

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, February 25, 2020, 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. PRESENTATIONS

Annual Donation from the Blanchard Community Library Endowment Committee

D. PUBLIC COMMENT

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

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

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

E. APPROVAL OF MINUTES

a. Approval of Minutes: Regular Meeting of January 28, 2020

F. REPORTS

- a. Financial Reports
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

a. Imagine Fundraising Campaign (information, discussion, possible action)

I. NEW BUSINESS

a. Resolution Requesting a Contrafund Advance for 2020-21 (information,

- discussion, possible action)
- b. Resolution to Levy Parcel Tax for 2019-20 (information, discussion, possible action)
- c. Approval of the position and job description of Circulation Supervisor (information, discussion, possible action)

J. 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

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting March 24, 2020

M. ADJOURNMENT

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

REGULAR MEETING OF FEBRUARY 25, 2020  
E. APPROVAL OF MINUTES

- I. Approval of Minutes
  - a. Regular Meeting of January 28, 2020

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, January 28, 2020**

**CALL TO ORDER**---The Meeting was called to order at 5:30 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Daniel Sandoval, Nancy Nasalroad and Laura Phillips were in attendance. District Director Ned Branch and Steve McFadden, C.P.A. were present. A quorum was established.

**APPROVAL OF THE ORDER OF AGENDA**---(Nasalroad/Coughlin, 5-0).

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

**CONSENT CALENDAR**---The *Minutes* of the Regular Meeting of December 17, 2019, were unanimously approved as corrected (Sandoval/Nasalroad, 5-0).

**REPORTS**---Steve McFadden presented the *Financial Statements and Budget*. The Property Tax was up 10% from the Budget. The Building Fund should have another \$2,000, making it \$78,276. Financial statements were received and filed (Nasalroad/Phillips, 5-0). Mr. McFadden departed after the report. The *Friends* will offer red books at half price at the February Book Sale and will help with the March 4 Volunteer Appreciation event.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**--- Trustee Phillips announced the Festival of Books will be on April 30th.

**OLD BUSINESS**---The Santa Paula Counts Committee has the funds for BCL to use for whatever means needed to support the *Census*. Regarding the *Imagine Fundraising Campaign*, Director Branch learned that the Library will receive no DIF funds from the Limonera Development. He will discuss this with the Library's Legal Counsel. The Library will be closed on February 29 for the fundraising tea, and Trustee Nasalroad presented a suggested chart of recognition for large donors.

**NEW BUSINESS**---The Board unanimously approved the *2018-2019 Financial Audit* containing No Findings (Nasalroad/Sandoval, 5-0). The mid-year *Budget Review with adjustments* was unanimously approved (Coughlin/Nasalroad, 5-0). A meeting was scheduled for the *Evaluation of the District Director* on January 24, 4:30 pm.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, January 28, 2020**

**REPORTS CONT. ---**

***Literacy Services:*** Classes resumed on January 13.

***Public Services:*** Teen Scene now meets 4 times a month.

***Volunteer Coordinator:*** The Barking for Books ambassador Riva is retiring. Jeri and Walter revamped the enclosed patio.

***District Director's Report:*** Director Branch has given up on Dodo's website services. He is now the Chamber of Commerce chairman. The State Library is underwriting some educational costs for Irene Ortega.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas:  
Director's Contract, Imagine Fundraising Campaign

**UPCOMING MEETING DATE**---The next Regular Meeting will be on Tuesday, February 25, 2020, at 5:30 p.m.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 7:04 p.m.

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Library Board Clerk

**ATTEST:**

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District Director

**MINUTES of the Special Meeting of the Blanchard/Santa Paula Library District Board of Trustees,  
Friday, January 24, 2020**

**CALL TO ORDER**---The Special Meeting was called to order at 4:34 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Daniel Sandoval, Nancy Nasalroad and Laura Phillips were in attendance. A quorum was established.

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

**ADJOURN REGULAR SESSION**---The Regular Session was adjourned to go into Closed Session at 4:34 p.m. for District Director Evaluation.

**THE REGULAR SESSION RESUMED** at 6:06 p.m. There was no Report out of Closed Session.

**ADJOURNMENT**---There being no further business, the Special Meeting was adjourned at 6:06 p.m. by Board President Tim Hicks.

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Library Board Clerk

**ATTEST:**

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District Director





REGULAR MEETING OF DECEMBER, 2019  
F(a) REPORTS: FINANCIAL REPORTS

1. Receive and file January 2020 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



BLANCHARD COMMUNITY LIBRARY

FINANCIAL STATEMENTS

and Supplementary Schedules

January 31, 2020

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Statement of Assets, Liabilities and Fund Balance	1
Comparative Statement of Revenue and Expense	2
Supplementary Schedules	
Schedule of Cash Balances	3
Comparative Expanded	4
Schedule of Accounts Payable	5
City Transactions	6
Asset Additions	7

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

December 31, 2019

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,505,393	
RESTRICTED CASH		312,798	
			\$ 1,818,191
PREPAID EXPENSES		6,201	
TOTAL CURRENT ASSETS			\$ 1,824,392
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			746,091
<b>TOTAL ASSETS</b>			<b>\$2,570,483</b>

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$1,076	
ACCRUED PAYROLL EXPENSE		8,683	
DEFERRED REVENUE		40,000	
TOTAL LIABILITIES			\$49,759
		<b>FUND BALANCES</b>	
GENERAL FUND		1,461,835	
FIXED ASSET FUND		746,091	
RESTRICTED FUNDS		312,798	
TOTAL FUND BALANCE			2,520,724
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<b>\$2,570,483</b>

No Assurances Provided  
Notes to financial statements omitted  
Statement of cashflows omitted

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JANUARY 31, 2020  
MODIFIED ACCRUAL BASIS

	JANUARY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$9,572	\$832		\$597,864	\$532,814	12.21%
LIBRARY OPERATIONS	182	200	-9.00%	3,575	1,400	155.36%
DONATIONS	1,000	1,667	-40.01%	12,343	11,667	5.79%
GRANTS	\$-			\$64,853		
	<u>\$10,754</u>	<u>\$2,699</u>		<u>\$678,635</u>	<u>\$545,881</u>	24.32%
EXPENSES						
PERSONNEL	\$72,834	\$46,096	58.01%	\$396,833	\$301,953	31.42%
OPERATIONS	23,561	23,675	-0.48%	111,474	102,725	8.52%
ADMINISTRATIVE	4,430	4,499	-1.53%	37,818	48,994	-22.81%
FACILITIES	3,203	5,288	-39.43%	35,510	37,013	-4.06%
	<u>\$104,028</u>	<u>\$79,558</u>	30.76%	<u>\$581,635</u>	<u>\$490,685</u>	18.54%
NET INCOME (LOSS)	<u>\$(93,274)</u>	<u>\$(76,859)</u>		<u>\$97,000</u>	<u>\$55,196</u>	75.74%
NON BUDGETED INCOME (EXPENSES)						
DEFERRED REVENUE		\$6,667			\$40,002	
REIMBURSEMENT DIF		2,500		11,028	\$17,500	
INVESTMENT INTEREST				4,638		
LEGAL		417			\$(2,917)	
CAPITAL OUTLAY					\$40,000	
NET AFTER NON BUDGETED ITEMS	\$ (93,274)	\$(67,692)	-80.73%	\$112,666	\$112,698	

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

1/31//2020

COUNTY	\$1,087,359	
SANTA PAULA CITY	106,308	1
BUILDING FUND	74,901	1
BLAKE	55,458	1
LITERACY	76,131	1
BOOK TRUST	15,879	
GENERAL FUND	22,462	
WELLS FARGO	379,282	
OTHERS	411	
<b>TOTAL CASH</b>	<b><u>\$1,818,191</u></b>	
1 Restricted	312,798	
Other Unrestricted	1,505,393	



BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE  
MODIFIED ACCRUAL BASIS  
FOR THE PERIOD ENDED

	1/31/19	1/31/20	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$582,095	\$597,864	\$ 532,814	\$ 1,854,334
LIBRARY OPERATIONS	6,605	3,575	1,400	2,400
DONATIONS	40,050	12,343	11,667	35,000
GRANTS	91,400	64,853		1,000
<b>TOTAL REVENUE</b>	<u>\$720,150</u>	<u>\$678,635</u>	<u>\$545,881</u>	<u>\$1,892,734</u>
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
WAGES	259,862	288,176	209,402	371,984
RETIREMENT	37,720	46,444	41,325	71,642
HEALTH INSURANCE	36,294	37,322	32,410	55,558
PAYROLL TAX	21,433	23,840	17,769	31,457
EMPLOYEE BENEFIT	1,209	1,051	1,047	1,795
	<u>356,518</u>	<u>396,833</u>	<u>301,953</u>	<u>532,436</u>
<b>OPERATIONS</b>				
LIBRARY NETWORK	30,306	56,598	51,000	68,000
PUBLICITY	863	2,506	2,917	5,000
MEMBERSHIPS	3,782	3,628	2,917	5,000
ACQUISITIONS	17,145	24,069	25,300	39,800
PROGRAMS	11,727	19,963	13,709	23,500
COMPUTER SERVICE	4,022	49	3,967	6,800
BOOK BINDING	1,009	778	1,167	2,000
ADVERTISING	1,300	-		
TRAVEL	2,850	3,883	1,750	3,000
	<u>73,004</u>	<u>111,474</u>	<u>102,727</u>	<u>153,100</u>
<b>ADMINISTRATIVE</b>				
ADVERTISING			146	250
BANK CHARGES	255	192	233	400
COMPUTER NETWORK	4,295	381	3,500	6,000
INSURANCE	6,379	7,635	7,635	13,089
OFFICE EXPENSE	2,711	3,868	5,833	10,000
TELEPHONE	1,590	3,245	1,750	3,000
PLANNING			6,000	6,000
POSTAGE	463	825	438	750
PRINTING	2,137	2,426	1,458	2,500
PROFESSIONAL FEES	17,775	18,431	20,834	28,000
STAFF DEVELOPMENT	105	815	1,167	2,000
	<u>35,710</u>	<u>37,818</u>	<u>48,994</u>	<u>71,989</u>
<b>FACILITIES</b>				
BUILDING MAINTENANCE	11,556	10,730	10,792	18,500
JANITORIAL	4,794	4,690	5,833	10,000
UTILITIES	23,087	20,090	20,388	34,950
	<u>39,437</u>	<u>35,510</u>	<u>37,013</u>	<u>63,450</u>
<b>TOTAL EXPENSES</b>	<u>504,669</u>	<u>581,635</u>	<u>490,687</u>	<u>820,975</u>
<b>NET INCOME(LOSS)</b>	<u>\$215,481</u>	<u>\$97,000</u>	<u>\$55,194</u>	<u>\$1,071,759</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
DEFERRED REVEUNE			40,002	40,000
REIMBURSEMENT DIF	2,850	11,028	17,500	30,000
INVESTMENT INTEREST	14,874	4,638		
ELECTION COSTS				
CAPITAL OUTLAY			40,000	
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$233,205</u>	<u>\$112,666</u>	<u>\$72,694</u>	<u>\$1,101,759</u>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

January 31, 2020

Amazon Books	\$	285
Due to Friends of the Library		277
Credit Card		444
Others		70
Total	\$	<u>1,076</u>

BLANCHARD COMMUNITY LIBRARY  
CITY FUNDS TRANSACTION

	January 1, 2017	BALANCE \$192,029.70
	TRANSACTIONS	
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
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
1.15.18	INTEREST	463.15
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
4.16.18	INTEREST	607.86
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	924.07
10.31.18	CHECK	(17,117.00)
1.15.19	INTEREST	632.26
4.15.19	INTEREST	680.58
6.20.19	MR 32282	744.57
7.15.19	INTEREST	668.07
8.21.19	CHECK	(22,441.40)
11.27.19	MR 8391	2,233.73
12.10.19	MR 8482	<u>6,701.19</u>
		(85,721.96)
		<u>\$106,307.74</u>

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

IRFD	29,019	From network charges
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Blanchard/Santa Paula Library District  
 General Fund Deposit Detail  
 January 2020

11:47 AM  
 02/21/20

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		01/03/2020		Deposit	General Fund		10.00
TOTAL				Deposit	Books Lost & Paid		-10.00
							-10.00
Deposit		01/09/2020		Deposit	General Fund		47.75
TOTAL				Circ Desk Cash Receipts Wee... Deposit	Fines 2510 - Due to Friends of the Library (Money receiv... Over/Short	General Fund Friends of the Library General Fund	-27.75 -18.50 -1.50
							-47.75
Deposit		01/09/2020		Deposit	General Fund		38.50
TOTAL				Circulation Desk Cash Receipt... Circulation Desk Cash Receipt...	Fines 2510 - Due to Friends of the Library (Money receiv...)	General Fund Friends of the Library	-8.50 -30.00
							-38.50
Deposit		01/15/2020		Deposit	General Fund		1,044.32
Sales Receipt	280	01/15/2020	State of California Ridgeview at Vista Glen HOA	Tammy Ferguson CDC#WF5375	Restitution 1499.10 - Undeposited Funds	General Fund General Fund	-19.32 -25.00
Sales Receipt	279	01/15/2020	Martin S. & Mary Louise Zua...		1499.10 - Undeposited Funds		-1,000.00
TOTAL							-1,044.32
Deposit		01/16/2020		Deposit	General Fund		70.15
TOTAL				Circulation desk cash receipts ... Circulation desk cash receipts ... Circulation desk cash receipts ... Flash drive Deposit	Fines Books Lost & Paid 2510 - Due to Friends of the Library (Money receiv... Other Miscellaneous Revenue Over/Short	General Fund General Fund Friends of the Library General Fund General Fund	-22.00 -30.00 -8.00 -10.00 -0.15
							-70.15
General Journal	JE-31R	01/16/2020	Olivia O. Escoto	Reverse of GJE JE-31 -- For ...	General Fund		136.88
TOTAL				Reverse of GJE JE-31 -- For C... Travel			-136.88
							-136.88
General Journal	JE-32R	01/16/2020	Olivia O. Escoto	Reverse of GJE JE-32 -- For ...	General Fund		15.26
TOTAL				Reverse of GJE JE-32 -- For C... Travel			-15.26
							-15.26

11:47 AM  
02/21/20

**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
January 2020**

Type	Num	Date	Name	Memo	Account	Class	Amount
General Journal	JE-33R	01/16/2020	D. A. Hubbard Library - ILL	Reverse of GJE JE-33 -- For ...	General Fund		8.00
TOTAL				Reverse of GJE JE-33 -- For C...	General		-8.00
Deposit		01/21/2020		Deposit	General Fund		30.25
TOTAL				Circulation desk cash receipts ...	Fines		-18.75
				Deposit	2510 - Due to Friends of the Library (Money receiv...	General Fund Friends of the Library	-11.50
							-30.25
Deposit		01/30/2020		Deposit	General Fund		48.00
TOTAL				Deposit	Books Lost & Paid		-48.00
Deposit		01/31/2020		Deposit	General Fund		1.00
TOTAL				Deposit	Printing & Copying		-1.00
							-1.00

Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 January 2020

11:48 AM  
 02/21/20

Num	Date	Name	Memo	Account	Paid Amount
	01/03/2020			General Fund	
TOTAL				Bank Charges	-17.11
					-17.11
EFT	01/06/2020	Calif. Public Employees' Retire...	January Health Insurance	General Fund	
TOTAL			January Health Insurance	PERS Group Health Insurance	-5,239.01
					-5,239.01
EFT	01/13/2020	Blanchard Community Library	Funds transfer for payroll pay date 1/16/20	General Fund	
TOTAL			Funds transfer for payroll pay date 1/16/20	Payroll (Checking Account - Payroll)	-18,900.00
					-18,900.00
EFT	01/16/2020	Calif. Public Employees' Retire...	PEPRA retirement contributions 12/1/19-12/...	General Fund	
TOTAL			PEPRA retirement contributions 12/1/19-12/14/...	CALPERS (Payee Account - Employee Dedu...	-1,272.76
					-1,272.76
EFT	01/16/2020	Calif. Public Employees' Retire...	Classic 817 retirement contributions 12/1/19...	General Fund	
TOTAL			Classic 817 retirement contributions 12/1/19-12...	CALPERS (Payee Account - Employee Dedu...	-317.62
					-317.62
EFT	01/27/2020	Calif. Public Employees' Retire...	Classic 817 Unfunded Accrued Liability Jan...	General Fund	
TOTAL			Classic 817 Unfunded Accrued Liability Januar...	PERS Retirement (Contribution Account - Re...	-4,286.37
					-4,286.37
EFT	01/27/2020	Calif. Public Employees' Retire...	PEPRA Unfunded Accrued Liability January...	General Fund	
TOTAL			PEPRA Unfunded Accrued Liability January 20...	PERS Retirement (Contribution Account - Re...	-157.36
					-157.36
EFT	01/27/2020	Calif. Public Employees' Retire...	PEPRA pension contribution for pay period ...	General Fund	

11:48 AM  
02/21/20

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2020

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			PEPRA pension contribution for pay period 12/...	CALPERS (Payee Account - Employee Dedu...	-1,321.74
EFT	01/27/2020	Calif. Public Employees' Retire...	Classic 817 pension contribution for pay pe...	General Fund	-356.17
TOTAL					-356.17
EFT	01/28/2020	Blanchard Community Library	Funds tranfer for payroll pay date 1/30/20	General Fund	-20,000.00
TOTAL			Funds transfer for payroll pay date 1/30/20	Payroll (Checking Account - Payroll)	-20,000.00
10638	01/06/2020	Bank Card Services	11/17/19-12/16/19	General Fund	-1,248.89
TOTAL			Credit card 11/17/19-12/16/19	Bank of America Platinum Plus	-1,248.89
10639	01/06/2020	Boyd & Associates	January-March alarm monitoring	General Fund	-46.70
208274	01/01/2020		January-March alarm monitoring	Security	-46.70
TOTAL					-46.70
10640	01/06/2020	City of Santa Paula (067000-00)	111-067000-00	General Fund	-370.91
0670...	01/06/2020		Remove lock Chromebooks cabinet	Water and Sewer	-370.91
TOTAL					-370.91
10641	01/06/2020	City of Santa Paula (067500-00)	111-067500-00	General Fund	-71.53
0675...	01/06/2020		11/24/19-12/24/19	Water and Sewer	-71.53
TOTAL					-71.53
10642	01/06/2020	Diana Hilda Soto	28787000112441	General Fund	



**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 January 2020

11:48 AM  
 02/21/20

Num	Date	Name	Memo	Account	Paid Amount
TOTAL	01/06/2020		"Just a Snowman" returned	Books Lost & Paid	-10.00
					-10.00
10643	01/06/2020	Friends Of Blanchard Communi...	Book kiosk sales 7/1/19-12/31/19	General Fund	
TOTAL	01/06/2020		Book kiosk sales 7/1/19-12/31/19	2510 - Due to Friends of the Library (Money r...	-301.00
					-301.00
10644	01/06/2020	Keyman	Remove lock Chromebooks cabinet	General Fund	
1589	01/06/2020		Remove lock Chromebooks cabinet	Office Expense	-65.00
TOTAL					-65.00
10645	01/06/2020	Nancy Kierstyn Schreiner	BG pension issues	General Fund	
1524	01/06/2020		BG pension issues	Legal Fees (Outside (non-employee) legal se...	-50.00
TOTAL					-50.00
10646	01/06/2020	Ned Branch	Monthly health insurance reimbursement	General Fund	
	01/01/2020		Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38
TOTAL					-502.38
10647	01/06/2020	Sparkletts	26410174648715	General Fund	
4648...	12/05/2019		Office water November	Office Expense	-53.75
4648...	01/06/2020		December	Office Expense	-32.77
TOTAL					-86.52
10648	01/06/2020	Stephen McFadden CPA	December service	General Fund	
5970	01/01/2020		December service	Accounting Fees (Outside (non-employee) ac...	-883.00
TOTAL					-883.00
10649	01/06/2020	Midwest Tape		General Fund	

Blanchard/Santa Paula Library District  
Monthly General Fund Check Detail  
January 2020

Num	Date	Name	Memo	Account	Paid Amount
9835...	01/06/2020			Adult AV	-115.18
TOTAL					-115.18
10650	01/06/2020	Santa Paula Chamber of Comm...	2020 annual membership	General Fund	
2019-...	01/02/2020		2020 Annual membership	Memberships & Dues	-150.00
TOTAL					-150.00
10651	01/13/2020	Amazon Capital Services		General Fund	
1N3H...	01/13/2020		Sunset Blvd	Adult AV	-12.98
14VT...	01/13/2020		Calendars	Office Expense	-8.12
1NXH...	02/11/2020		Dispenser lock	Repairs & Maintenance	-4.86
TOTAL					-25.96
10652	01/13/2020	Athens Environmental	A20004977	General Fund	
7810...	01/13/2020		7810880 January service	Trash	-198.69
TOTAL					-198.69
10653	01/13/2020	Black Gold Cooperative Library...	Third quarter contribution	General Fund	
20-123	01/09/2020		Third quarter contribution	Network Services/ILS	-16,141.00
			Third quarter Hoopla deposit	Databases	-881.00
TOTAL					-17,022.00
10654	01/13/2020	Kelly Cleaning & Supplies	January janitorial #45295347	General Fund	
4529...	01/01/2020		January/janitorial #45295347	Janitorial Services & Supplies	-670.00
TOTAL					-670.00
10655	01/13/2020	Landscape Valley	December 2019	General Fund	
	01/05/2020		December 2019	Grounds Maintenance	-305.00
TOTAL					-305.00
10656	01/13/2020	SoCalGas	12/2/19-1/3/20	General Fund	

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 January 2020

11:48 AM  
 02/21/20

Num	Date	Name	Memo	Account	Paid Amount
1514...	01/06/2020		12/2/19-1/3/20	Gas	-339.35
TOTAL					-339.35
10657	01/13/2020	Unique Management Services, I...	December 2019 service #576098	General Fund	
576098	01/01/2020		December 2019 service #576098	Collection Services	-98.45
TOTAL					-98.45
10658	01/13/2020	Western Exterminator Company	December Inv #7712881	General Fund	
7712...	01/01/2020		December Inv #7712881	Pest Control	-112.00
TOTAL					-112.00
10659	01/13/2020	Moss, Levy & Hartzheim LLP	BLANCHARD	General Fund	
21059	01/02/2020		2019 audit progress payment	Audit Services	-1,000.00
TOTAL					-1,000.00
10660	01/16/2020	Olivia O. Escoto	To replace checks #10173 and #10465 that w...	General Fund	
			To replace checks #10173 and #10465 that wer...	Travel	-152.14
TOTAL					-152.14
10661	01/20/2020	Ashley Brooks	Lost item returned	General Fund	
			Lost item returned	Fines	-30.00
TOTAL					-30.00
10662	01/20/2020	Amazon Capital Services	Adult AV	General Fund	
19QH...	01/12/2020		Abominable	Adult AV	-16.23
TOTAL					-16.23
10663	01/20/2020	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
2034...	01/01/2020		Adult books	General	-1,181.01

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
January 2020

Num	Date	Name	Memo	Account	Paid Amount
2034...	01/01/2020		Adult books	General	-2,084.86
2034...	01/01/2020		Adult books	General	-254.52
TOTAL					-3,520.39
10664	01/20/2020	Frontier Communications	1/10/20-2/9/20	General Fund	
805-5...	01/10/2020		1/10/20-2/9/20	Telephone Expense	-228.81
TOTAL					-228.81
10665	01/20/2020	Ned Branch	1/10/20-2/9/20	General Fund	
	01/20/2020		1/10/20-2/9/20	Travel	-112.70
TOTAL					-112.70
10666	01/27/2020	Bank Card Services	1/16/20 credit card statement	General Fund	
			1/16/20 credit card bill	Bank of America Platinum Plus	-3,369.73
TOTAL					-3,369.73
10667	01/28/2020	Amazon Capital Services		General Fund	
1JVX...	01/27/2020		Children's books	Children's Books	-97.38
1KM...	01/27/2020		Book replacement	General	-25.43
TOTAL					-122.81
10668	01/28/2020	Los Angeles Times	Subscription through 4/10/20	General Fund	
1001...	01/27/2020		Subscription through 4/10/20	Periodicals	-110.98
TOTAL					-110.98
10669	01/28/2020	Midwest Tape	Adult DVD	General Fund	
9848...	01/28/2020		Adult DVD	Adult AV	-305.34
TOTAL					-305.34
10670	01/28/2020	Southern California Edison	2-03-984-8064	General Fund	

Blanchard/Santa Paula Library District  
**Monthly General Fund Check Detail**  
 January 2020

11:48 AM  
 02/21/20

Num	Date	Name	Memo	Account	Paid Amount
2-03-...	01/27/2020		12/19/19-1/21/20	Electricity	-1,069.28
TOTAL					-1,069.28



REGULAR MEETING OF FEBRUARY 25, 2020  
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS





REGULAR MEETING OF FEBRUARY 25, 2020

I(a) NEW BUSINESS: RESOLUTION REQUESTING A CONTRAFUND ADVANCE FOR 2020-21

For a number of years, at the start of the fiscal year, the Library has requested and received from the County an advance against property tax revenues that were expected to be received in December and April. While it may not be necessary, staff recommends that the Board adopt a resolution requesting a pre-apportionment advance for 2019-20.

RECOMMENDATION: Staff recommends adoption of the attached resolution.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



**RESOLUTION 2019-20:01**

**RESOLUTION OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REQUESTING A CONTRAFUND ADVANCE FOR THE  
FISCAL YEAR 2020-2021**

**NOW, THEREFORE, BE IT RESOLVED** that the Blanchard/Santa Paula Public library District Board of Trustees, in a regular meeting on February 25, 2020, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #O040 for the operations of the Library during the Fiscal Year 2020-21. The amount provided to the District for Fiscal Year 2019-2020 should be sufficient for Fiscal Year 2020-2021.

**PASSED, APPROVED, AND ADOPTED** this 25<sup>th</sup> day of February, 2020.

**ATTEST:**

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Library Board President

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Library Board Clerk



REGULAR MEETING OF FEBRUARY 25, 2020  
I(b) NEW BUSINESS: RESOLUTION TO LEVY PARCEL TAX FOR 2020-21

In order for the County to add the special assessment to the tax bills for 2020-21, 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	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



**RESOLUTION 2019-20:02**

**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 73.06% 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 25<sup>th</sup> day of February, 2020.

**ATTEST:**

---

Library Board President

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Library Board Clerk



REGULAR MEETING OF FEBRUARY 25, 2020

I(c) NEW BUSINESS: APPROVAL OF THE POSITION AND JOB DESCRIPTION OF CIRCULATION SUPERVISOR

With the increase in programming both of Youth Services and Adult Services and with increased participation in external programs requiring regular web meetings, it is advisable to transfer responsibility for supervising library assistants and pages to someone else. Doing so also provides additional developmental opportunities for staff.

RECOMMENDATION: Staff recommends the Board approve the creation of the position Circulation Supervisor and the attached job description for the position.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						





## Blanchard/Santa Paula Library District

### Circulation Supervisor

FLSA Category: non-exempt	Reports to: District Director
Date:	Approved by: Board of Trustees

#### **Job Summary:**

Under the general direction of the district director, the Circulation Supervisor performs specialized tasks related to the circulation of library materials including processing circulating materials, shelving, answering patron inquiries in person and on the phone, and handling money for fines, fees, or other services. The circulation supervisor is responsible for the supervision of the circulation staff, providing schedules, training, conducting performance reviews, hiring, and disciplining. Duties require supervisory skills, independent judgment, and independent action. The Circulation Supervisor interacts with the public and other staff members.

#### **Primary Responsibilities:**

- Oversee and coordinate all circulation functions including answering the telephone and directing calls, circulation of library materials, check in magazines and newspapers, holds processing, fine/fee payments, processing library card applications, recording statistical usage, and other similar responsibilities.
- Check library application forms against data entry that is completed by other circulation staff.
- Compile circulation report and statistical usage and submit to the District Director monthly.
- Resolves disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the District Director or his designee as necessary.
- Participate, with the District Director and in coordination with the other library staff, in setting/changing policies and procedures for circulation services.
- Prepare for schedules for other circulation staff, including pages and volunteers.
- Hire (with the assistance from the Youth Services and Adult Services librarians).
- Train and supervises circulation staff.
- Provide basic reference, reader assistance as necessary, and assistance using technology.
- Monitor equipment and work area, ensuring equipment repairs and supplies purchasing occurs as needed.
- Supervise minor repairs on library materials.
- Lead and serve on committees as assigned by the District Director.
- Perform other duties as assigned.

### **Education and Experience:**

- Three or more years of progressively responsible library circulation experience.
- Associate's degree preferred.

### **Job Knowledge, Skills and Abilities:**

- Working knowledge of modern library operations, policies and procedures, methods, practices and materials.
- Working knowledge of at least one Integrated Library Services (ILS) system.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Ability to provide and follow oral and written instructions and procedures.
- Ability to assist patrons in a cheerful efficient manner.
- Ability to effectively resolve conflict.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

### **Physical Demands:**

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REGULAR MEETING OF FEBRUARY 25, 2020

J(a) REPORTS: LITERACY SERVICES





21. February, 2020



# ADULT LITERACY

## BOARD REPORT FOR FEBRUARY, 2020!

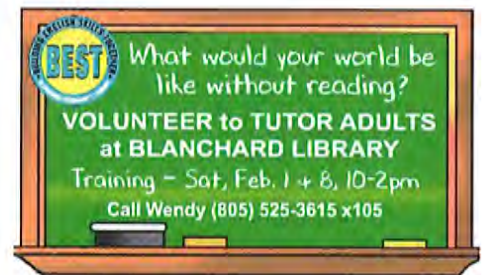
**“The best-laid plans of mice and men often go awry.”**

(OK, you library-types, where does that saying come from? Guess before you look!\*)

**Wonderful plan #1:** Hire a new computer teacher for the Mommy & Me Literacy program.  
**Went awry:** The teacher developed major health issues, and had to step back. No alternative on Wednesdays.

**Wonderful plan #2:** Advertise for 3 months in the weekly bulletins of 2 Santa Paula churches, and distribute matching ads around town and on our banner out front.

**Went awry:** Not enough space in either church bulletin to fit our “Volunteer to Tutor” blackboard ad.



We DID, however, end up with **5 new potential tutors** in our first Tutor Training Saturday, and **3 more** in our second (Feb 1 & 8). People who volunteer to tutor are always wonderful! But . . .

**I need more time to WORK WITH the Tutors.** The Family Literacy side of the house is taking WAY too much time and energy. Too many moving parts (all sorts of part-timers, each with their own problems). Because the State Library Budget now includes a yearly “grant” for Family Literacy, Ned and I are moving toward hiring a new part-time person to take over there.

**Volunteers deserve support and encouragement!**

And Jeri is helping us with that! We are looking forward to ...

**A Spring Fling**  
**(Volunteer Appreciation Night)**



coming up

**March 4th.** I want to focus on the wonderful men and women who have given YEARS to meet with a Learner, week after week, seeing them slowly progress in so many ways. It’s great to look back and see where they have come from and to envision new goals for the future with their Learners. This is the of the **BEST** Adult Learning Program!

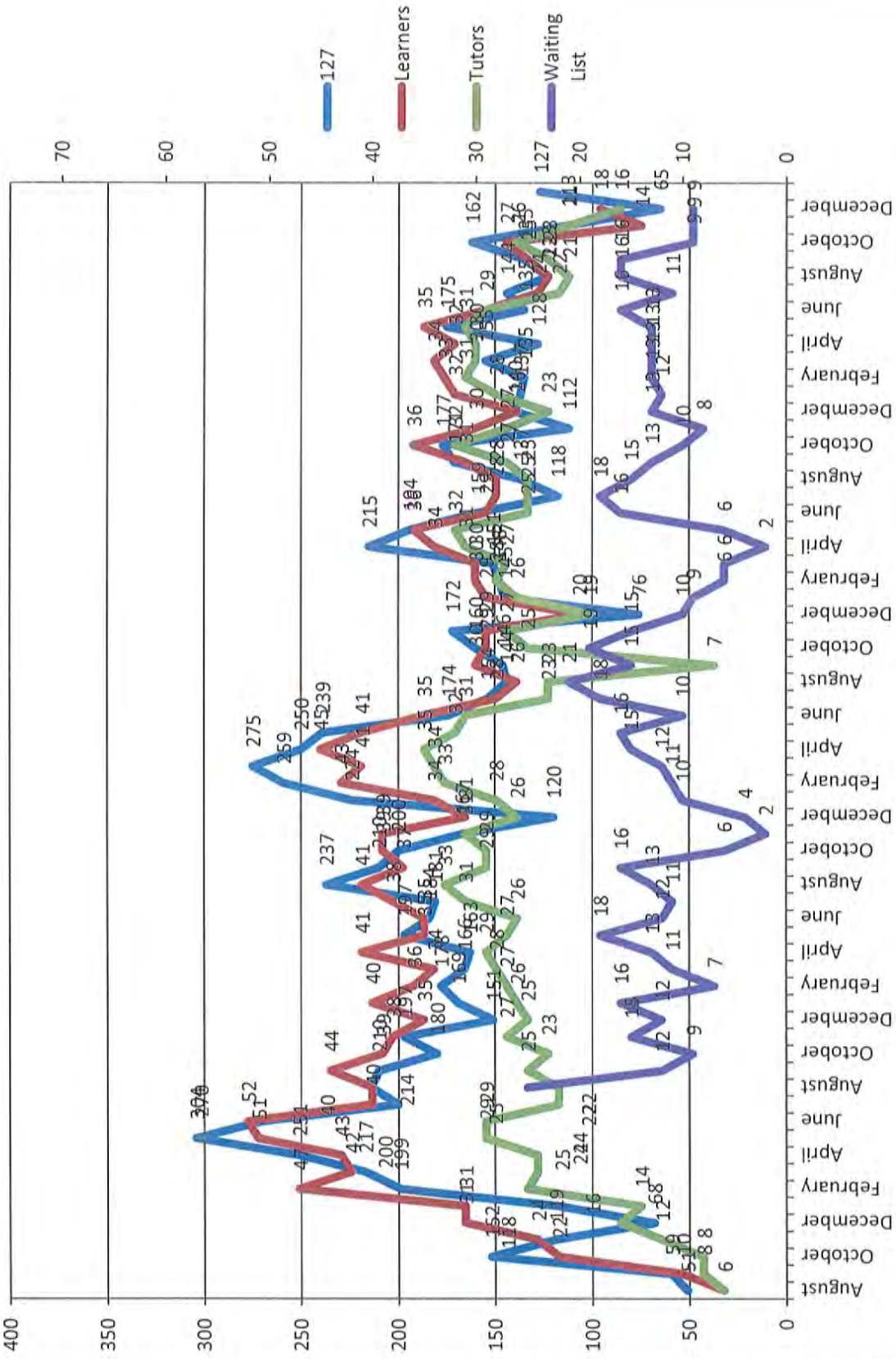


*\*The saying is adapted from a line in “To a Mouse,” by Robert Burns:  
“The best laid schemes o’ mice an’ men / Gang aft a-gley.”  
Oh, right! I knew that!*

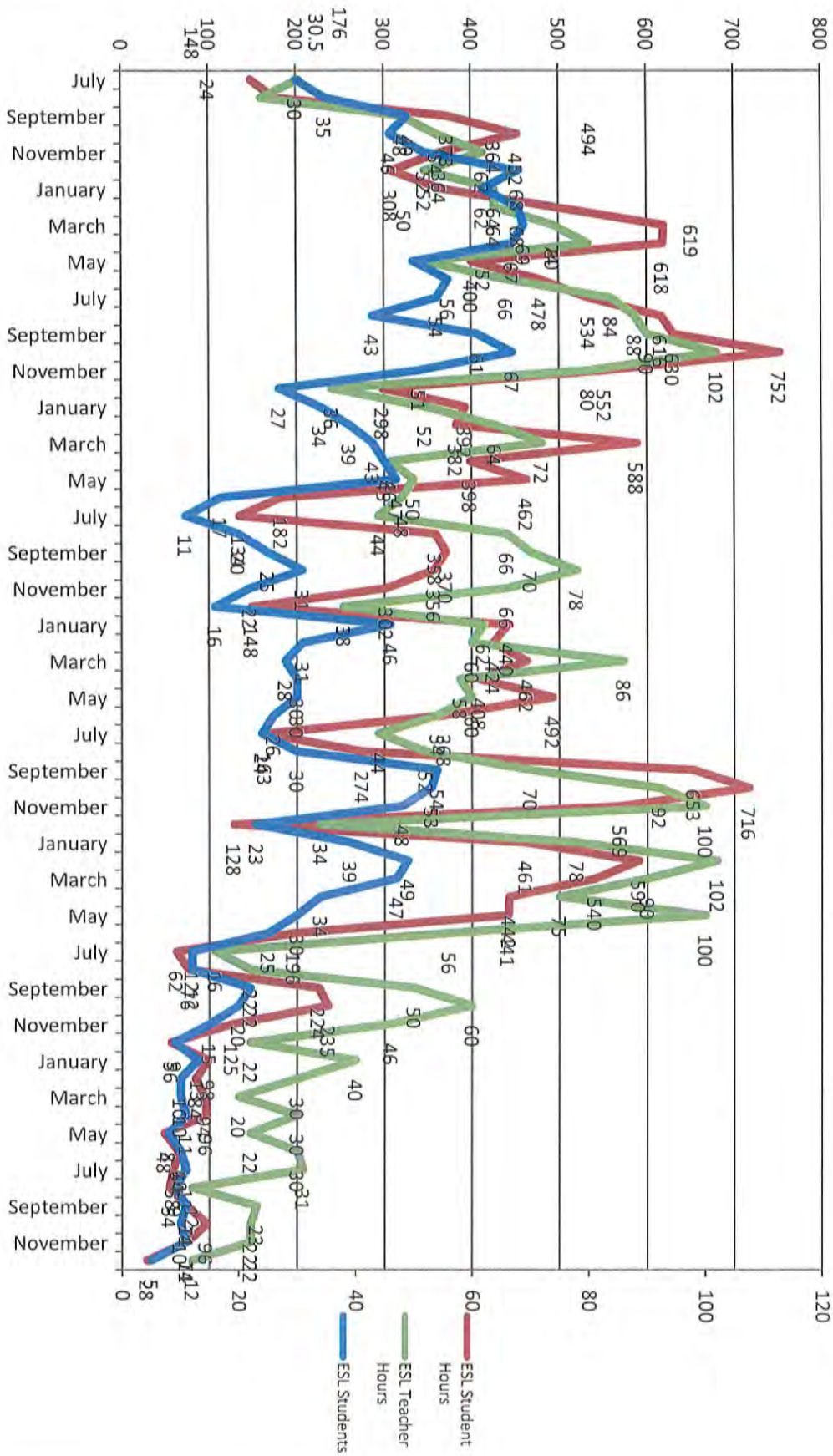




# LITERACY TUTORING



# ESL CLASSES



REGULAR MEETING OF FEBRUARY 25, 2020  
J(b) REPORTS: PUBLIC SERVICES





## January 2020 Adult Programs and Events

Our Computer Basics classes returned, with 7 of our 19 registrants attending the beginning class on January 13. Overall, we have had 12 unique participants, with attendance fluctuating from week to week. As this class is the focus of our participation in the Institute of Museum and Library Services funded program, *Embedding Evaluation in Libraries: Developing Internal Evaluators*, we will be tracking program-related data and using those findings to improve and inform future offerings.

Our Third Thursday movie showing featured the recent biopic, *Judy*, for which actress Renee Zellweger won an Academy Award. Next month we will be showing *A Beautiful Day in the Neighborhood*, for which Tom Hanks's portrayal of Fred Rogers was nominated for Best Supporting Actor.

While film screenings continue to be among our most popular adult programs, lectures remain our least. In a return visit, Santa Barbara Art Museum docent Lori Mohr shared the history of the Ashcan school of art from the late 19th-early 20th century. Despite multiple forms of advertisement, the attendees were limited to Mohr's husband, her friend, and myself.

Next month we will be offering the first of our mobilemake (our makerspace program) crafts for adults, a valentine-themed glass vase etching workshop.

Program Name	Description	Audience	Attendance	Date	Start	End
Sunset Boulevard	Weekend Matinee	Adult	3	11-Jan	12:00 PM	2:00 PM
Uptown, Downtown	Lecture	Adult	3	13-Jan	6:00 PM	7:00 PM
Computer Classes	Training	Adult	7	13-Jan	6:00 PM	8:00 PM
Abominable	Peliculas en Español	Adult	0	14-Jan	4:00 PM	6:00 PM
Judy	Third Thursday Movie	Adult	16	16-Jan	6:00 PM	8:00 PM
Computer Classes	Training	Adult	8	16-Jan	6:00 PM	8:00 PM
Computer Classes	Training	Adult	6	23-Jan	6:00 PM	8:00 PM
Computer Classes	Training	Adult	6	27-Jan	6:00 PM	8:00 PM
Eleanor Oliphant is Completely Fine	BC Book Club	Adult	5	30-Jan	6:00 PM	7:30 PM
Computer Classes	Training	Adult	8	30-Jan	6:00 PM	8:00 PM

**Youth Services Report  
January 2020**

**1. Family Programs**

Tuesday, January 7	Shawn McMaster -Magic Show	<b>80</b>
Wednesday, January 15	Family Movie: Abominable	<b>20</b>

**2. Teen Scene-**

Thursday, January 9	Snap Circuits	<b>8</b>
Thursday, January 16	Virtual Reality	<b>9</b>
Thursday, January 23	LED Craft	<b>7</b>
Thursday, January 30	LED Craft	<b>3</b>

**3. Ongoing Programs –**

a. Story time

Wednesday	(4)	<b>118</b>
Saturday	(2)	<b>21</b>
<b>Total</b>	<b>(6)</b>	<b>139</b>

b. LEGO (7) **131**

**4. Outreach**

Wednesday, December 8	Boys & Girls Club Mobile Library	<b>45 students</b> <b>Snowflake craft</b>
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REGULAR MEETING OF FEBRUARY 25, 2020  
J(c) REPORTS: VOLUNTEER COORDINATOR



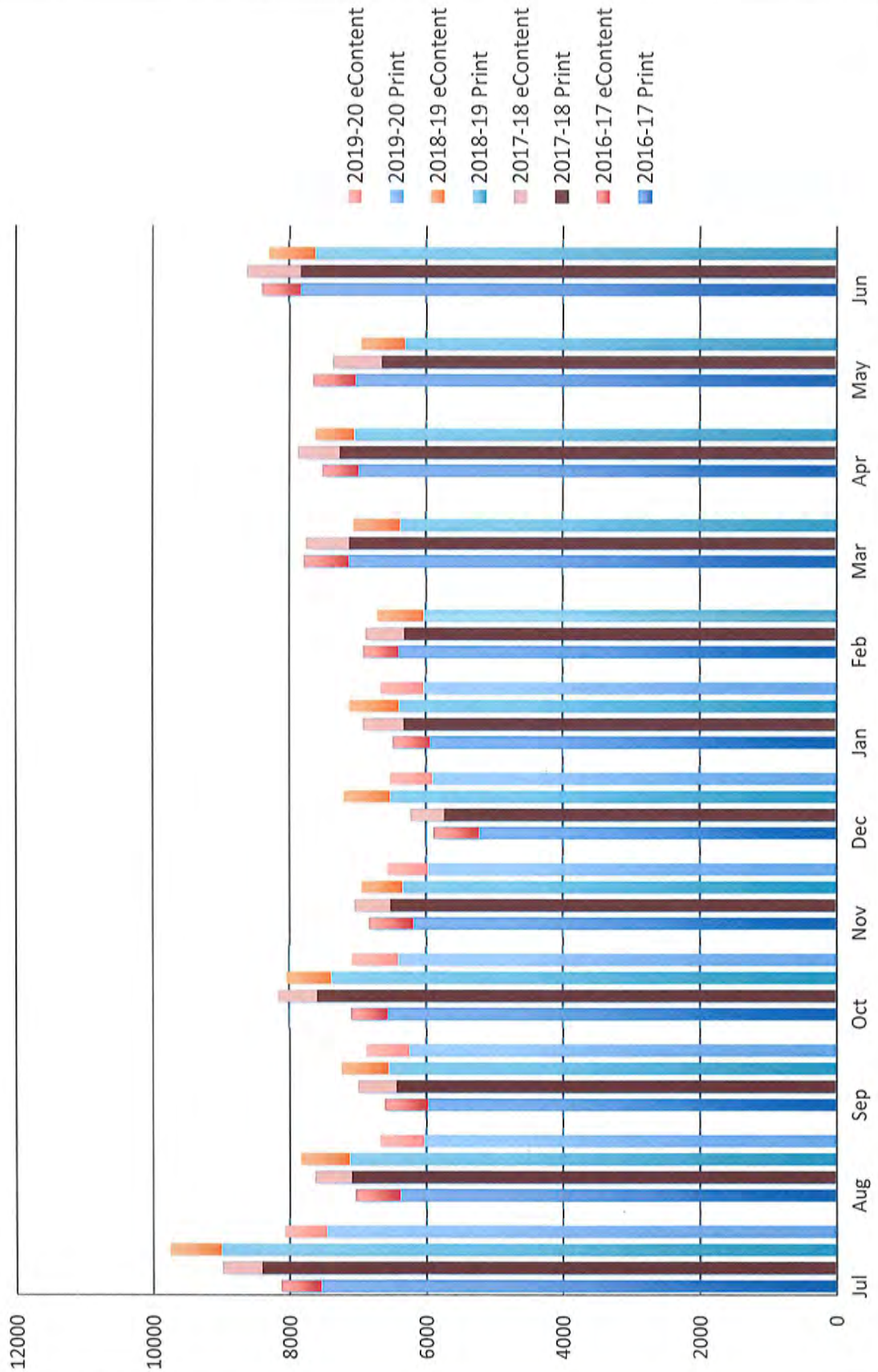


REGULAR MEETING OF FEBRUARY 25, 2020  
J(d) REPORTS: DISTRICT DIRECTOR'S REPORT

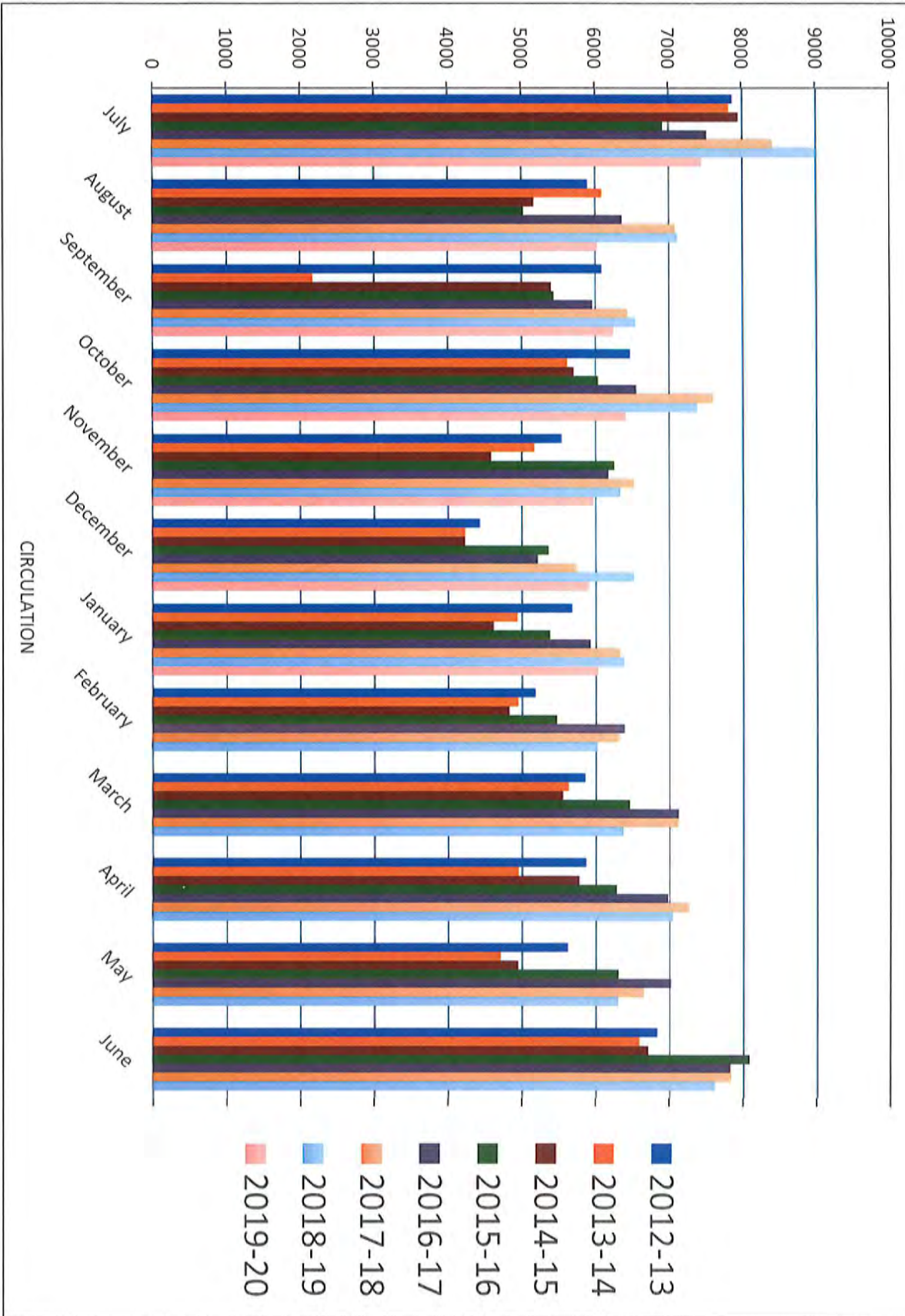
1. Statistics
2. Report on Goals
  - a. Website Improvements
  - b. Imagine Fundraising Campaign
  - c. Facilities—Commence Phase 2
  - d. Publicity & Outreach—Expand library sphere of influence, usage, & volunteering
  - e. Staff Development



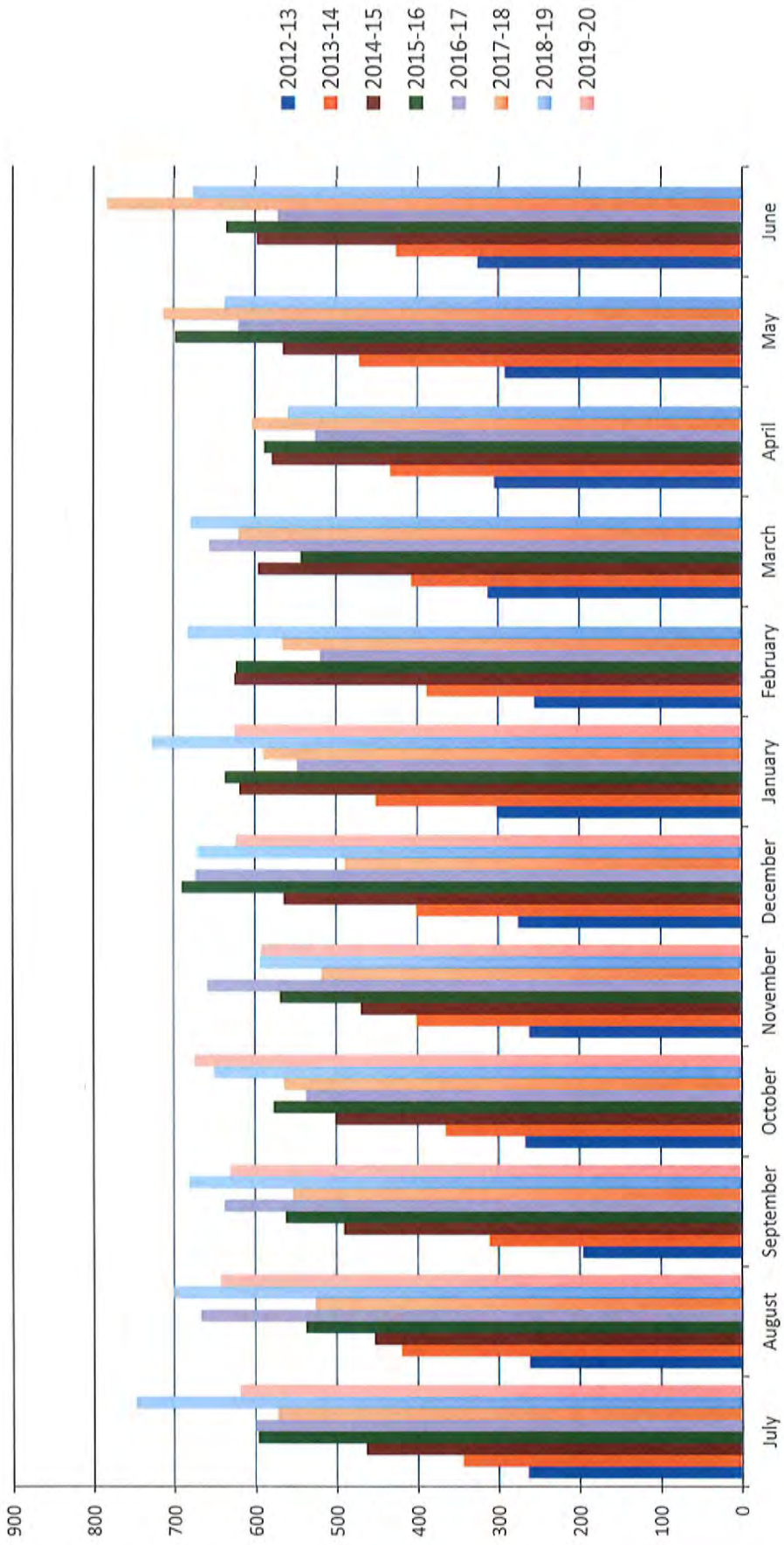
# TOTAL CIRCULATION



# TOTAL PRINT CIRCULATION

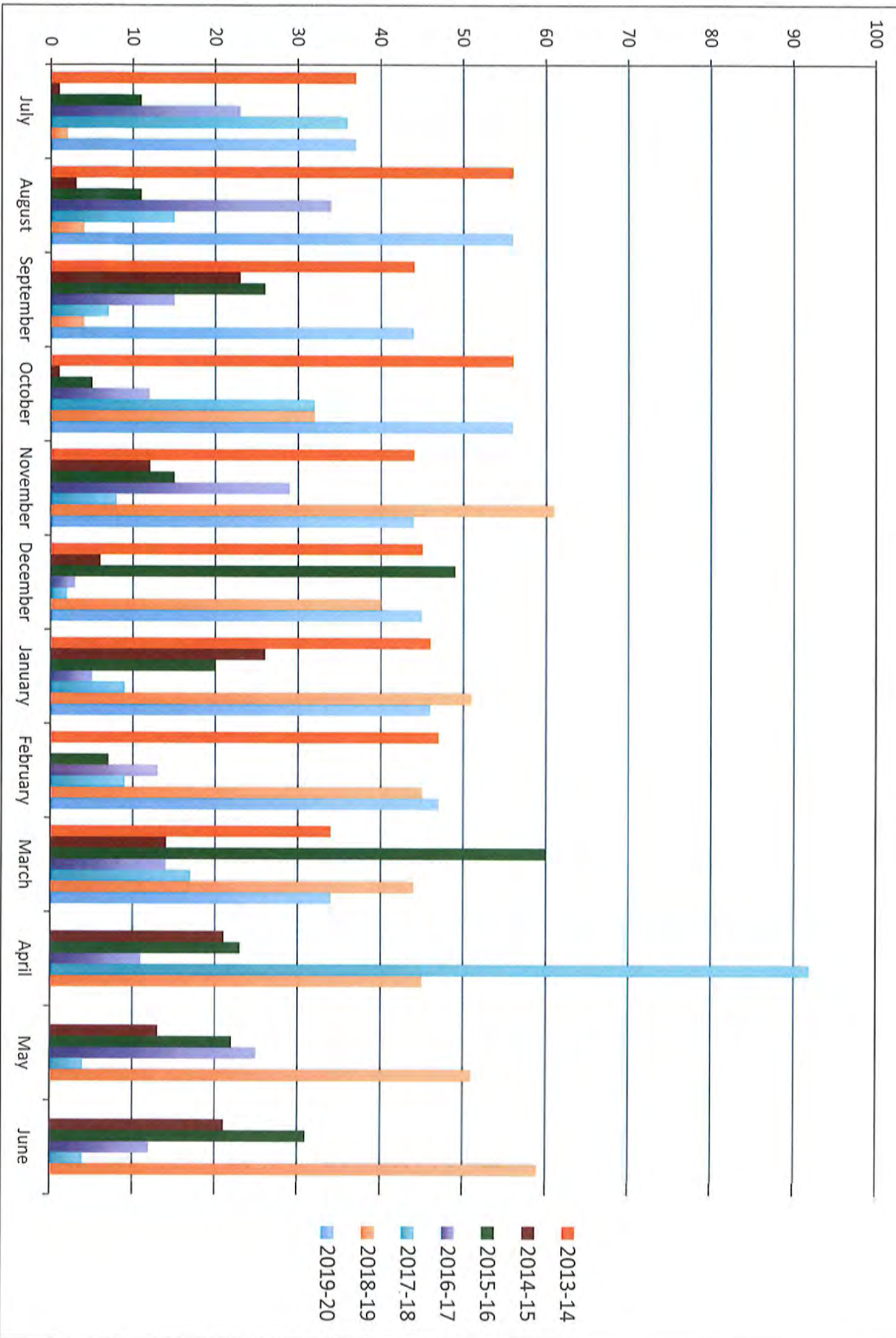


# eBOOK CIRCULATION

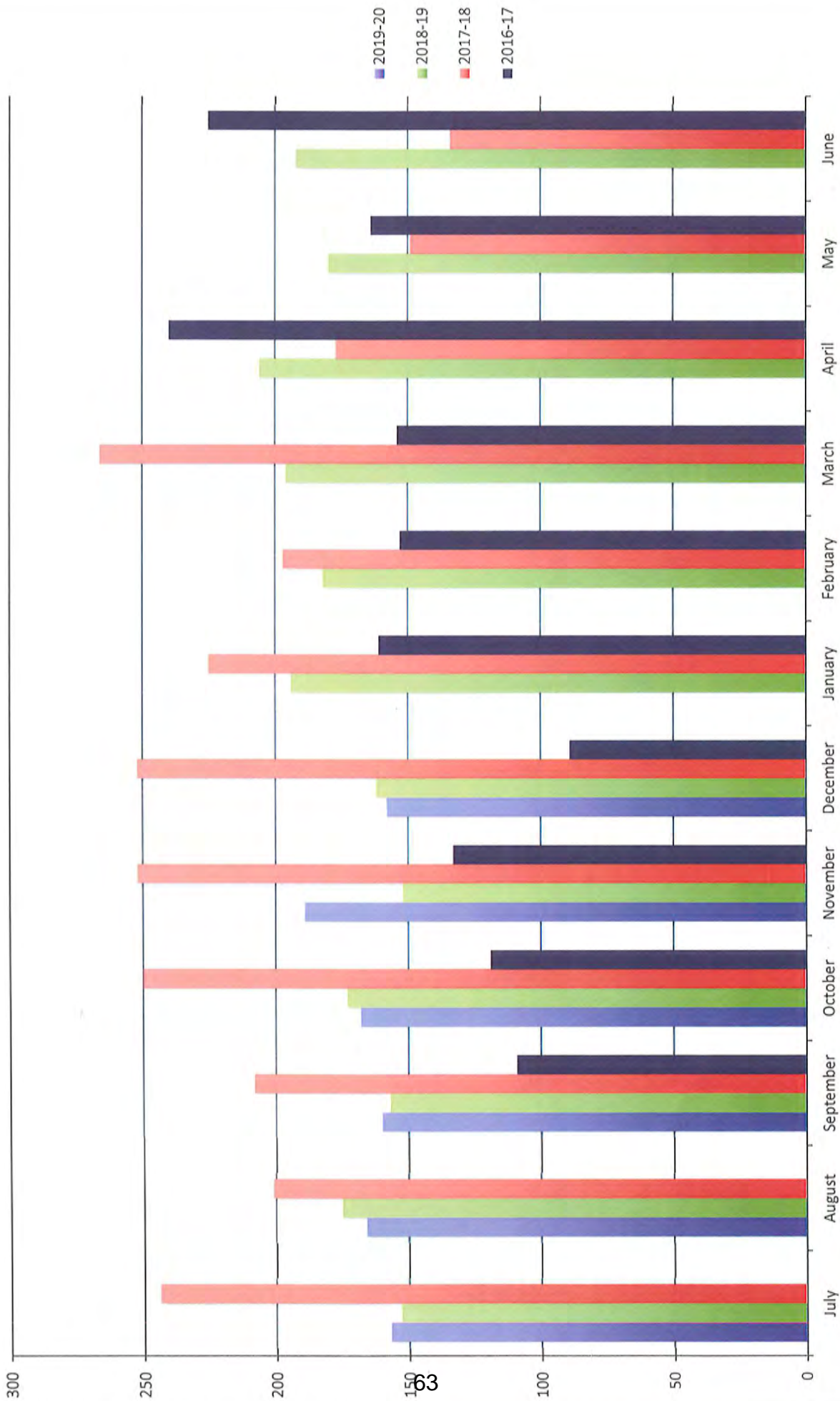




# ZINIO CIRCULATION



# HOOPLA



# COMPUTER USAGE

