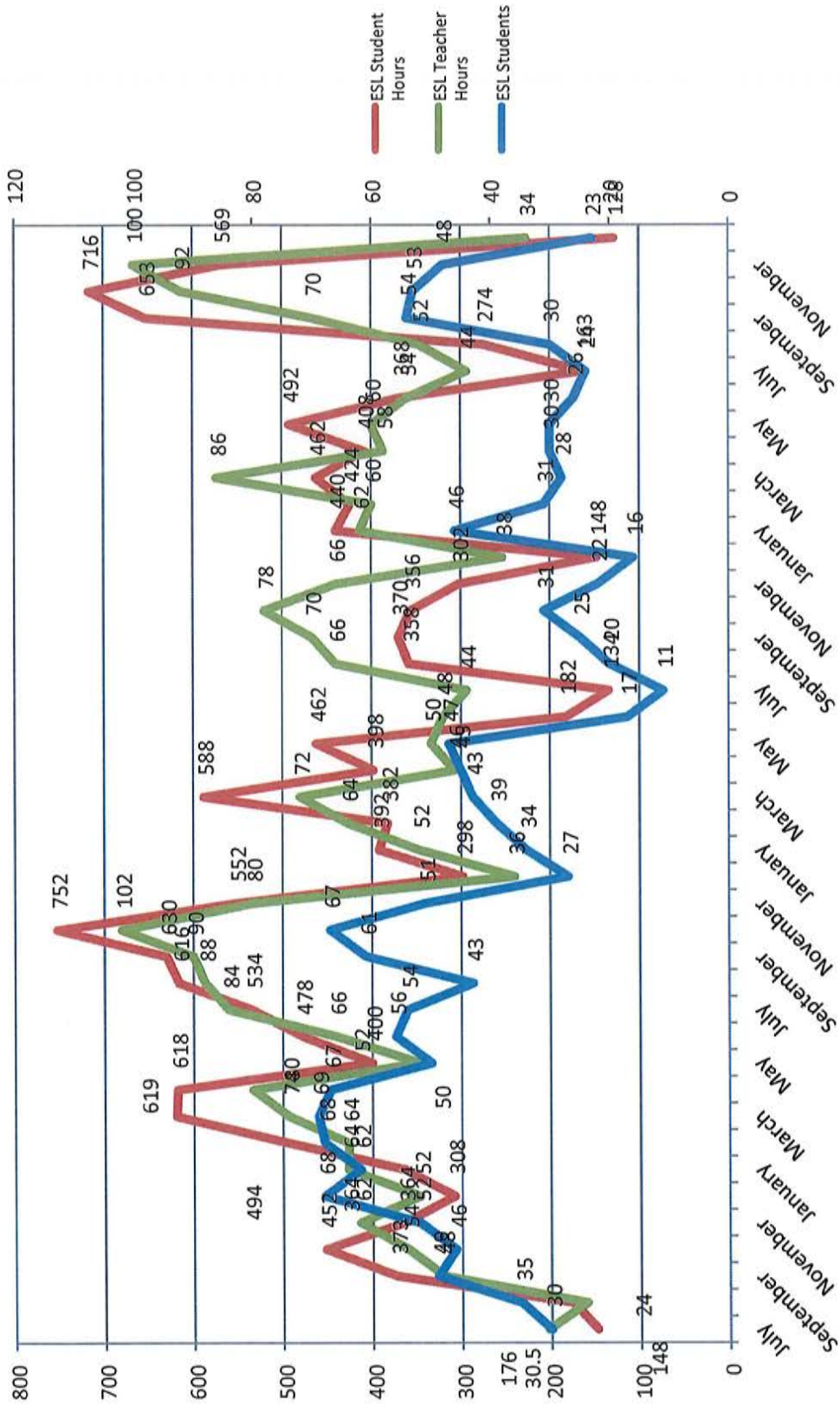


**New Tutor Orientation
Wednesday, January 31
6-7:30, Hardison Room**

LITERACY TUTORING



ESL CLASSES



REGULAR MEETING OF JANUARY 23, 2018
I(b) REPORTS: PUBLIC SERVICES

REGULAR MEETING OF JANUARY 23, 2018
I(c) REPORTS: VOLUNTEER COORDINATOR

January Board Meeting Report

With the assistance of 2 volunteers (Lenore and Lucinda), we were able to host approx. 70-75 attendees at our annual volunteer appreciation night. This event included all the volunteers across all departments within the library family. The purpose of the event was to appreciate those already volunteering their time and to educate those volunteers and other attendees about other volunteer opportunities within the library. We had help during the event from members of the National Charity League.

The music provided by Javier Montes, the food catered by St. Thomas Aquinas College, the drawing items and the passports all seemed to be highlights for the attendees. All of the stations received interest from attendees. We hope that everyone felt supported and appreciated during our presentation with thoughtful words offered by Ned, Ilene, Wendy and Sue.

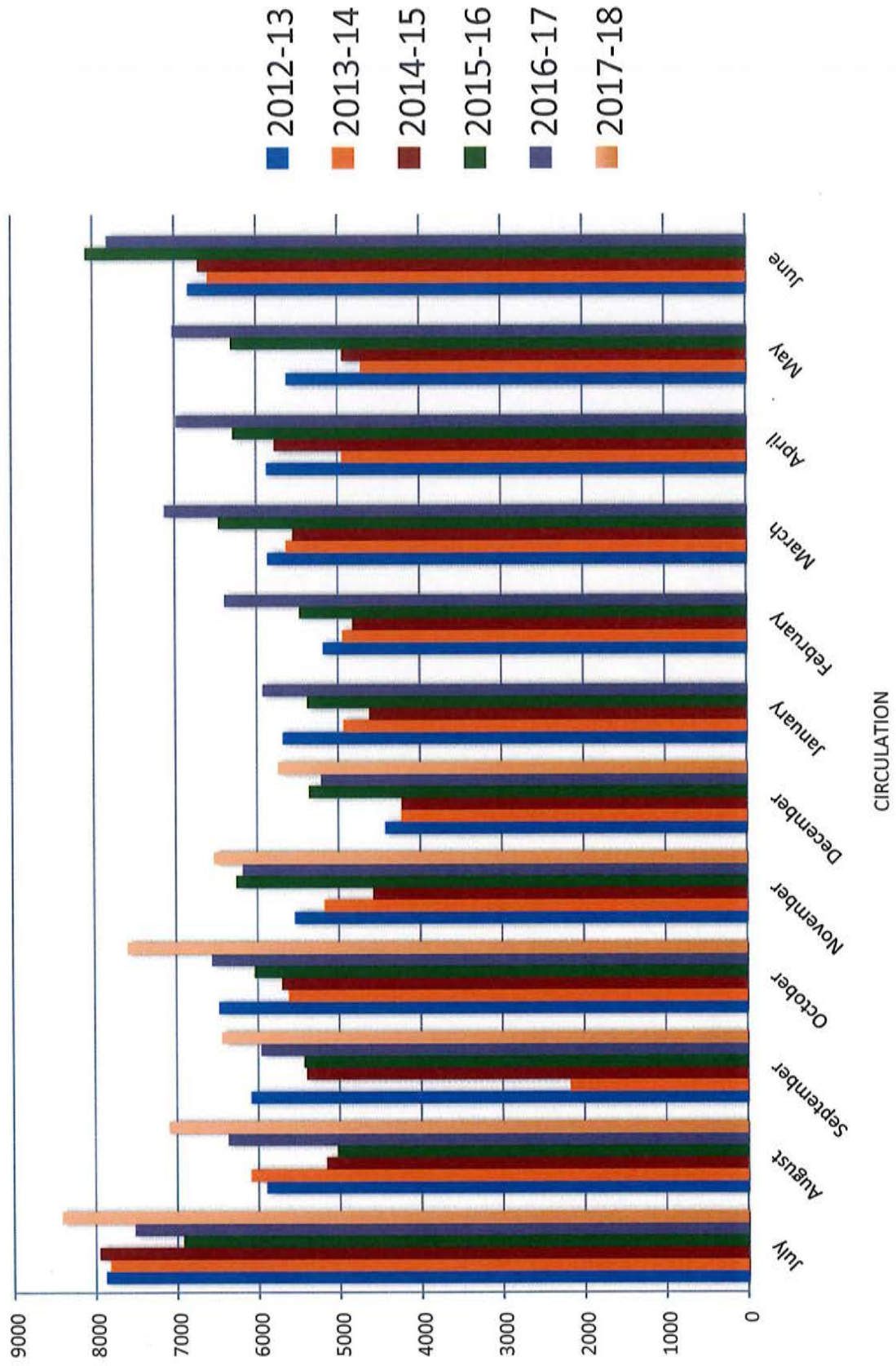
Looking ahead, I hope to find some volunteer assistance to fill the shifts needed for installing the RFITs.



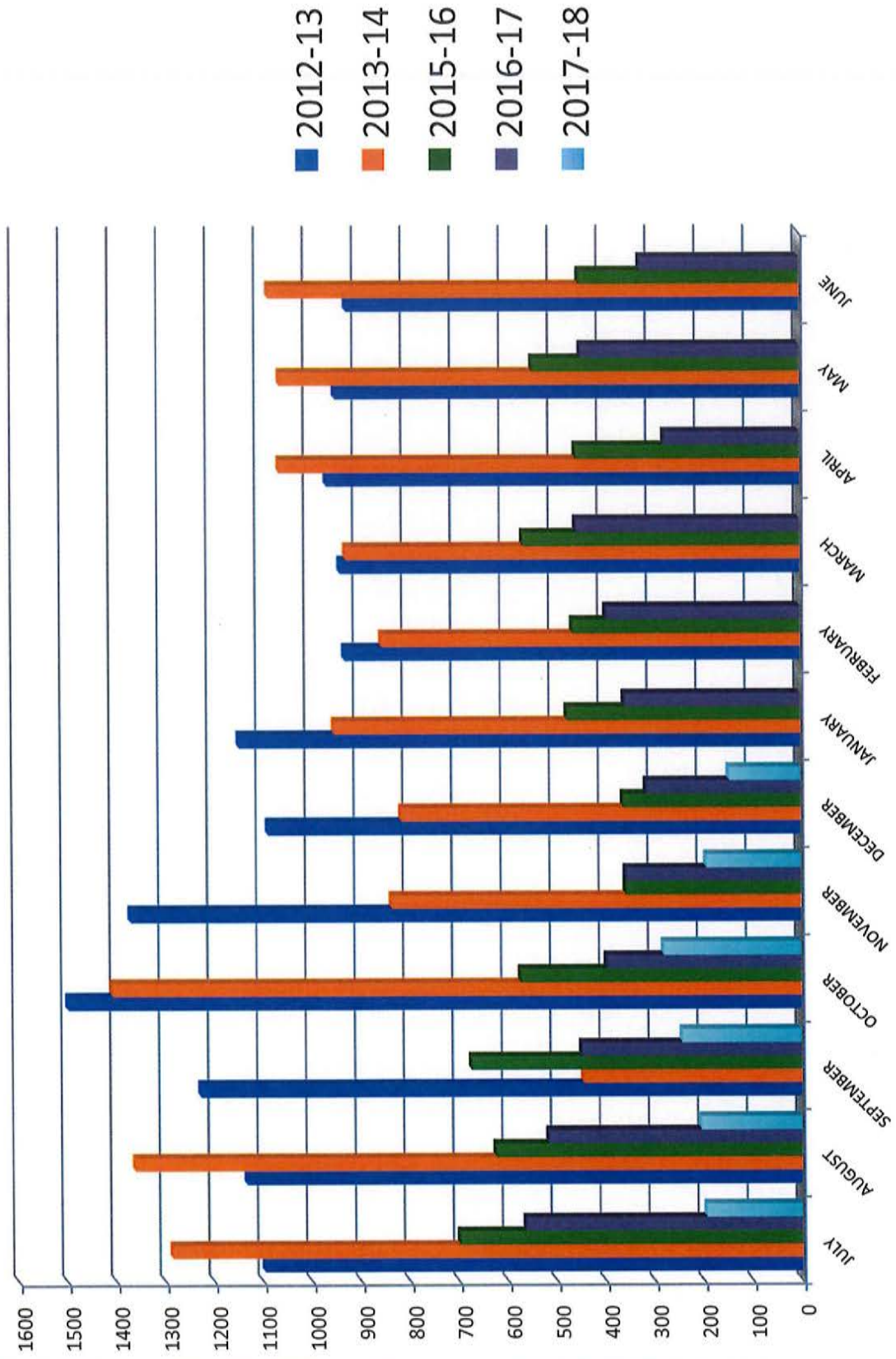
REGULAR MEETING OF JANUARY 23, 2018
J(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Adult Services Librarian
3. RFID Project

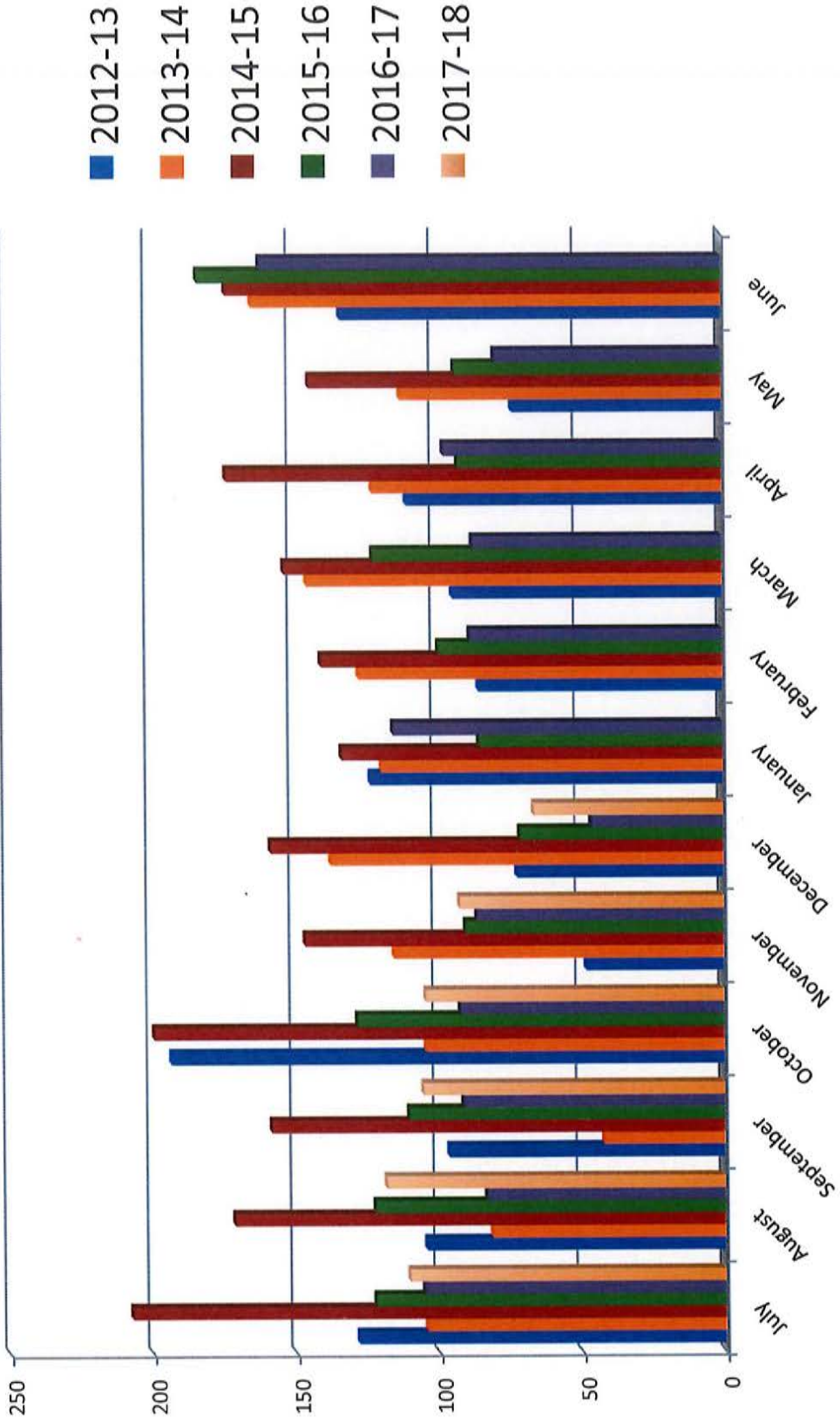
TOTAL CIRCULATION



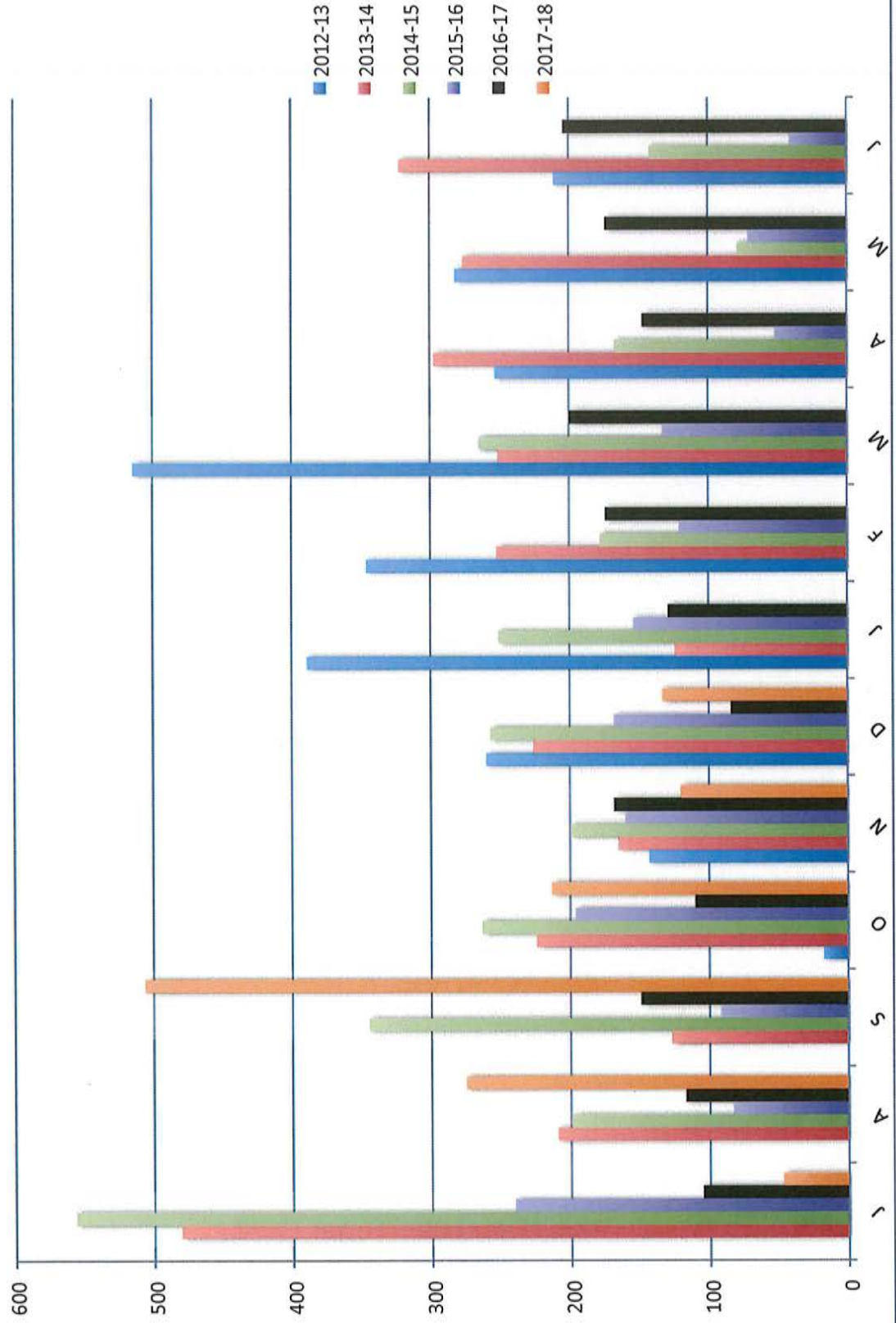
REFERENCE INQUIRIES



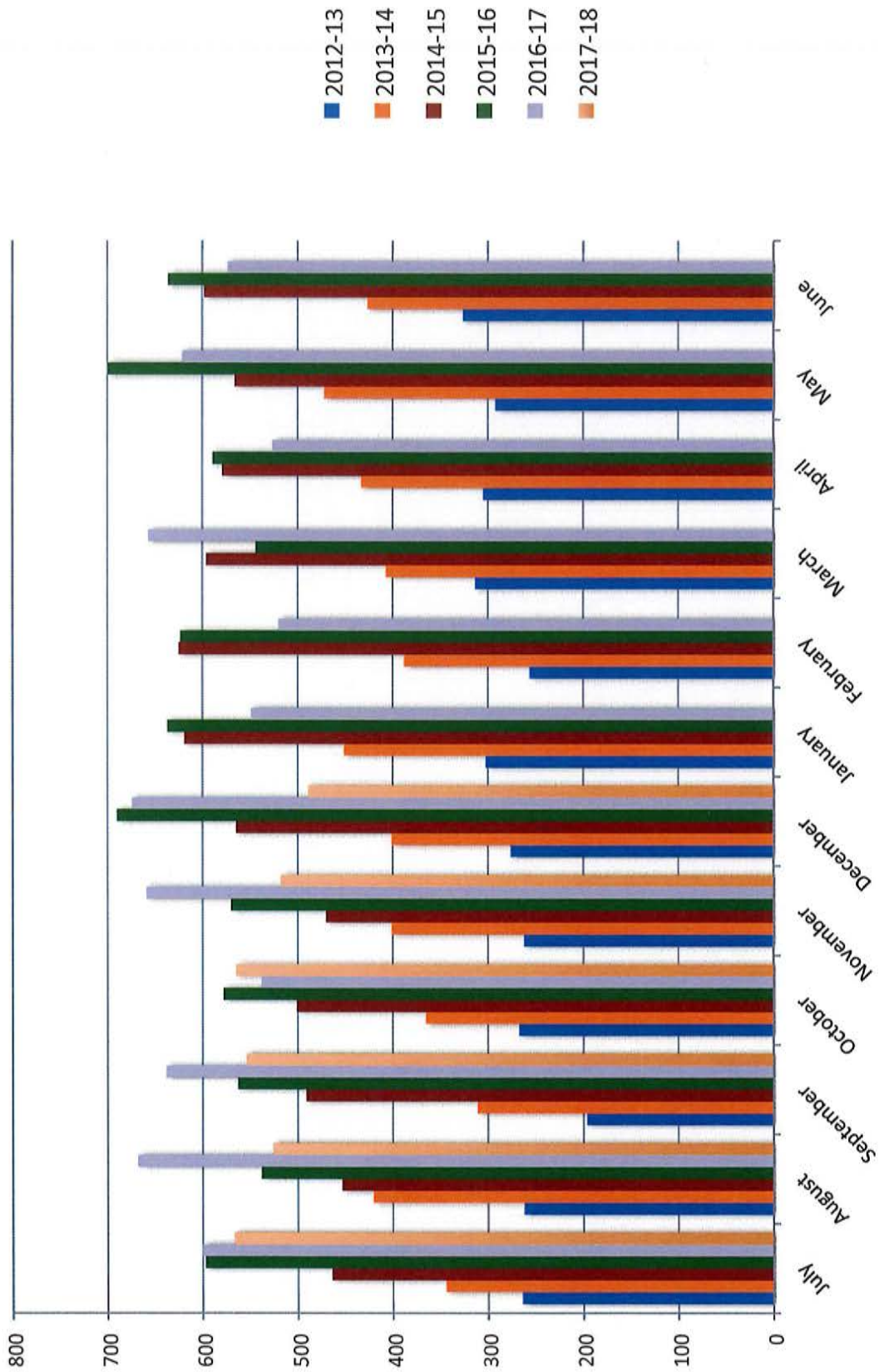
PATRON REGISTRATIONS



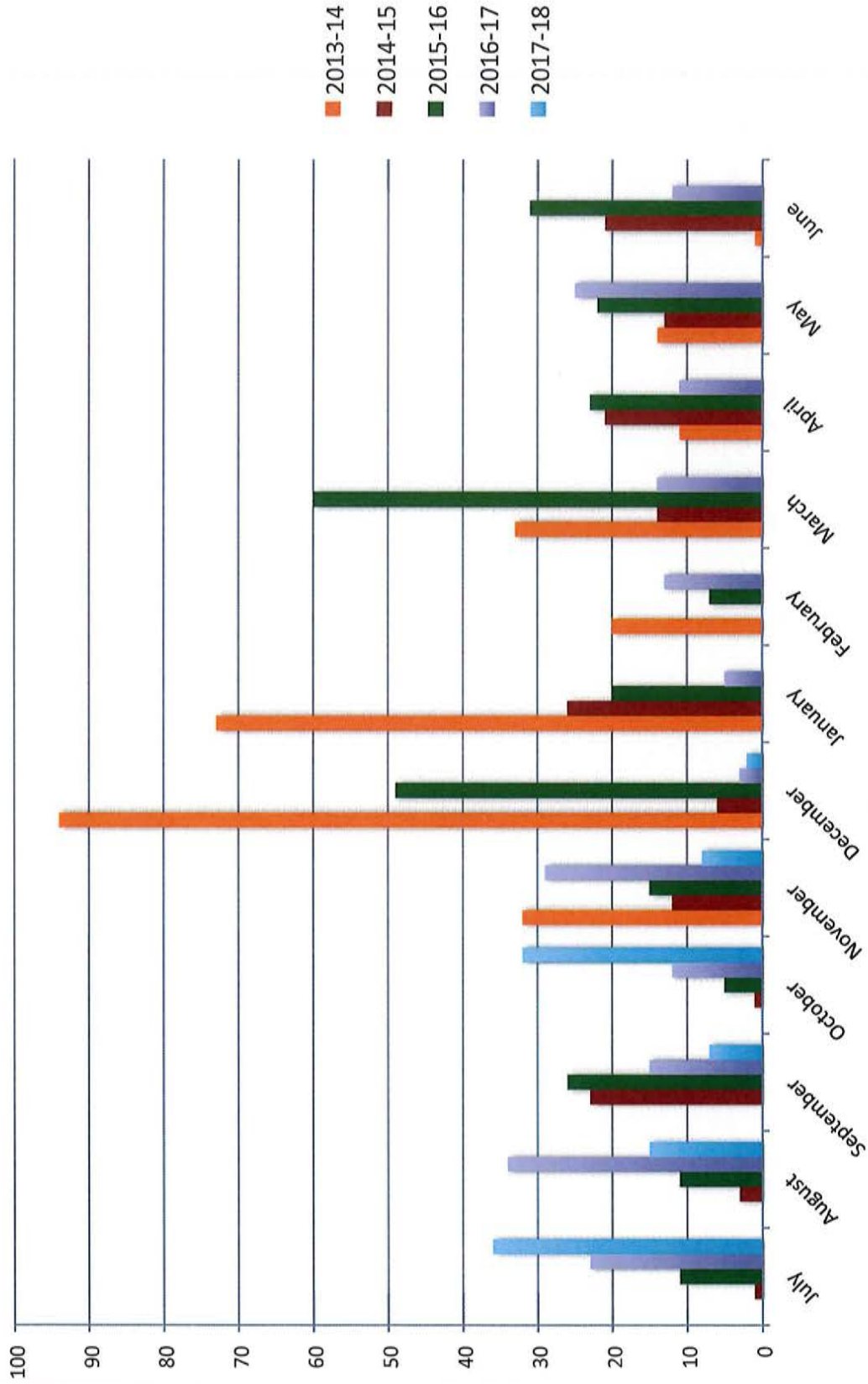
VOLUMES ADDED



eBOOK CIRCULATION



ZINIO CIRCULATION



HOOPLA

