



AGENDA
REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
TUESDAY, DECEMBER 19, 2023 – 6:00 PM.
BLANCHARD COMMUNITY LIBRARY
119 N. 8TH STREET
SANTA PAULA, CA 93060
www.blanchardlibrary.org

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

1. CALL TO ORDER

2. ROLL CALL

President Miriam Zamora
Vice President ... Geraldine Barrows
Trustee Maisha Cole Olson
Trustee Ron Merson
Trustee Rick Reyes

3. APPROVAL OF THE ORDER OF THE AGENDA

4. 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.

5. CONSENT AGENDA

- A. Approval of Minutes: Meeting of November 28, 2023
- B. Approval of Financial Reports for November 2023

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

119 N. 8TH STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG

6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

7. ELECTION OF BOARD OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS

8. OLD BUSINESS

- A. Update on Community Hall Project (information, discussion, possible action)
- B. Status of Remodel Project (information, discussion, possible action)
- C. Status of Building Forward Project (information, discussion, possible action)

9. NEW BUSINESS

- A. Approval of 2024 Board Meeting Calendar (information, discussion, possible action)
- B. Approval of 2024 Library Holiday Calendar (information, discussion, possible action)
- C. FY 2023-24 Black Gold Cooperative Member Report (information, discussion, possible action)

10. REPORTS

- A. Staff Reports
 - 1) Adult Services
 - 2) Youth Services
 - 3) Literacy
 - 4) Interim Library Director
- B. Friends of the Library
- C. Board Committees
 - 1) Art
 - 2) Facilities
 - 3) Finance
 - 4) Fundraising/Grants
 - 5) Human Resources
 - 6) Strategic Planning

11. FUTURE AGENDA ITEMS

12. UPCOMING MEETING DATES

- A. Regular Meeting January 23, 2024 at 6:00 PM

13. 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 Justin Formanek, Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email justin.formanek@blanchardlibrary.org. Notification 48 hours before the meeting will enable reasonable arrangements to be made.



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 5**

REPORT: Consent Agenda
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

The Consent Agenda adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Agenda for discussion and consideration. Items removed from the Consent Agenda will be considered individually at the end of the Consent Agenda. The entire remaining Consent Agenda is then voted upon by roll call under one motion.

RECOMMENDATION

Staff recommends the Board approve the items in the Consent Agenda, listed below.

- A. Approval of Minutes: Meeting of November 28, 2023
- B. Approval of Financial Reports for November 2023

Attachments

- Minutes: Meeting of November 28, 2023
- Financial Reports for November 2023

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						



**MINUTES OF THE REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
TUESDAY, NOVEMBER 28, 2023 – 6:00 PM.**

1. CALL TO ORDER

The Meeting was called to order at 6:16 PM by Board President Miriam Zamora.

2. ROLL CALL

Trustees Ron Merson, Geraldine Barrows and Miriam Zamora were in attendance, a quorum established. Library Director Justin Formanek was present. Trustee candidates Maisha Cole Olson and Sandra K. Easley were present.

3. APPROVAL OF THE ORDER OF THE AGENDA

Trustee Merson made a motion to approve the order of the agenda and Trustee Barrows seconded the motion.

The motion passed unanimously.

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

Trustee Barrows made a motion to approve the items on the Consent Agenda and Trustee Merson seconded the motion.

The motion passed unanimously.

6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

There were no Board or administration comments or concerns.

7. TRUSTEE VACANCY APPOINTMENT

Trustee candidates Maisha Cole Olson and Sandra K. Easley were interviewed. Trustee Barrows made a motion to appoint Maisha Cole Olson fill the Trustee position and Trustee Merson seconded the motion.

The motion passed unanimously.

8. OLD BUSINESS

A. Status of Remodel Project

Mr. Formanek provided an updated schedule for the renovation project.

Mr. Formanek and the Trustees discussed having an Open House December 30, 2023 if all the furniture is in place at that time. Some type of refreshments will be provided. This will give the public an opportunity to see all of the changes in the Library.

A soft opening will occur when staff is prepared to check out materials. The soft open date will be determined by staff.

A Grand Opening is scheduled to occur possibly Saturday, January 13, 2024.

B. Status of Building Forward Project

RWC has submitted the Roof and HVAC plans to the City Plan Check Department. Mr. Formanek reviewed the revised equipment that will be used based on our previous electrical supply demand history. No action was needed.

C. Update on Community Hall project

Marilyn Appleby from Anderson, Kulwicz, Appleby (AKA) submitted updated plans for review. Discussion was held regarding requirements from the Fire Department regarding the sprinkler system riser.

9. NEW BUSINESS

A. Discussed the adjusted payment approval system

No action was taken.

B. Review/Update of Accounting Procedures

The Trustees authorized Director Formanek to review the Accounting Procedures Manual and to provide recommendations to the Finance Committee for review.

10. REPORTS

The Board reviewed the department reports for October 2023. Mr. Formanek shared his activities for the month.

11. FUTURE AGENDA ITEMS

Building updates, Accounting Procedures Manual review and employee vacation time policies revision.

12. UPCOMING MEETING DATES

The next Regular Meeting is Tuesday, December 19, 2023, at 6:00 PM.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:27 PM.

Ron Merson
Temporary Clerk

Justin Formanek
Library Director



BUDGET VARIATIONS AND SUMMARIES
YTD as of November 2023 - Month 5 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET	%	
Revenue	Property Taxes	\$252,777	\$400,179	-36.8%	Special District Assessments due in December
	Grants	\$84,921	\$35,572	138.7%	
	Donations	\$0	\$14,600	-100.0%	
Expense	Advertising	\$1,220	\$3,350	-63.6%	
	Audit Services	\$11,800	\$5,417	117.8%	annual fees; monthly estimate
	Staff Development & Recognition	\$23	\$1,680	-98.6%	CALL has provided free training opportunities
	eContent	\$6,346	\$5,000	58.7%	Hoopla usage has increased 50% so far this FY
	Memberships & Dues	\$5,066	\$2,100	201.6%	annual CSDA membership; monthly estimate
	Service / Licensing Agreements	\$10,761	\$5,000	169.0%	Bibliotheca service agreement + ESET license
	Network Services/ILS	\$37,463	\$26,667	75.6%	BG UAL increase, RFID uninstall
	Utilities: Gas	\$127	\$1,500	-91.5%	Decreased heating during renovation

BUDGET SUMMARY

	22-23 YTD Actual	23-24 YTD Actual	23-24 YTD Budget	YTD Variance	23-24 Annual Budget
Income	\$ 338,809	\$ 342,430	\$ 455,851	-24.9%	\$ 1,088,043
Expense	\$ 341,298	\$ 429,045	\$ 453,008	-5.3%	\$ 1,087,220

Blanchard Community Library

Statement of Financial Position

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010.10 B of A - General Operating Fund	121,210.44
1010.20 County Accounts	867,808.73
1010.40 Santa Paula City	250,245.94
1015.10 Petty Cash - General	309.50
1016.10 Copy Machine Change Fund	0.00
1020 B of A - Book Trust Account	25,205.85
1020.10 Book Trust Account-Unrestricted	0.00
1020.20 Children's Books-Restricted	0.00
1020.25 Teen & YA Books-Restricted	0.00
1020.31 Adult Book Purchase-Restricted	0.00
1020.35 Children's Programs-Restricted	0.00
1020.40 Teen SRP-Restricted	0.00
1020.5 Book Purchases-Restricted	0.00
1020.50 Look-A-Book-Restricted	0.00
Total 1020 B of A - Book Trust Account	25,205.85
B of A - Blake Memorial Fund	21,131.82
B of A - Building Fund	280,439.32
B of A - Payroll	3,545.33
In-Kind Clearing	0.00
Literacy	
1010.30 B of A - Literacy Checking	130,172.04
1014.30 B of A - Literacy CD	5,406.57
1015.15 Petty Cash-Literacy	0.00
Total Literacy	135,578.61
Raymond James Investment Trust	405,188.17
Total Bank Accounts	\$2,110,663.71
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1063.10 Prepaid Expenses	25,648.47
1499.10 Undeposited Funds	0.00
Total Other Current Assets	\$25,648.47
Total Current Assets	\$2,136,312.18
Fixed Assets	
1070.10 Construction In Process	274,333.39
1401.1 Land	69,309.00

Blanchard Community Library

Statement of Financial Position

As of November 30, 2023

	TOTAL
1402.10 Building	474,710.00
1485.10 Furniture & Fixtures	292,980.92
1490.10 Equipment	305,430.69
1495.10 Improvements	603,441.00
Restroom Remodel	94,795.24
Total 1495.10 Improvements	698,236.24
15000 Equipmentn	0.00
Accumulated Depreciation (F/A)	-1,167,580.00
Total Fixed Assets	\$947,420.24
TOTAL ASSETS	\$3,083,732.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 Accts Payable - General	2,906.42
Total Accounts Payable	\$2,906.42
Credit Cards	
Bank of America Platinum Plus	
1138 - Literacy Center MF	79.79
1163 - Adult Services BG	105.70
1504 - Director JF	2,697.54
1711- Youth & Children's Services OE	1,218.64
Total Bank of America Platinum Plus	4,031.97
Total Credit Cards	\$4,031.97
Other Current Liabilities	
2100.10 Payroll Liabilities	
CA PIT / SDI	28.70
CA SUI / ETT	-1.99
CALPERS	-50,296.55
Federal Taxes (941/944)	188.45
Federal Unemployment (940)	-1.87
Health Insurance Deduction	0.00
Total 2100.10 Payroll Liabilities	-50,083.26
2510 Due to Friends of the Library	-76.55
2572.10 Compensated Absences	38,030.00
Deferred Revenue	224.98
Prior period voided check	0.00
Total Other Current Liabilities	\$ -11,904.83
Total Current Liabilities	\$ -4,966.44
Total Liabilities	\$ -4,966.44

Blanchard Community Library

Statement of Financial Position

As of November 30, 2023

	TOTAL
Equity	
3000.10 Opening Bal Equity	0.00
31300 Perm. Restricted Net Assets	340,845.14
3704.10 Investment Gen. Fixed Asset	755,308.22
3901.10 Fund Balance - General	2,248,902.56
Fund Bal Offset - Comp. Absence	-38,030.00
Net Revenue	-218,327.06
Total Equity	\$3,088,698.86
TOTAL LIABILITIES AND EQUITY	\$3,083,732.42

Blanchard Community Library

Budget vs. Actuals: FY_2023_2024

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Property Taxes		0.00	0.00	
4100 Secured		0.00	0.00	
4101 Current Secured P/T	228,000.00	195,000.00	33,000.00	116.92 %
Total 4100 Secured	228,000.00	195,000.00	33,000.00	116.92 %
4200 Unsecured				
4201 Current Unsecured P/T		2,916.67	-2,916.67	
Total 4200 Unsecured		2,916.67	-2,916.67	
4300 Penalties/Delinquent Taxes	409.88	387.50	22.38	105.78 %
4400 Property Tax Interest Earnings	10,587.84	0.00	10,587.84	
4501 HOPTR		625.00	-625.00	
Redevelopment Property Tax				
4502 Passthrough Property Taxes		62,083.33	-62,083.33	
Total Redevelopment Property Tax		62,083.33	-62,083.33	
Special Dist. Assessments	8,019.25	136,250.00	-128,230.75	5.89 %
Supplemental				
4103 Current Supplemental P/T	5,031.90	2,916.67	2,115.23	172.52 %
Total Supplemental	5,031.90	2,916.67	2,115.23	172.52 %
Total 4000 Property Taxes	252,048.87	400,179.17	-148,130.30	62.98 %
4600 Donations		8,350.00	-8,350.00	
4602 Endowment Fund		6,250.00	-6,250.00	
Total 4600 Donations		14,600.00	-14,600.00	
4700 Grants		2,400.00	-2,400.00	
California State Library Grants				
4701 CLLS Adult Literacy	24,244.00	12,445.44	11,798.56	194.80 %
4702 CLLS Family Literacy	39,677.00	11,976.65	27,700.35	331.29 %
4703 CLLS ESL	21,000.00	8,750.00	12,250.00	240.00 %
Total California State Library Grants	84,921.00	33,172.09	51,748.91	256.00 %
Total 4700 Grants	84,921.00	35,572.09	49,348.91	238.73 %
4800 Library Services				
4804 Printing & Copying	181.74	500.00	-318.26	36.35 %
4905 Interest income	0.72	2,500.00	-2,499.28	0.03 %
Total 4800 Library Services	182.46	3,000.00	-2,817.54	6.08 %
Interest Income	5,277.36	2,500.00	2,777.36	211.09 %
Total Revenue	\$342,429.69	\$455,851.26	\$ -113,421.57	75.12 %
GROSS PROFIT	\$342,429.69	\$455,851.26	\$ -113,421.57	75.12 %
Expenditures				
Administration				
Advertising	719.17	3,350.00	-2,630.83	21.47 %
Bank Charges	780.93	450.00	330.93	173.54 %
Insurance	7,633.63	13,750.00	-6,116.37	55.52 %

Blanchard Community Library

Budget vs. Actuals: FY_2023_2024

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Office Expenses	409.17	0.00	409.17	
Computer Network		2,100.00	-2,100.00	
Office Expense	2,502.84	2,950.00	-447.16	84.84 %
Postage	1,206.91	650.00	556.91	185.68 %
Printing	721.78	2,100.00	-1,378.22	34.37 %
Total Office Expenses	4,840.70	7,800.00	-2,959.30	62.06 %
Professional Services				
Accounting Fees	2,682.75	4,600.00	-1,917.25	58.32 %
Audit Services	11,800.00	5,416.69	6,383.31	217.85 %
Grant Writing		416.66	-416.66	
Legal Fees	7,345.00	5,000.00	2,345.00	146.90 %
Total Professional Services	21,827.75	15,433.35	6,394.40	141.43 %
Staff Development & Recognition	22.97	2,100.00	-2,077.03	1.09 %
Strategic Planning		1,250.00	-1,250.00	
Telephone Expense	1,647.18	1,700.00	-52.82	96.89 %
Total Administration	37,472.33	45,833.35	-8,361.02	81.76 %
Facilities				
Furniture, Fixtures & Equipment		4,200.00	-4,200.00	
Janitorial Services & Supplies	2,550.17	5,450.00	-2,899.83	46.79 %
Repairs & Maintenance				
Building Maintenance	1,432.34	5,400.00	-3,967.66	26.52 %
Grounds Maintenance	8,005.00	4,800.00	3,205.00	166.77 %
Security	1,023.90	650.00	373.90	157.52 %
Total Repairs & Maintenance	10,461.24	10,850.00	-388.76	96.42 %
Utilities				
Electricity	14,450.54	14,600.00	-149.46	98.98 %
Gas	127.16	1,700.00	-1,572.84	7.48 %
Trash	1,470.36	1,500.00	-29.64	98.02 %
Water and Sewer	2,842.23	2,750.00	92.23	103.35 %
Total Utilities	18,890.29	20,550.00	-1,659.71	91.92 %
Total Facilities	31,901.70	41,050.00	-9,148.30	77.71 %
Salaries & Employee Benefits				
Health Insurance				
Annuitant Health Insurance	9,288.04	12,500.00	-3,211.96	74.30 %
PERS Group Health Insurance	15,707.81	14,200.00	1,507.81	110.62 %
Total Health Insurance	24,995.85	26,700.00	-1,704.15	93.62 %
Insurance- Workers Comp.	493.68	1,458.33	-964.65	33.85 %
Payroll Tax				
FICA	16,496.89	16,050.00	446.89	102.78 %
SUI & ETT Taxes	301.62	1,458.31	-1,156.69	20.68 %
Total Payroll Tax	16,798.51	17,508.31	-709.80	95.95 %
Retirement				

Blanchard Community Library

Budget vs. Actuals: FY_2023_2024

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
PERS Retirement	8,736.20	9,750.00	-1,013.80	89.60 %
Unfunded Accrued Liability	8,765.74	22,650.00	-13,884.26	38.70 %
Total Retirement	17,501.94	32,400.00	-14,898.06	54.02 %
Salaries	217,109.45	209,275.00	7,834.45	103.74 %
Total Salaries & Employee Benefits	276,899.43	287,341.64	-10,442.21	96.37 %
Services				
Collection Development				
AV Materials				
Adult AV	1,163.30	1,250.00	-86.70	93.06 %
Children's AV	9.20	500.00	-490.80	1.84 %
Young Adult AV		250.00	-250.00	
Total AV Materials	1,172.50	2,000.00	-827.50	58.63 %
Books				
Children's Books	3,461.95	3,050.00	411.95	113.51 %
General	4,170.72	7,600.00	-3,429.28	54.88 %
Young adult books	960.30	1,400.00	-439.70	68.59 %
Total Books	8,592.97	12,050.00	-3,457.03	71.31 %
Databases		250.00	-250.00	
eContent	6,346.36	5,000.00	1,346.36	126.93 %
Periodicals	600.72	1,250.00	-649.28	48.06 %
WiFi Hot Spots	4,524.99	6,666.67	-2,141.68	67.87 %
Total Collection Development	21,237.54	27,216.67	-5,979.13	78.03 %
Computer Services	15.99	2,100.00	-2,084.01	0.76 %
Network Services/ILS	37,463.41	26,666.72	10,796.69	140.49 %
Service/Licensing Agreements	10,761.20	5,000.00	5,761.20	215.22 %
Total Computer Services	48,240.60	33,766.72	14,473.88	142.86 %
Library Supplies				
Book Binding/Mending	547.57	850.00	-302.43	64.42 %
Total Library Supplies	547.57	850.00	-302.43	64.42 %
Memberships & Dues	5,066.34	2,100.00	2,966.34	241.25 %
Programs				
Adult Programs	1,124.35	1,900.00	-775.65	59.18 %
Children's Programs	3,865.33	5,850.00	-1,984.67	66.07 %
Literacy Programs	1,294.19	3,750.00	-2,455.81	34.51 %
Young Adult Programs	1,395.67	2,100.00	-704.33	66.46 %
Total Programs	7,679.54	13,600.00	-5,920.46	56.47 %
Travel and Meetings		1,250.00	-1,250.00	
Total Services	82,771.59	78,783.39	3,988.20	105.06 %
Total Expenditures	\$429,045.05	\$453,008.38	\$ -23,963.33	94.71 %
NET OPERATING REVENUE	\$ -86,615.36	\$2,842.88	\$ -89,458.24	-3,046.75 %
Other Expenditures				

Blanchard Community Library

Budget vs. Actuals: FY_2023_2024

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Extraordinary Expenses	134,117.50	7,500.00	126,617.50	1,788.23 %
Total Other Expenditures	\$134,117.50	\$7,500.00	\$126,617.50	1,788.23 %
NET OTHER REVENUE	\$ -134,117.50	\$ -7,500.00	\$ -126,617.50	1,788.23 %
NET REVENUE	\$ -220,732.86	\$ -4,657.12	\$ -216,075.74	4,739.69 %

Blanchard Community Library

Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1010.10 B of A - General Operating Fund						
11/02/2023	Expenditure		Tsys	TSYS DES:FEES SEP ID:XXXXXXXXXX8028 COMMUNITY LI CO ID:XXXXX59043 CCD	R	-130.70
				TSYS DES:FEES SEP ID:XXXXXXXXXX8028 COMMUNITY LI CO ID:XXXXX59043 CCD		130.70
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-433.16
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-433.16
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	1,401.22
						-
						1,401.22
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	1,380.68
						-
						1,380.68
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-430.37
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-430.37
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	1,412.56
						-
						1,412.56
11/02/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-482.62
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	R	-482.62
11/07/2023	Bill Payment (Check)		City of Santa Paula (067000-00)		R	-108.95
						-108.95
11/13/2023	Bill Payment (Check)		Unique Management Services, Inc.	Voided		0.00
						0.00
11/13/2023	Bill Payment (Check)		Kelly Cleaning & Supplies		R	-338.00
						-338.00
11/13/2023	Bill Payment (Check)		City of Santa Paula (067000-00)		R	-404.26
						-404.26
11/13/2023	Bill Payment (Check)		SoCalGas		R	-46.17
						-46.17
11/13/2023	Bill Payment (Check)		Baker & Taylor Books		R	-
						1,254.17
						-
						1,254.17
11/13/2023	Bill Payment		Baker & Taylor Books		R	-46.55

Blanchard Community Library

Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-46.55
11/13/2023	Bill Payment (Check)		Baker & Taylor Books	Voided		0.00
						0.00
11/14/2023	Expenditure		QuickBooks Payments	INTUIT INC DES:SOFTWARE ID:1049818 CO ID:XXXXX56346 CCD	INDN:BLANCHARD SANTA PAULA R	-1.50
				INTUIT INC DES:SOFTWARE ID:1049818 CO ID:XXXXX56346 CCD	INDN:BLANCHARD SANTA PAULA	1.50
11/16/2023	Expenditure		CalPERS 457 Program		R	-
				Blanchard/		6,427.25
						6,427.25
11/16/2023	Bill Payment (Check)		Unique Management Services, Inc.		R	-68.95
						-68.95
11/16/2023	Bill Payment (Check)		Baker & Taylor Books		R	-175.98
						-175.98
11/17/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	INDN:Blanchard/Santa Paula CO	-441.65
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	INDN:Blanchard/Santa Paula CO	-441.65
11/17/2023	Expenditure		CalPERS 457 Program	CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	INDN:Blanchard/Santa Paula CO	-
				CALPERS DES:3100 ID:XXXXX58181 ID:XXXXX07465 CCD PMT INFO:XXXXXXXXXX22192	INDN:Blanchard/Santa Paula CO	1,412.56
						-
						1,412.56
11/20/2023	Bill Payment (Check)		Walters Accountancy Corporation	Inv #3632	R	-
						1,250.00
						-
						1,250.00
11/20/2023	Bill Payment (Check)	7152370	RJP Higgins & Associates	Inv #330908	R	-324.50
						-324.50
11/21/2023	Bill Payment (Check)	7163549	Athens Enviromental	Acct #A20004977 Inv #A20004977	R	-305.91
						-305.91
11/21/2023	Bill Payment (Check)	7266315	Law Offices of Nancy Kierstyn Schreiner	Inv #1815	R	-925.00
						-925.00
11/21/2023	Bill Payment (Check)		Amazon Capital Services	Acct #A2UKBMZA52GWII Combined payment	R	-
						1,095.65
						-
						1,095.65
11/21/2023	Bill Payment (Check)		Amazon Capital Services	Acct #A2UKBMZA52GWII Combined payment	R	-
						1,513.15
						-
						1,513.15

Blanchard Community Library

Check Detail

November 2023



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7**

REPORT: Election of Board Officers and Committees
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

Article V: Officers and Elections

- Section 1: The officers shall be a Board President, Vice President and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.
- Section 2: The officers remain in office for a term of one year or until their successors are duly elected.
- Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.

Current Board Committees

- 1) Art
- 2) Facilities
- 3) Finance
- 4) Fundraising/Grants
- 5) Human Resources
- 6) Strategic Planning

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8A**

REPORT: Status of Remodel Project
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

SUMMARY

Staff will provide additional progress updates related to the interior renovations.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8B**

REPORT: Status of Building Forward Project
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

SUMMARY

Staff will provide additional progress updates related to the projects funded by the Building Forward Library Facilities Improvement Program.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8C**

REPORT: Status of Community Hall Project
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

SUMMARY

Staff will provide additional progress updates related to the Community Hall project.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9A**

REPORT: Approval of 2024 Board Meeting Calendar
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

Article VI: Library Board Meetings

Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 6:00 at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.

BACKGROUND

The Board meets at 6:00 PM on the fourth Tuesday of each month for its Regular Meeting except those months in which holidays make the week short.

RECOMMENDATION

Staff proposes the following meeting calendar for 2024:

January 23	July 23
February 27	August 27
March 26	September 24
April 23	October 22
May 21*	November 16*
June 25	December 17*

* 3rd Thursdays

Attachments

— 9A1_2024_Meeting_Calendar.pdf

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						

2024 MEETING CALENDAR

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9B**

REPORT: Approval of 2024 Library Holiday Calendar
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

SUMMARY

Black Gold is requesting an updated holiday closure schedule for each of the member libraries for inclusion on the Cooperative’s website and to coordinate interlibrary loan deliveries.

BACKGROUND

Staff have entered the proposed holiday closure dates in accordance with the observed holidays stated in the District’s Employee Handbook. The 2023 holiday schedule has been included for comparison.

RECOMMENDATION

Staff recommends the Board approve the 2024 Library Holiday calendar.

Attachments

- 9B1 2023 Library Holiday Closures.pdf
- 9B2 2024 Library Holiday Closures.pdf

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Cole Olson						
Merson						
Reyes						
Zamora						

2023 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE

Subject to change Updates posted at www.ats.blackgold.org.
 Holidays/closures at bottom of page affect individual jurisdictions only.

HOLIDAY	PASO ROBLES* closed Sunday	SANTA MARIA* closed Sunday	LOMPOC* closed Sunday	GOLETA Closed Mondays	CARPINTERIA Closed Sun/Mon	SANTA PAULA* closed Fri/Sun	BLACK GOLD closed Sat/Sun
Saturday, Dec 31 New Year's Eve	closed	OPEN	closed	closed	closed	closed	closed
Sunday, Jan 1 New Year's Day	closed	closed	closed	closed	closed	closed	closed
Monday, Jan 2 New Year's Day Observed	closed	closed	closed	closed	closed	closed	closed
Monday, Jan 16 Martin Luther King, Jr.	closed	OPEN	closed	closed	closed	closed	closed
Monday, Feb 20 Presidents' Day	closed	OPEN	closed	closed	closed	closed	closed
Sunday, April 9 Easter	closed	closed	closed	closed	closed	closed	closed
Monday, May 29 Memorial Day	closed	closed	closed	closed	closed	closed	closed
Tuesday, July 4 Independence Day	closed	closed	closed	closed	closed	closed	closed
Monday, Sept 4 Labor Day	closed	closed	closed	closed	closed	closed	closed
Saturday, Nov 11 Veterans' Day	closed	OPEN	closed	closed	closed	OPEN	closed
Thursday, Nov 23 Thanksgiving	closed	closed	closed	closed	closed	closed	closed
Friday, Nov 24 Day after Thanksgiving	closed	closed	closed	closed	closed	closed	closed
Monday, Dec 25 Christmas	closed	closed	closed	closed	closed	closed	closed
Sunday, Dec 31 New Year's Eve	closed	closed	closed	OPEN	closed	closed	closed
Monday, Jan 1, 2024 New Year's Day	closed	closed	closed	closed	closed	closed	closed

2023 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE



2024 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE

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Holidays/closures at bottom of page affect individual jurisdictions only.

HOLIDAY	PASO ROBLES* closed Sunday	SANTA MARIA* closed Sunday	LOMPOC* closed Sunday	GOLETA Closed Mondays	CARPINTERIA Closed Sun/Mon	SANTA PAULA* closed Fri/Sun	BLACK GOLD closed Sat/Sun	2024 LIBRARY HOLIDAY / JURISDICTION-WIDE CLOSURE SCHEDULE
Sunday, Dec 31, 2023 New Year's Eve						closed		
Monday, Jan 1 New Year's Day						closed		
Monday, Jan 15 Martin Luther King, Jr.						closed		
Monday, Feb 19 Presidents' Day						closed		
Sunday, March 31 Easter						closed		
Monday, May 27 Memorial Day						closed		
Wednesday, June 19 th Juneteenth						OPEN		
Thursday, July 4 Independence Day						closed		
Monday, Sept 2 Labor Day						closed		
Monday, Nov 11 Veterans' Day						OPEN		
Thursday, Nov 28 Thanksgiving						closed		
Friday, Nov 29 Day after Thanksgiving						closed		
Wednesday, Dec 25 Christmas						closed		
Tuesday, Dec 31 New Year's Eve						OPEN		
Wednesday, Jan 1, 2025 New Year's Day						closed		



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9C

REPORT: FY 2023-24 Black Gold Member Report
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

SUMMARY

Black Gold Cooperative administration shared their FY 2023/2024 Members Report with the directors of the member jurisdictions at the Administrative Council Meeting in November.

BACKGROUND

Founded in 1964, the Black Gold Cooperative Library System was formed for the purpose of increasing the quality and quantity of library services through shared resources. The California Public Library Act legislation in 1963 provided financial incentives to libraries to combine into library systems for the exchange of information, materials, and services. Initially, all the public libraries in the counties of Kern, Ventura, Santa Barbara, and San Luis Obispo met to create a union-printed catalog and to enable all of the libraries in the area to have access to each other's printed materials. Ultimately Kern County decided not to participate in Black Gold and instead became its own system. Libraries in Paso Robles and Oxnard joined in 1974.

The first Black Gold Union catalog was in book form and contained 11,000 titles. In addition to the shared list of materials, Black Gold services included delivery to the other members. A delivery van called the Pony Express was purchased in 1964. Requests were sent by an internal teletype system set up for that purpose. A film-circuit program was begun with films borrowed from the Canadian Film Service. A Processing Center provided centralized purchasing and cataloging to the members, a smaller version of which remains today.

The California Library Services Act legislation in 1977 provided for grants and reimbursements to qualifying library systems. It provided funds for reference, communication and delivery and for System Advisory Boards. An Information Center established in Santa Barbara was created to provide reference service to libraries that could not provide that service themselves.

Today, Black Gold is one of nine remaining cooperative library systems in California, and serves member public libraries in Paso Robles, Santa Maria, Lompoc, Goleta, Carpinteria, and Santa Paula.

Attachments

— 9C1 2023-2024 Black Gold Members Report



BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

**FY 2023/24 MEMBERS
REPORT**

MISSION STATEMENT:

Black Gold Cooperative Library System provides cost-effective resource sharing and support, thus enabling member libraries to deliver optimal services to their respective communities.

Black Gold
was established in 1964
under Joint Powers
Authority as a Library
Cooperative

1977-California Library
Services Act (CLSA) funded
Reference and ILL services
within and between
Cooperative Library
Systems

Although greatly reduced
in 2010, CLSA funding
continues today to promote
Shared Communication and
Delivery services among
Cooperative members

**BLACK GOLD
CHARTER:**

TO PROVIDE
SERVICES
INCLUDING
DELIVERY,
TRAINING,
AUTOMATION
AND
CATALOGING TO
MEMBERS.

MEMBERS

Blanchard/Santa Paula Public Library

Carpinteria Community Library

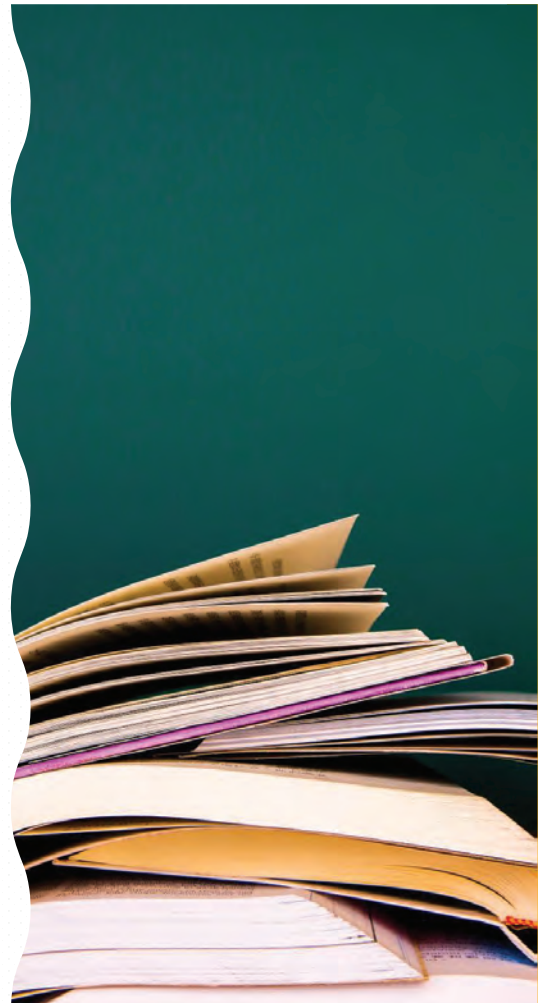
Goleta & Santa Ynez Valley Library

Lompoc Public Library

Paso Robles City Library

Santa Maria Public Library

* Member Libraries must have a Library Director and a dedicated budget



BLACK GOLD STAFF



SYSTEM DIRECTOR



TECHNICAL
SUPPORT
SPECIALIST



NETWORK
ADMINISTRATOR



SYSTEM
CATALOGER

ADMINISTRATION

- Administrative Council
- Committees
 - Automation and Technical Services
 - Reference and Adult Services
 - Youth Services

BENEFITS OF MEMBERSHIP

PRODUCTS AND SERVICES

SHARED INTEGRATED LIBRARY SYSTEM (ILS) - KOHA

• Staff Module View

The screenshot displays the Koha Staff Module View interface. At the top, there is a navigation bar with tabs for 'Circulation', 'Patrons', 'Search', and 'More'. Below this is a search bar with the placeholder text 'Enter patron card number or partial name'. The main content area is divided into several sections:

- Left Sidebar:** Contains a list of menu items including News, Training, Cataloging Tools, Circulation, More Circulation, Patrons, Fines, OPAC, More OPAC, Staff Client, Creating Koha Reports, Serials, Acquisitions, and Purchase Suggestions.
- Main Content Area:** Features a grid of buttons for various modules: Circulation, Patrons, Advanced search, Item search, Lists, Authorities, Point of sale, Cataloging, Serials, Acquisitions, Reports, Tools, Koha administration, and About Koha.
- Bottom Section:** Displays a notification 'Patrons requesting modifications: 3' and a welcome message 'Welcome to KOHA Black Gold!'.

At the bottom right of the interface, the date 'Koha 22.11.10' is visible.

PUBLIC ACCESS CATALOG

MEMBERS' WEB PAGES



SHARED ILS

- **Members have chosen Koha as their Integrated Library System**

Additional products that members have chosen to work with or enhance Koha are:

- ❖ Aspen – Public Access Catalog
- ❖ LiDA – mobile library app
- ❖ Novelist – database for reading recommendations
- ❖ Skyriver – cataloging utility
- ❖ Content Café – jacket art/table of contents/reviews
- ❖ iTiva – automated telephone communications for patrons
- ❖ Quipu – e-card – verified online registration
- ❖ Cybrarian and Envisionware – management of public computers

MATERIALS SHARING

COURIER SERVICE 2 DAYS PER WEEK

- Physical Materials
- Books
- CD's
- DVD's
- 3D printers



SHARED E-RESOURCES

E-BOOKS - 39,000
E-AUDIOBOOKS - 26,000
E-MAGAZINES - 5,280

TELECOMMUNICATIONS & NETWORK SUPPORT



- CENIC high speed fiber internet connected to CalREN
- Network Security, Monitoring and Troubleshooting
- ILS Servers
- iTiva phone system
- ILSVPN Management
- Monthly Firewall updates

TRAINING AND SUPPORT

Cataloging

Technical services expertise

Patron notices and alerts

Grants

Product research/testing

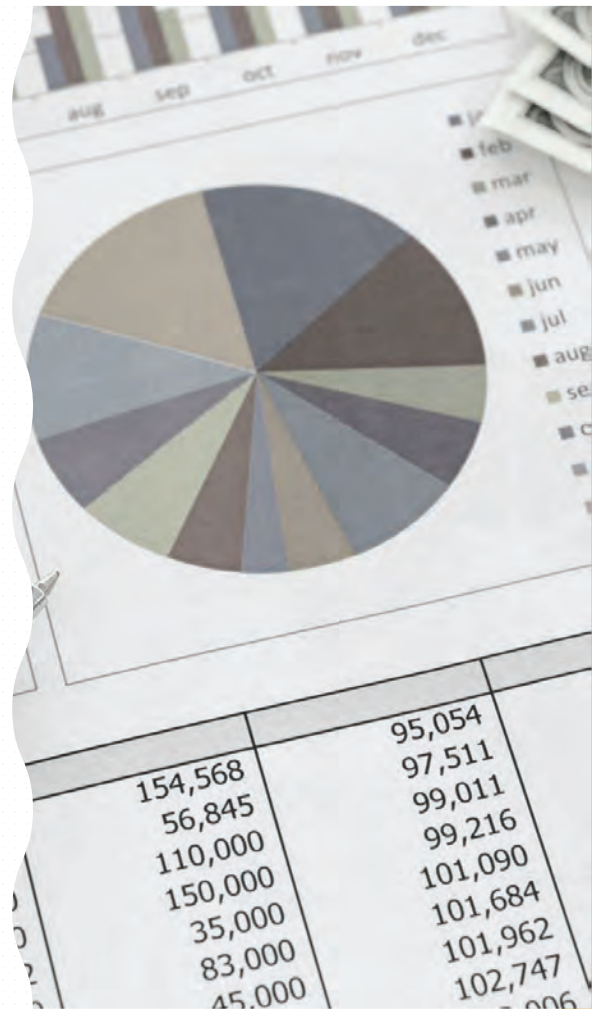
Broadband Internet access

Internet Hot Spots

Vendor intermediary

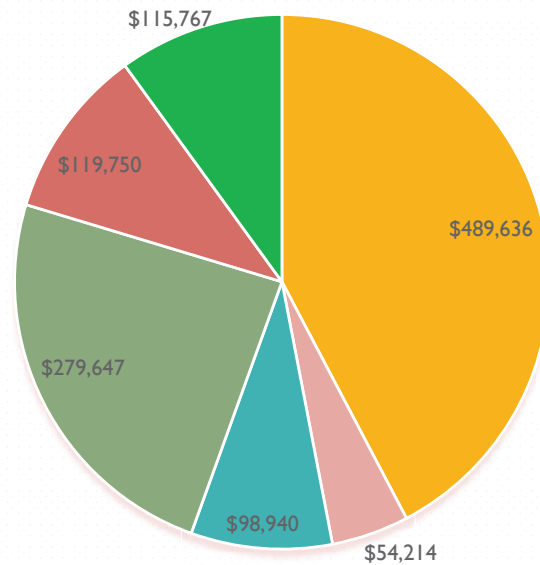
Courier Services between member jurisdictions

WHAT IS THE ANNUAL COST?



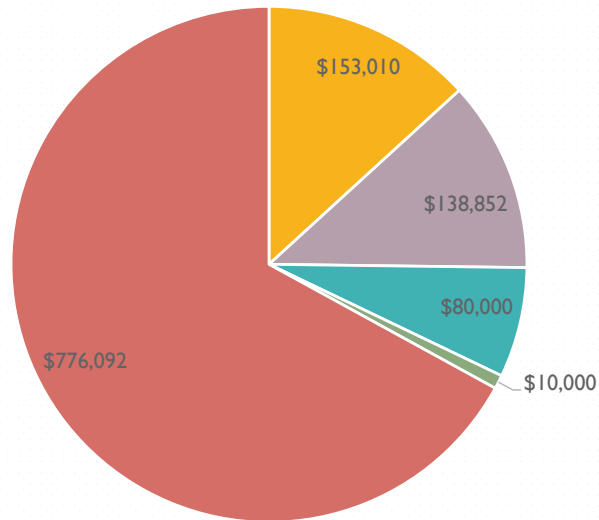
FY23/24 BUDGET COSTS

\$1.15M



- Personnel
- Unfunded Pension Liability
- System Administration
- Shared eContent & Subscriptions
- Communications & Delivery
- Integrated Library System

SOURCE OF FUNDING



- Erate Discounts
- CLSA Funding
- Grant Proceeds
- Interest
- Member Contributions

MEMBER CONTRIBUTIONS FY23/24

- Blanchard Community Library \$68,908
- Carpinteria Community Library \$48,996
- Goleta and Santa Ynez Valley Libraries (6 locations) \$195,660
 - Lompoc Public Library System (3 locations) \$116,144
 - Santa Maria Public Library (6 locations) \$250,154
 - Paso Robles City Library (2 locations) \$96,230

Formula

- **Base fee (20%)**
- **Weighted Total based on**
 - 25% Circulation**
 - 50% Population**
 - 25% Devices**
- **Shared eContent based on usage**



VISION

Black Gold member libraries: collaboratively achieving our highest potential.

Adopted by the Administrative Council, July 12, 2012

THE STATS FY22-23





**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 10A1**

REPORT: Adult Services Report

MEETING DATE: December 19, 2023

PREPARED BY: Brenda Goldy

LOCATION: Blanchard Library

Programs & Services

Adult Take and Make Craft – Fall Rag Wreath



Craft kits called "Take and Make" were provided to adults to make fall rag wreaths. The kit had all the necessary materials, except for scissors, to create the craft. Due to high demand, the supplies for the craft ran out. We look forward to offering more craft programs when we re-open and hope to see a continued interest in crafts.

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Poetry On Eighth	Poetry Reading	Adult	14	11-Nov	12:00 PM	2:00 PM	Classroom 1
Take and Make Craft - Rag Wreaths	Craft	Adult	12	November			Other
Adult Book Club - The Devil in the White City	Book Club	Adult	7	21-Nov	5:30 PM	6:30 PM	Classroom 1

Collection

203 adult-oriented items were added to the collection in November 2023.

Adult Materials Added to Collection							
2023-2024	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	9	16	0	0	0	10	5
AUGUST	44	20	3	0	1	9	5
SEPTEMBER	47	9	3	0	0	8	3
OCTOBER	11	62	0	12	0	6	5
NOVEMBER	66	101	8	3	0	18	7

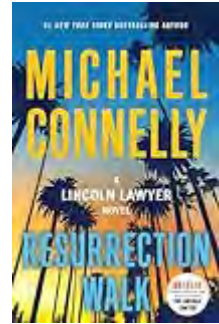
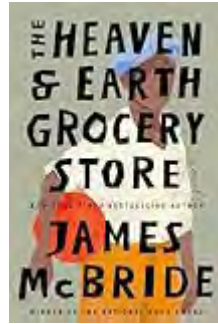
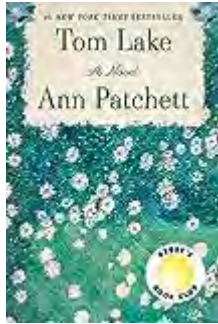
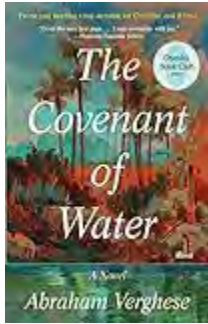
5 of the items with the most checkouts for the past 3 months



BLANCHARD / SANTA PAULA LIBRARY DISTRICT

119 N. 8TH STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG

5 items with the highest number of hold requests





**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 10A2**

REPORT: Youth Services Report

MEETING DATE: December 19, 2023

PREPARED BY: Olivia Escoto

LOCATION: Blanchard Library

1. **Storytime!** [OBJ] **Tuesday, November 21** **17**
6 adults 11 children



2. **November Activity Bags** **90**



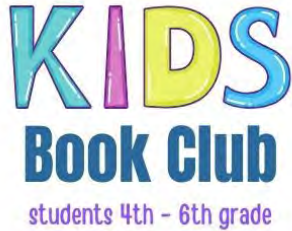
BLANCHARD / SANTA PAULA LIBRARY DISTRICT

119 N. 8TH STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG

3. Kids Book Club –The Lost Library by Rebecca Stead

Monday, November 6 3

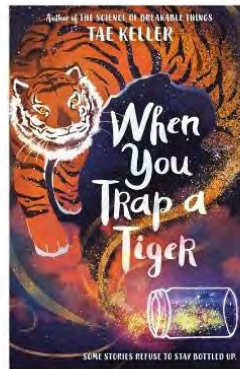
Monday, November 27 3



Join us for Book Talks, Activities, and Snacks!

Free copies of the book to the first ten readers!

Please enter through the back door or call 805-525-3615



Book distribution and activity
Monday, November 6
1:00 - 2:00pm

Book Discussion
Monday, November 27
1:00 - 2:00pm

3. Outreach

a. School visit- Barbara Webster Preschool

Thursday, November 16 3 preschool classes

b. Harvard Shelter

We dropped off 25 bags with children’s books, pencils, erasers, crafts and activity sheets.

New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	Total
January	104	35	11	15	3	168
February	43	22	6	3	31	105
March	62	56	8	2	6	134
April	145	47	90	29	1	312
May	73	18	4	1	0	96
June	138	38	115	40	19	350
July	31	12	5	2	47	97
August	32	7	13	8	19	79

September	61	52	12	2	0	127
October	90	7	3	0	0	100
November	59	10	3	1	1	74

Circulation	August	September	October	November
YA Fic	26	22	14	25
YA NF	1	6	1	8
YA Fic Spanish	0	0	0	0
YA NF Spanish	0	0	0	0
JUV Fic	200	159	161	158
JUV NF	70	59	54	51
JUV Fic Spanish	16	1	5	17
JUV NF Spanish	2	2	1	3
J BKCD	0	3	0	1
J DVD/BLURAY	6	5	8	19
J MAGAZINE	0	0	0	0
TOTAL	245	257	244	282

Discards	Adult Fic	Adult NF	DVD	YA	Juv Fic	Juv NF	Total
July	114	149	4	0	42	25	334
August	75	40	2	5	25	20	365
September	126	210	0	21	17	39	413
October	23	201	0	0	8	58	290
November	4	124	0	0	23	155	306



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 10A3

REPORT: Adult Learning Center Report

MEETING DATE: December 19, 2023

PREPARED BY: Misty Finch

LOCATION: Blanchard Library

Adult Literacy Services

One-To-One Adult Literacy Tutoring:

In November, adult literacy tutors and learners spent a combined total of 143 hours practicing reading writing, and conversational English Skills.

California Library Literacy Services Writer-to-Writer Challenge

Blanchard Community Library will be participating in a statewide writing challenge this year. Writer to Writer, a writing challenge for adult learners enrolled in California Library Literacy Services (CLLS), begins with a learner reading or listening to a book. Learners then write a letter to the author, telling how the book impacted them. The Writer-to-Writer Challenge gets at the heart of reading and writing, builds an appreciation for the written word, and demonstrates how books and personal expression make all our lives richer.

BEST Virtual Book Discussion with Tricia Lemmon:

Participants of our weekly *Best Virtual Book Discussion* are currently reading, *My Heart Lies South* written by Elizabeth Barton de Trevino.

Family Literacy Services

In November, BEST hosted one session of Families Connect. Families Connect promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities. This month, children and family members learned about the value of friendship and gratitude.

ESL Services

The Adult Learning Center has forged a partnership with Cabrillo Economic Development Corporation (CDEC.) and offers ESL classes offsite, at Rodney F. Gardens. BEST provides two classes twice per week. Level One supports adult learners who have little to no English proficiency. Level two is offered

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to adult learners who are proficient in English and would like to advance their skills further. Both classes are taught by TESOL certified instructor, Yoko Mansfield. We currently have 12 students enrolled in ESL classes.

November 2023 Literacy Services Statistics:

One-To-One Tutoring	Adult Literacy Small Groups (ALS)	Family Literacy Services (FLS)	ESL Services (ESL)
Active Tutors: 8 Active Learners: 10 Total Tutor Hours: 81 Total Adult Learner Hours: 62 Total Tutoring Hours: 143	BEST Virtual Book Discussion Total Attendance: 13	Families Connect: 5	ESL Classes Total Attendance: 38



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 10A4

REPORT: Library Director’s Report
PREPARED BY: Justin Formanek

MEETING DATE: December 19, 2023
LOCATION: Blanchard Library

LIBRARY DIRECTOR’S ACTIVITIES

- November 1 — Meeting with Southern California Regional Energy Network (SoCalREN)
- November 2 — Attended REFORMA Central Coast board meeting
- November 15 — Organized materials for Endowment Fund’s annual fundraising drive
- November 15 — Presented at Friends of the Blanchard Community Library annual meeting
- November 16 — Met with Santa Paula Society of the Arts members to discuss 2024 schedule
- November 16 — Attended SPUSD’s inaugural Partnership Dinner`
- November 30 — Met with Marilyn Appleby of AKA to discuss Community Hall project

SPUSD INAUGURAL COMMUNITY PARTNERSHIP DINNER

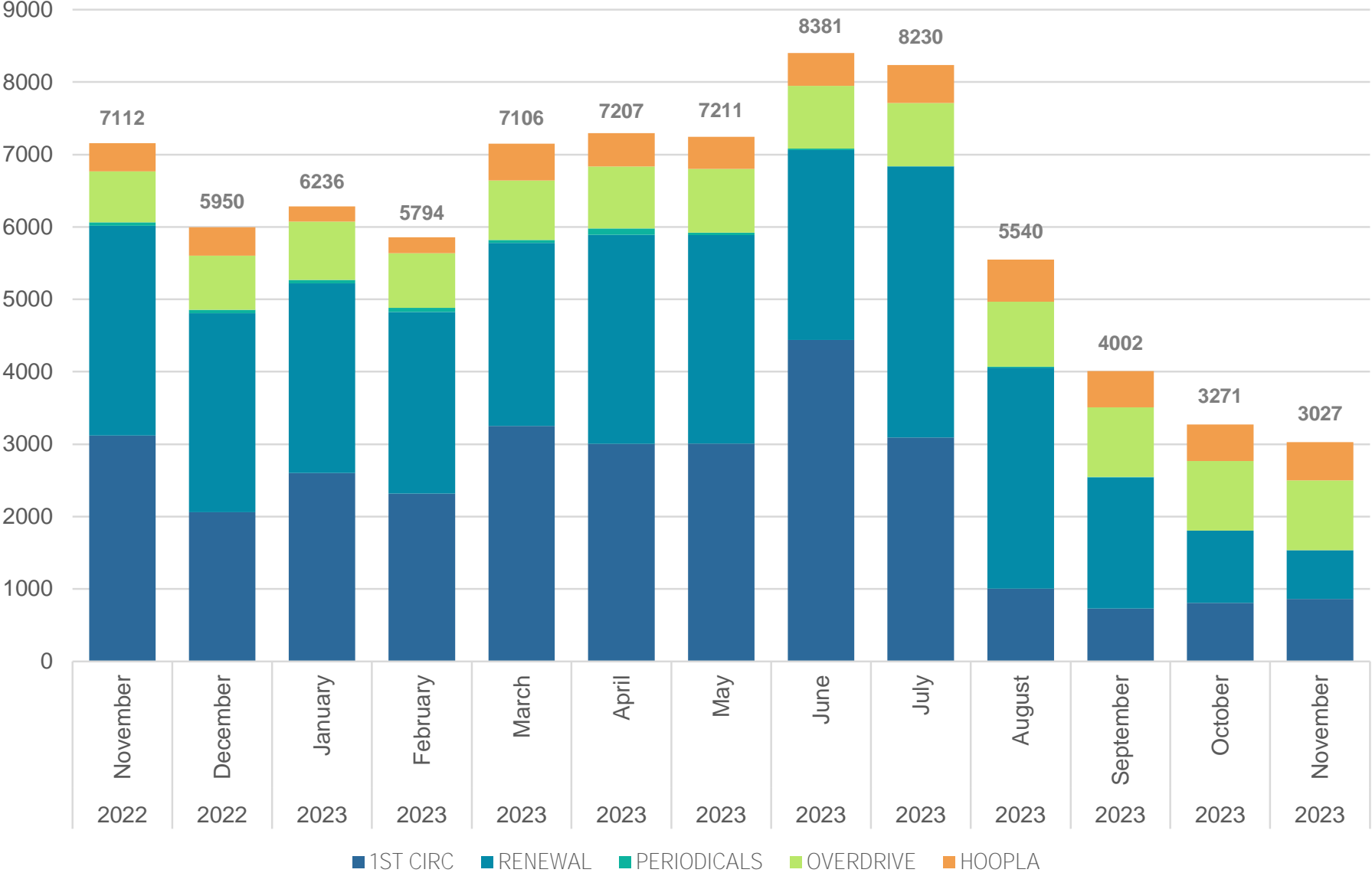


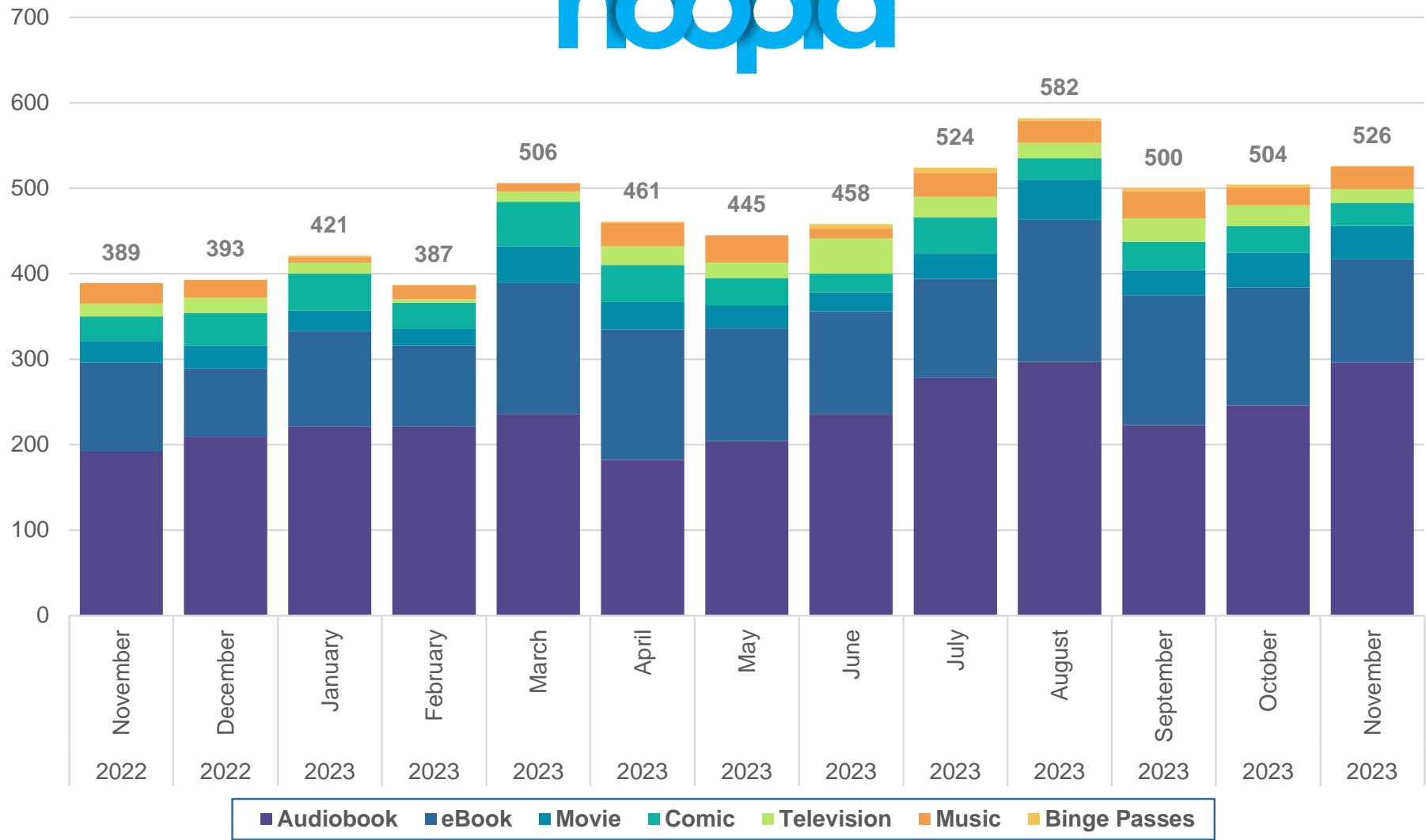
On Thursday, November 16, Youth Services Librarian Olivia Escoto and I attended the first Santa Paula Unified School District’s Community Partnership Dinner. This remarkable event brought together leadership from local government, non-profits, and businesses to learn about the work our local schools are doing, including the launch of the various academies within the District.

2024 EMPLOYEE MANUAL UPDATES (SOON)

Attachments — Library Statistics for November 2023

TOTAL CIRCULATION





NEW LIBRARY CARDS

