

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, December 27, 2022 at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

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. RECOGNITION OF OUTGOING TRUSTEES

E. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of November 15, 2022

F. REPORTS

- a. Financial Reports—November 2022
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. ELECTION OF BOARD OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS

I. OLD BUSINESS

- a. Update on Library Remodel (information, discussion, possible action)
- b. Status of digital sign research (information, discussion, possible action)

J. NEW BUSINESS

- a. Approval of Mechanical Engineering Services Contract with AE Group Mechanical Engineers (information, discussion, possible action)
- b. New Library Furniture Proposal from Tri County Office Furniture (information, discussion, possible action)
- c. Approval of 2023 Board Meeting Calendar (information, discussion, possible action)
- d. Approve Revised Job Classification and Wage Schedule (information, discussion, possible action)

K. REPORTS (CONTINUED)

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

L. FUTURE AGENDA ITEMS

M. UPCOMING MEETING DATES

Regular Meeting January 24, 2022

N. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF December 27, 2022
E. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of November 15, 2022

REVISED MINUTES SEPTEMBER 27, 2022						
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 15, 2022

A. CALL TO ORDER---The Meeting was called to order at 6:02 PM by Board President Ron Merson. Trustees Laura Phillips and Ricardo Reyes were in attendance, a quorum established. Miriam Zamora and Christina Eilar were absent. District Director Ned Branch was present as well as Geraldine Barrows and Lori Beardsley who will be the new Trustees starting after the last Friday in November.

B. APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Phillips/ Reyes, 3-0).

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

D. ADMINISTRATION OF THE OATH OF OFFICE FOR INCOMING TRUSTEES – Geraldine “Gigi” Barrows and Lori Beardsley were sworn in and signed in by Ned Branch.

E. APPROVAL OF MINUTES -The Minutes of Meeting of October 25, 2022 had some written changes from Phillips for Ned to email to Zamora, then were otherwise approved (Phillips/ Reyes, 3-0).

F. REPORTS I --- a. Director Branch presented the Financial Reports for October 2022. Some questions regarding deposits/ income were answered. Financial reports were received and filed (Merson/ Reyes, 3-0).

b. Friends of the Library (FOL) - Trustee Phillips: the annual meeting is Thursday 11/17 for 2023 board elections and volunteer recognitions. December half price book discounts: Holiday books, CD’s, DVD’s and large coffee table books.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

None.

H. OLD BUSINESS--- a. Update on Library Remodel/ Consideration of Bids for Electrical Remodel. Extensive electrical work, carpeting/flooring and painting, a \$550,000 estimate. Project manager for \$5 – 8k. Bids for electrical work ~\$278,000, Motion to authorize Ned to approve subject of project manager, a low bidder, unanimously approved (Reyes/ Merson, 3-0).

b. Adopt a Resolution Accepting the Building Forward Grant of \$686,247 awarded by the California State Library, which requires a matching contribution of \$343,124 from BCL. Work will be for roof, HVAC, battery energy, storage. Half of the matching contribution will be from Friends of Library. Motion for grant and resolution unanimously approved (Reyes/ Phillips, 3-0).

c. Status of digital sign research. **Nail concept**, pricing high, reviewed potentials with big Blanchard Community Library signs. Reyes will work more on it.

d. Strategic Initiatives – Final reviewed. 2 new Strategic Plan trustees will be needed to manage it. Unanimously approved the Initiatives (Phillips/ Reyes, 3-0).

I. NEW BUSINESS--- None.

J. REPORTS --

a. Staff Reports

i. Public Services – reviewed updates.

ii. Facilities – discussed earlier in Old Business.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 15, 2022

iii. District Director's discussion: Back to full # of people at BCL. Library was open 4 days for the November voting, major hours, lots of voters came in and some got new BCL cards.

b. Board Committees

i. Finance – no others

ii. Human Resources - none

iii. Strategic Plan Teams

1. Visioning/ Strategic Plan – no others

2. Fundraising/ Grants - none

K FUTURE AGENDA ITEMS---none?

L. UPCOMING MEETING DATES--- Next Regular Meeting December 27, 2022 at 6 PM.

M. ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Merson/ Reyes, 3-0) at 7:32 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF December 27, 2022
F(a). REPORTS: FINANCIAL REPORTS

1. Receive and file November 2022 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES
YTD as of November 2022 - Month 5 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET		
Revenue					
	Property Taxes	\$248,691.00	\$228,820.00	8.7%	Interest and unbudgeted supplemental property tax
	Grants	\$92,426.00	\$75,860.00	21.8%	Literacy ESL grant was \$5,000 more than budgeted; ZIP books grant of \$14,800 was not budgeted.
Expense					
	Salaries	\$ 209,974	\$ 217,750	-3.6%	Two staff on maternity leave earlier in the year
	Retirement	\$ 32,170	\$ 35,700	-9.9%	
	Health Insurance	\$ 31,994	\$ 26,700	19.8%	One month behind because of coding error with CalPERS payment. Will pay when corrected.
	Collection Development	\$ 17,053	\$ 23,200	-26.5%	Vendor ordering system offline
	Programs	\$ 6,514	\$ 13,200	-50.7%	
	Professional Services	\$ 7,674	\$ 18,680	-58.9%	Audit fees were budgeted but invoice not received. Accounting fees not incurred.
	Utilities	\$ 19,704	\$ 13,400	47.0%	Summertime cooling costs. Budget is based on monthly average, not actual usage. Over budget

BUDGET SUMMARY

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 324,631	\$ 373,471	\$ 317,930	17.5%	\$ 1,050,301
Expense	\$ 379,088	\$ 418,151	\$ 451,800	-7.4%	\$ 1,058,300
Other					
Income	\$ -	\$ 6,807	\$ -		\$ -
Expense	\$ -	\$ -	\$ 4,500		\$ -

Blanchard/Santa Paula Library District
Balance Sheet
As of November 30, 2022

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1010.10 · General Fund	48,673.24
Payroll (Checking Account - Payroll)	6,286.59
Literacy	91,953.75
1020 · Book Trust Account	28,044.08
1010.20 · County Accounts	1,043,876.21
Investment Accounts	396,689.61
Building Fund	81,223.27
1010.40 · Santa Paula City	240,789.38
Blake	20,500.65
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	-25.60
Total Checking/Savings	1,958,391.18
Other Current Assets	
1063.10 · Prepaid Expenses	70,090.90
Total Other Current Assets	70,090.90
Total Current Assets	2,028,482.08
Fixed Assets	795,526.82
TOTAL ASSETS	2,824,008.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,646.76
Credit Cards	867.59
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	6,546.08
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	44,801.06
Total Current Liabilities	52,315.41
Total Liabilities	52,315.41
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,747,096.21
Net Income	-33,526.08
Total Equity	2,771,693.49
TOTAL LIABILITIES & EQUITY	2,824,008.90

Blanchard/Santa Paula Library District Profit & Loss Budget Performance November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	2,255.95	0.00	248,690.57	228,620.00	923,230.00
4700 · Grants	70,926.00	0.00	92,426.00	75,860.00	79,791.00
4600 · Donations					
4602 · Endowment Fund	0.00		0.00		15,000.00
4603 · Other Donations	50.00	2,090.00	1,550.00	10,450.00	25,080.00
4600 · Donations - Other	0.00	0.00	16,082.84	0.00	0.00
Total 4600 · Donations	50.00	2,090.00	17,632.84	10,450.00	40,080.00
4800 · Library Services	1,674.82	600.00	1,845.98	3,000.00	7,200.00
4900 · Miscellaneous Income	0.60		89.35		
Interest Income	0.00		1,006.93		
4950 · City of Santa Paula	0.00		11,779.77		
Total Income	74,907.37	2,690.00	373,471.44	317,930.00	1,050,301.00
Gross Profit	74,907.37	2,690.00	373,471.44	317,930.00	1,050,301.00
Expense					
Salaries & Employee Benefits					
Salaries	59,128.05	43,550.00	209,973.99	217,750.00	530,340.00
Payroll Tax	4,584.19	3,690.00	16,197.75	18,450.00	44,180.00
Retirement	6,992.90	7,140.00	32,169.92	35,700.00	85,920.00
Health Insurance	23,606.08	5,340.00	31,994.15	26,700.00	64,080.00
Insurance- Workers Comp.	0.00	220.00	213.35	1,600.00	3,140.00
Salaries & Employee Benefits - Other	0.00		0.00		
Total Salaries & Employee Benefits	94,311.22	59,940.00	290,549.16	300,200.00	727,660.00
Services					
Computer Services	692.63	1,110.00	33,979.70	37,550.00	77,320.00
Collection Development					
AV Materials	27.05	400.00	744.42	2,000.00	4,800.00
Books	89.74	2,180.00	5,770.19	10,900.00	26,160.00
eContent	0.00	1,000.00	2,054.00	5,000.00	12,000.00
Databases	0.00	50.00	662.50	250.00	600.00
WiFi Hot Spots	0.00	800.00	6,876.98	4,000.00	9,600.00
Periodicals	230.05	210.00	944.65	1,050.00	2,520.00
Total Collection Development	346.84	4,640.00	17,052.74	23,200.00	55,680.00
Library Supplies	807.75	170.00	2,256.72	850.00	2,040.00
Memberships & Dues Programs	90.00	420.00	2,828.32	2,100.00	5,040.00
Adult Programs	14.99	380.00	1,558.05	1,900.00	4,560.00
Young Adult Programs	28.12	420.00	856.58	2,100.00	5,040.00
Children's Programs	26.49	1,170.00	2,492.90	5,850.00	14,040.00
Literacy Programs	232.57	670.00	1,606.11	3,350.00	8,040.00
Total Programs	302.17	2,640.00	6,513.64	13,200.00	31,680.00
Promotion & Public Relations	29.99	500.00	747.02	2,300.00	5,800.00
Travel and Meetings					
Conferences & meetings	0.00	180.00	0.00	900.00	2,160.00
Meals	0.00		123.80		
Travel	163.00		163.00		
Travel and Meetings - Other	0.00	0.00	96.50	0.00	0.00
Total Travel and Meetings	163.00	180.00	383.30	900.00	2,160.00
Total Services	2,432.38	9,660.00	63,761.44	80,100.00	179,720.00
Administration					

Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
November 2022

	Nov 22	Budget	Jul - Nov 22	YTD Budget	Annual Budget
Advertising	0.00	30.00	0.00	150.00	360.00
Bank Charges	61.44	40.00	385.32	200.00	480.00
Insurance	2,207.19	2,190.00	11,035.95	10,950.00	26,280.00
Miscellaneous	0.00		60.00		
Office Expenses	922.59	1,170.00	4,208.14	5,850.00	14,040.00
Payroll Processing	445.53		1,965.65		
Professional Services	0.00	1,920.00	7,673.50	20,600.00	31,040.00
Staff Development & Recognition	0.00	170.00	0.00	850.00	2,040.00
Strategic Planning	0.00	1,000.00	0.00	2,000.00	3,000.00
Telephone Expense	0.00	360.00	1,305.63	1,800.00	4,320.00
Total Administration	3,636.75	6,880.00	26,634.19	42,400.00	81,560.00
Facilities					
Janitorial Services & Supplies	1,214.41	840.00	4,745.32	4,200.00	10,080.00
Repairs & Maintenance	643.77	1,390.00	9,454.17	8,150.00	19,080.00
Utilities (Utilities)					
Electricity	2,266.99	2,500.00	18,772.07	12,500.00	30,000.00
Gas	230.40	100.00	336.49	500.00	1,200.00
Trash	286.18	250.00	1,280.12	1,250.00	3,000.00
Water and Sewer	519.52	500.00	2,618.33	2,500.00	6,000.00
Total Utilities (Utilities)	3,303.09	3,350.00	23,007.01	16,750.00	40,200.00
Total Facilities	5,161.27	5,580.00	37,206.50	29,100.00	69,360.00
Total Expense	105,541.62	82,060.00	418,151.29	451,800.00	1,058,300.00
Net Ordinary Income	-30,634.25	-79,370.00	-44,679.85	-133,870.00	-7,999.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary I...	0.50		1.60		
Library Impact Fees	0.00		6,815.89		
Total Other Income	0.50		6,817.49		
Other Expense					
Extraordinary Expenses	0.00	1,500.00	0.00	7,500.00	18,000.00
Total Other Expense	0.00	1,500.00	0.00	7,500.00	18,000.00
Net Other Income	0.50	-1,500.00	6,817.49	-7,500.00	-18,000.00
Net Income	-30,633.75	-80,870.00	-37,862.36	-141,370.00	-25,999.00

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	248,690.57	248,677.82	12.75	0.0%
4700 · Grants	92,426.00	63,782.00	28,644.00	44.9%
4600 · Donations	17,632.84	11,694.00	5,938.84	50.8%
4800 · Library Services	1,845.98	398.97	1,447.01	362.7%
4900 · Miscellaneous Income	89.35	77.28	12.07	15.6%
Interest Income	1,006.93	0.85	1,006.08	118,362.4%
4950 · City of Santa Paula	11,779.77	0.00	11,779.77	100.0%
Total Income	373,471.44	324,630.92	48,840.52	15.0%
Gross Profit	373,471.44	324,630.92	48,840.52	15.0%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	209,973.99	177,736.14	32,237.85	18.1%
Payroll Tax	16,197.75	13,886.04	2,311.71	16.7%
Retirement	32,169.92	29,191.57	2,978.35	10.2%
Health Insurance	31,994.15	25,805.19	6,188.96	24.0%
Insurance- Workers Comp.	213.35	641.01	-427.66	-66.7%
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Salaries & Employee Benefits	290,549.16	247,259.95	43,289.21	17.5%
Services				
Computer Services	33,979.70	31,603.94	2,375.76	7.5%
Collection Development				
AV Materials	744.42	1,937.19	-1,192.77	-61.6%
Books	5,770.19	11,778.96	-6,008.77	-51.0%
eContent	2,054.00	0.00	2,054.00	100.0%
Databases	662.50	7,114.07	-6,451.57	-90.7%
WiFi Hot Spots	6,876.98	4,160.30	2,716.68	65.3%
Periodicals	944.65	2,391.72	-1,447.07	-60.5%
Total Collection Development	17,052.74	27,382.24	-10,329.50	-37.7%
Library Supplies	2,256.72	570.64	1,686.08	295.5%
Memberships & Dues Programs	2,828.32	4,687.59	-1,859.27	-39.7%
Adult Programs	1,558.05	278.72	1,279.33	459.0%
Young Adult Programs	856.58	249.12	607.46	243.8%
Children's Programs	2,492.90	1,322.53	1,170.37	88.5%
Literacy Programs	1,606.11	2,863.88	-1,257.77	-43.9%
Total Programs	6,513.64	4,714.25	1,799.39	38.2%
Promotion & Public Relations	747.02	213.84	533.18	249.3%
Travel and Meetings				
Meals	123.80	41.98	81.82	194.9%
Travel	163.00	0.00	163.00	100.0%
Travel and Meetings - Other	96.50	0.00	96.50	100.0%
Total Travel and Meetings	383.30	41.98	341.32	813.1%
Total Services	63,761.44	69,214.48	-5,453.04	-7.9%
Administration				
Bank Charges				
Credit Card Fees	320.80	257.22	63.58	24.7%
Bank Charges - Other	64.52	0.00	64.52	100.0%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change	% Change
Total Bank Charges	385.32	257.22	128.10	49.8%
Insurance	11,035.95	11,067.12	-31.17	-0.3%
Miscellaneous	60.00	60.00	0.00	0.0%
Office Expenses	4,208.14	2,991.92	1,216.22	40.7%
Payroll Processing	1,965.65	1,122.05	843.60	75.2%
Professional Services	7,673.50	14,079.85	-6,406.35	-45.5%
Public & Legal Notices	0.00	80.20	-80.20	-100.0%
Staff Development & Recognition	0.00	175.00	-175.00	-100.0%
Strategic Planning	0.00	979.90	-979.90	-100.0%
Telephone Expense	1,305.63	1,594.33	-288.70	-18.1%
Total Administration	26,634.19	32,407.59	-5,773.40	-17.8%
Facilities				
Janitorial Services & Supplies	4,745.32	4,187.19	558.13	13.3%
Repairs & Maintenance	9,454.17	7,249.41	2,204.76	30.4%
Utilities (Utilities)	23,007.01	18,769.54	4,237.47	22.6%
Total Facilities	37,206.50	30,206.14	7,000.36	23.2%
Total Expense	418,151.29	379,088.16	39,063.13	10.3%
Net Ordinary Income	-44,679.85	-54,457.24	9,777.39	18.0%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary I...	1.60	890.09	-888.49	-99.8%
Library Impact Fees	6,815.89	15,748.64	-8,932.75	-56.7%
Total Other Income	6,817.49	16,638.73	-9,821.24	-59.0%
Net Other Income	6,817.49	16,638.73	-9,821.24	-59.0%
Net Income	-37,862.36	-37,818.51	-43.85	-0.1%

Blanchard/Santa Paula Library District
General Fund Deposit Detail
November 2022

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		11/09/2		Deposit	1010.10 - General Fund		42.00
				Deposit	4804 - Printing & Copying	General Fund	-42.00
TOTAL							-42.00
Deposit		11/09/2		Deposit	1010.10 - General Fund		403.00
				Deposit	4804 - Printing & Copying	General Fund	-403.00
TOTAL							-403.00
Deposit		11/09/2		Deposit	1010.10 - General Fund		589.13
			Friends Of Blanchard Commu...	Deposit	2510 - Due to Friends of the Library	General Fund	-78.26
				Deposit	4801 - Books Lost & Paid	General Fund	-510.87
TOTAL							-589.13
Deposit		11/14/2		Deposit	1010.10 - General Fund		10.00
				Deposit	4801 - Books Lost & Paid		-10.00
TOTAL							-10.00
Deposit		11/17/2		Deposit	1010.10 - General Fund		75,000.00
				Deposit	1010.20 - County Accounts	General Fund	-75,000.00
TOTAL							-75,000.00
Deposit		11/22/2		Cash Box De...	1010.10 - General Fund		70.50
				Cash Box De...	4801 - Books Lost & Paid		-70.50
TOTAL							-70.50
Deposit		11/23/2		Deposit	1010.10 - General Fund		700.25
				Deposit	2510 - Due to Friends of the Library	Friends of the Library	-201.00
				Deposit	4801 - Books Lost & Paid	General Fund	-499.25
TOTAL							-700.25
Deposit		11/23/2		Deposit	1010.10 - General Fund		139.20

Blanchard/Santa Paula Library District
General Fund Deposit Detail
November 2022

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL			Blanchard Community Library	Deposit	4804 · Printing & Copying	General Fund	-139.20
							-139.20
Deposit		11/29/22		Misty Health ...	1010.10 · General Fund		650.00
			Misty Finch	Misty Health I...	Health Insurance	General Fund	-650.00
TOTAL							-650.00

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

November 2022

Num	Date	Name	Memo	Account	Paid Amount
	11/02/2022	Merchant	Bank Card fees for September	1010.10 - General Fund	
TOTAL			Bank Card fees for September	Credit Card Fees	-81.44
					-81.44
EFT	11/01/2022	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 - General Fund	
TOTAL			09-18-22 - 10-01-22	CALPERS (Payee Accou...	-411.66
					-411.66
EFT	11/01/2022	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 - General Fund	
TOTAL			CalPERS PEPRA retirement contribution 09-18-22 - 1...	CALPERS (Payee Accou...	-1,240.92
					-1,240.92
EFT	11/15/2022	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 - General Fund	
TOTAL			CalPERS PEPRA retirement contribution 10-02-22 - 1...	CALPERS (Payee Accou...	-1,434.69
					-1,434.69
EFT	11/15/2022	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 - General Fund	
TOTAL			10-02-22 - 10-15-22	CALPERS (Payee Accou...	-387.19
					-387.19
EFT	11/22/2022	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 - General Fund	
TOTAL				PERS Group Health Insu... Annuitant Health Insurance	-20,488.82 -5,119.65
					-25,608.47
EFT	11/29/2022	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 - General Fund	
TOTAL			CalPERS PEPRA retirement contribution 10-16-22 - 1...	CALPERS (Payee Accou...	-1,451.42
					-1,451.42
EFT	11/29/2022	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 - General Fund	
TOTAL			10-16-22 - 10-29-22	CALPERS (Payee Accou...	-384.74
					-384.74

Blanchard/Santa Paula Library District
 Monthly General Fund Check Detail

November 2022

12:41 PM
 12/19/22

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-384.74
11601	11/01/2022	Amazon Capital Services	AZUKBMZA52GWII	1010.10 - General Fund	
1XVN-G7...	10/17/2022		1XVN-G7GF-JVGC	Children's Books	-136.53
1WHD-DK...	10/18/2022		INK CARTRIDGE	Office Expense	-52.99
1TKM-77D...	10/27/2022		1TKM-77DL-F7GG	Supplies	-467.64
1HVK-63V...	10/28/2022		1HVK-63VK-F9GC	Supplies	-101.50
TOTAL					-758.66
11602	11/01/2022	Anderson Kulwiec Appley Architects	VOID: 2010-101	1010.10 - General Fund	
TOTAL					0.00
11603	11/01/2022	Business Card	Credit Card Charges 09-17-22 10-16-22	1010.10 - General Fund	
09-17-22 1...	10/10/2022		Credit Card Charges 09-17-22 10-16-22	Bank of America Platinu...	-1,319.91
TOTAL					-1,319.91
11605	11/01/2022	EBSCO	LA-F-04975-00	1010.10 - General Fund	
0474765	10/26/2022		Magazine Subscriptions	1063.10 - Prepaid Expen...	-1,596.21
TOTAL					-1,596.21
11606	11/01/2022	Edison	700501221979	1010.10 - General Fund	
09-19-22 - ...	10/16/2022		09-19-22 - 10-18-22	Electricity	-2,818.41
TOTAL					-2,818.41
11607	11/01/2022	McNaughton Book Service	0417757	1010.10 - General Fund	
M199436	08/28/2022		INV. M199436 - December 2022 - November 2023	1063.10 - Prepaid Expen...	-2,143.35
TOTAL					-2,143.35
11608	11/01/2022	Ned Branch		1010.10 - General Fund	
NOVEMB...	11/01/2022		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
163.00	11/03/2022		Mileage	Travel	-163.00
TOTAL					-728.33
11609	11/01/2022	Robert William Company	VOID: INV. 5390	1010.10 - General Fund	

Blanchard/Santa Paula Library District
 Monthly General Fund Check Detail
 November 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					0.00
11610	11/01/2022	Santa Paula Times	VOID: 1106909	1010.10 · General Fund	
TOTAL					0.00
11611	11/01/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
19K4-4RH...	10/16/2022			Literacy Programs	-176.76
TOTAL					-176.76
11612	11/01/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
136L-3XY...	10/19/2022		1HVK-63VK-F9GC	Children's Programs	-34.60
TOTAL					-34.60
11613	11/01/2022	Andy's Plumbing Place	INV. 11130-922	1010.10 · General Fund	
11130-922	10/26/2022		INV. 11130-922	Building Maintenance	-95.00
TOTAL					-95.00
11614	11/01/2022	Athens Enviromental	A20004977	1010.10 · General Fund	
13024719	09/30/2022		INV. 13024719	Trash	-52.92
13174775	10/01/2022		INV. 13174775	Trash	-286.18
TOTAL					-339.10
11615	11/01/2022	Nancy Kierstyn Schreiner		1010.10 · General Fund	
1746	10/31/2022			Legal Fees	-225.00
TOTAL					-225.00
11616	11/01/2022	T-Mobile	968719262	1010.10 · General Fund	
09-21-22 - ...	10/24/2022		09-21-22 - 10-20-22	WiFi Hot Spots	-447.98
TOTAL					-447.98
11617	11/15/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

November 2022

Num	Date	Name	Memo	Account	Paid Amount
1JMK-XF...	10/26/2022		1JMK-XFQJ-FTNY	Children's Books	-238.40
11ML-T1D...	10/27/2022		11ML-T1D7-X6F9	Children's Books	-256.30
1H1T-HC...	11/03/2022		1H1T-HQYT-D3MP	Literacy Programs	-94.41
11CW-13...	11/05/2022		Paper Cutter	Office Expense	-287.48
TOTAL					-876.59
11618	11/15/2022	Athens Environmental	A20004977	1010.10 - General Fund	
13285408	11/01/2022		INV. 13285408	Trash	-286.18
TOTAL					-286.18
11619	11/15/2022	Baker & Taylor Books	415157 L444180 4 000000	1010.10 - General Fund	
2037121735	11/02/2022			General	-67.45
2037121736	11/02/2022			General	-22.29
TOTAL					-89.74
11620	11/15/2022	Black Gold Cooperative Library System	1st QTR reimbursable billing	1010.10 - General Fund	
23-333	09/30/2022		WiFi hotspots	WiFi Hot Spots	-466.12
			Hoopla	Databases	-200.09
TOTAL					-666.21
11621	11/15/2022	Channel Islands Pressure Washing	INV. 2211187	1010.10 - General Fund	
2211187	11/10/2022		INV. 2211187	Building Maintenance	-225.00
TOTAL					-225.00
11622	11/15/2022	City of Santa Paula (067000-00)	111-067000-00	1010.10 - General Fund	
09-24-22 - ...	10/28/2022		09-24-22 - 10-24-22	Water and Sewer	-447.71
TOTAL					-447.71
11623	11/15/2022	City of Santa Paula (067500-00)	111-067500-00	1010.10 - General Fund	
09-24-22 - ...	10/28/2022		09-24-22 - 10-24-22	Water and Sewer	-99.95
TOTAL					-99.95
11624	11/15/2022	Kelly Cleaning & Supplies		1010.10 - General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

November 2022

Num	Date	Name	Memo	Account	Paid Amount
589701014	11/01/2022			Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11625	11/15/2022	Landscape Valley		1010.10 - General Fund	
October 2...	11/11/2022			Grounds Maintenance	-305.00
TOTAL					-305.00
11626	11/15/2022	Mitchell Fire Protection	5-year certification of sprinkler system	1010.10 - General Fund	
3186	10/28/2022		5-year certification of sprinkler system	Building Maintenance	-1,183.13
TOTAL					-1,183.13
11627	11/15/2022	Regents of the University of Minnesota	5063637	1010.10 - General Fund	
2170000385	11/10/2022		ISO - RFID tag	Library Materials - Other	-808.00
TOTAL					-808.00
11628	11/15/2022	SoCalGas	10-03-22 - 11-01-22	1010.10 - General Fund	
10-03-22 -...	10/26/2022		10-03-22 - 11-01-22	Gas	-28.96
TOTAL					-28.96
11629	11/15/2022	Sparkletts	26410174648715	1010.10 - General Fund	
4648715-1...	11/03/2022		4648715-110322	Office Expense	-197.68
TOTAL					-197.68
11630	11/15/2022	SYNCB/Amazon	60457	1010.10 - General Fund	
44947654...	08/06/2022		Remaining Zip books	Zip Books	-15.14
78846898...	08/28/2022		Remaining Zip books	Zip Books	-20.60
TOTAL					-35.74
11631	11/15/2022	Western Exterminator Company	00093864-7	1010.10 - General Fund	
938647	10/26/2022		INV. 938647	Pest Control	-135.55
TOTAL					-135.55

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

November 2022

12:41 PM
12/19/22

Num	Date	Name	Memo	Account	Paid Amount
11632	11/29/2022	Amazon Capital Services	A2UKBMZAS2GWII	1010.10 - General Fund	
1NY4-LK...	11/24/2022		1NY4-LKW7-TRTR	Literacy Programs	-138.16
TOTAL					-138.16
11633	11/29/2022	Business Card	Credit Card Charges 10-17-22 - 11-16-22	1010.10 - General Fund	
10-17-22 - ...	11/16/2022		Credit Card Charges 10-17-22 - 11-16-22	Bank of America Platinu...	-791.42
TOTAL					-791.42
11634	11/29/2022	Castle Air		1010.10 - General Fund	
BLO822	08/04/2022		BLO822	HVAC Maintenance	-1,284.00
BL1122	10/25/2022		BL1122	HVAC Maintenance	-1,284.00
TOTAL					-2,568.00
11635	11/29/2022	Edison	700501221979	1010.10 - General Fund	
10-19-22 - ...	11/17/2022			Electricity	-2,266.99
TOTAL					-2,266.99
11636	11/29/2022	Friends Of Blanchard Community Library	Balance due to Friends of The Library 08-0 -2022 - ...	1010.10 - General Fund	
08-01-22 - ...	11/11/2022		Balance due to Friends of The Library 08-01-2022 - 11....	2510 - Due to Friends of ...	-201.00
TOTAL					-201.00

REGULAR MEETING OF December 27, 2022
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF DECEMBER 27, 2022
I(a) OLD BUSINESS: UPDATE ON LIBRARY REMODEL/

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF DECEMBER 27, 2022
I(b) OLD BUSINESS: STATUS OF DIGITAL SIGN RESEARCH

The Board has been considering installing an LED sign to inform passersby of library events. Attached are two concepts provided by the sign company we have been working with and their proposed contract.

Also attached are photos showing the visibility of the proposed sign and an alternative location.

RECOMMENDATION: Staff recommends researching the feasibility of mounting a sign on the west face of the south wing wall.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



BLANCHARD COMMUNITY LIBRARY

MONUMENT SIGN

VOGUE SIGN
C O M P A N Y
S I N C E 1 9 6 2

715 Commercial Ave. Oxnard, CA 93030 • (805) 487-7222

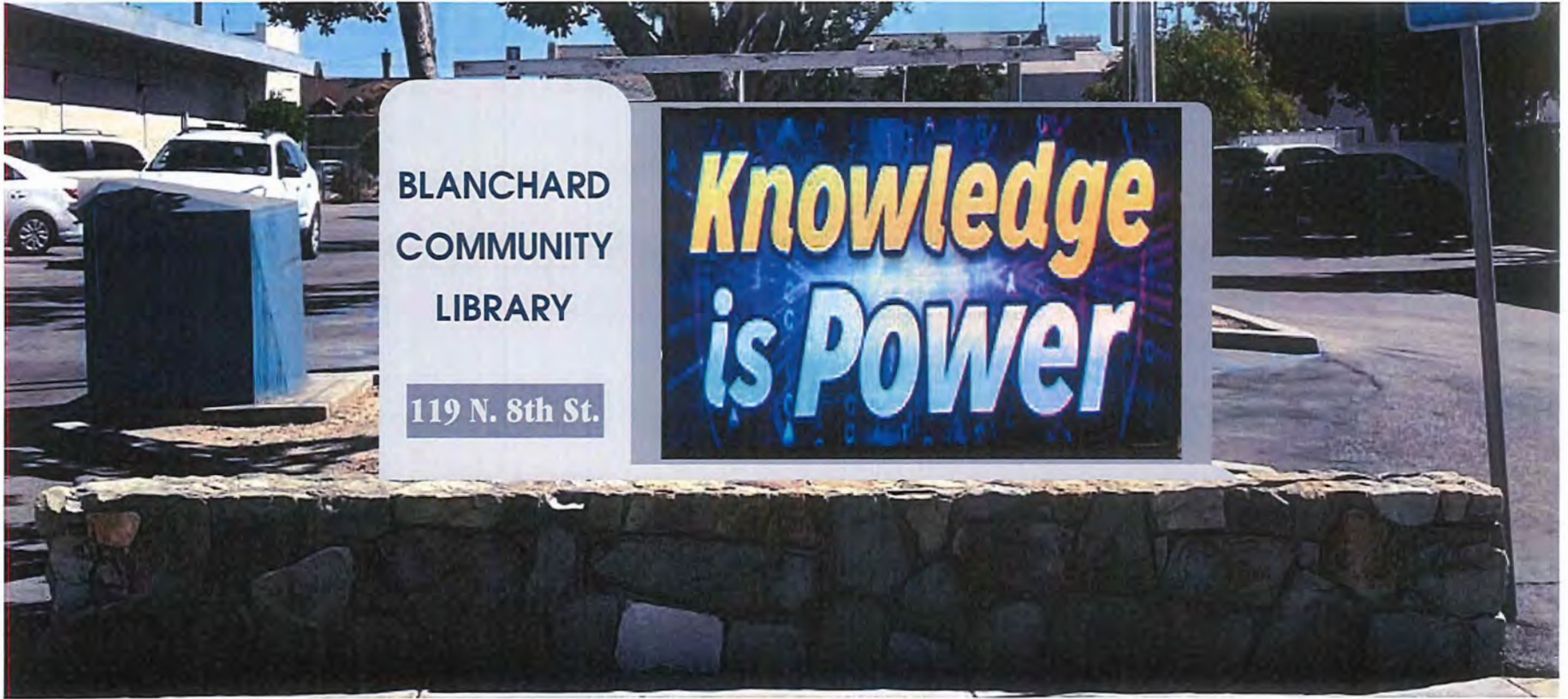
Date: 10/10/22	Project Name: BLANCHARD LIBRARY - MONUMENTS SIGN
Scale:	Address
Drawn: MBERNAL	Draft/Revision
Sales: BRUCE ROKOS	Client Approval: _____ Date: _____

These plans are exclusive property of Vogue Signs, Inc. and are the rest of original work of its employees. They are submitted to your company for the sole purpose of your consideration of whether to purchase from Vogue Signs, Inc. Signs manufacture according to these plans. Distribution or exhibition of these plans to anyone other than employees of your company, or use of these plans to construct a sign similar to the ones embodied herein, is expressly forbidden. In the event that such event or exhibition occurs, Vogue Sign, Inc. will charge \$1,500 in compensation for the time and effort in the surveying, research, and creation of Plans.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.



SIGN TYPE:
P.1A



MONUMENT SIGN

VOGUE SIGN
C O M P A N Y
S I N C E 1 9 6 2

715 Commercial Ave. Oxnard, CA 93030 • (805) 487-7222

Date: 10/10/22	Project Name: BLANCHARD LIBRARY - MONUMENTS SIGN
Scale:	Address
Drawn: MBERNAL	Draft/Revision
Sales: BRUCE ROKOS	Client Approval: _____ Date: _____

These plans are exclusive property of Vogue Signs, Inc. and are the rest of original work of it's employees. They are submitted to your company for the sole purpose of your consideration of whether to purchase from Vogue Signs, Inc. Signs manufacture according to these plans. Distribution or exhibition of these plans to anyone other than employees of your company, or use of these plans to construct a sign similar to the ones embodied herein, is expressly forbidden. In the event that such event or exhibition occurs, Vogue Sign, Inc. will charge \$1,500 in compensation for the time and effort in the surveying, research, and creation of Plans.

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SIGN TYPE:
P.1B



715 Commercial Ave. Oxnard, CA 93030

P: 805-487-7222 F: 805-487-8774

C-45 Lic. 830204

CONTRACT

Date: 12-09-2022

Contract #: BR 22-12-000

BILL TO:

JOB NAME:

Blanchard Library
119 N 8th St,
Santa Paula, CA 93060

Billing Contact: Ned Branch
Telephone: 805.525.3615
Email: ned.branch@blanchardlibrary.org

Site Contact: Ricardo Reyes
Email: dm2inc@msn.com
Telephone: 661-816-3613

1. Permit Acquisition. Submit sign renderings, plans and permit paperwork to your landlord and the city for Standard permit approval. This does not include writing a sign program or attending any special "Design Review" committee meetings or Planning Commission meetings, if they are even necessary. Additional meeting preparation and attendance is available for \$75 per hour.\$380.00

2. Actual Permit Fee. This is the actual permit cost from the city. The amount is ESTIMATED until it is actually obtained from the city. If Engineering is required by the city, this fee will be included in the Permit Fee. You pay only the actual amount and will be provided with the receipt.\$575.00

Permitting will be necessary for either choice below. The EMC board may cause the application to require multiple reviews within the city, such as a Planning Commission meeting.

3. Monument sign. Design, Fabricate and install one single sided non-illuminated monument sign. The 72" tall by 120" wide by 12" deep sign features an aluminum can with a step back section where the EMC screen will be.
- The finish of the sign will be painted the color of your choice and will not be stucco covered.
- Attached to the can will be a full Electronic Message Center (EMC) 48" x 72" with 9mm full color LED's and the electronic controls and computer software and training.
- Address numbers will be 4" tall x .25" thick non-illuminated acrylic letters reading "119 N. 8th St." affixed to a 6" x 30" aluminum painted panel.
- The uncolored concrete base and footing will be dug and poured, with an above ground base 124"w x 14"d x 2" thick. The footing will be subterranean in dirt with a single post to which the aluminum sign cabinet will attach. Subterranean base to be about 12" deep by 14" wide by 124" long with rebar.

Continued....

1% Discount for payment in full by check or cash with Order. 1.5% Service Charge for payments later than 30 days from Invoice, Compounded Monthly. Signs connected to primary service, if available and adequate, within ten feet of sign, at the time of installation. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner by standard practices. Any alterations or deviations from above specifications involving extra cost, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire, Tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All materials remain the sole and exclusive property of Vogue Sign, Inc. until paid in full.

Deposit Paid \$ _____ Check # _____ Authorized Representative: **BRUCE ROKOS**

All above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: Date _____

Signature _____



715 Commercial Ave. Oxnard, CA 93030

P: 805-487-7222 F: 805-487-8774

C-45 Lic. 830204

CONTRACT

- Customer will provide source power and Cat 5 cable if not using wifi. Power will be stubbed up through the concrete into the sign.

Option 1. Unique options for this choice are:

- Add "Blanchard logo" panel to the sign. The 30" x 10" panel with multiple colored 3M vinyl to form the logo. Affixed to the structure face.
- Fabricate and install 12" tall x .25" thick painted non-illuminated aluminum letters reading "Blanchard Community Library" affixed to the rock wall in front of the sign.

Total cost for the monument sign and the Option 1 choices....\$30,297.00

Option 2. Unique options for this choice are:

- Fabricate and install approx. 5" tall x .25" thick painted non-illuminated aluminum letters reading "Blanchard Community Library" affixed to the sign can.

Total cost for the monument sign and the Option 1 choices....\$28,127.00

Price Includes:

- All materials and labor to fabricate and install the base and sign depicted on the signage exhibit attached to this email.
- Contacting Dig Alert in advance to ensure there are no lines or pipes, other than irrigation lines.
- Removal and disposal off site of all dirt required to create the footing.
- Connecting EMC sign to the existing power, stubbed within 10 feet of the sign.

EXCLUDED from this Quote are:

- Providing wind load calculations to the city from a licensed Engineer
- The removal or rerouting of any pipes including water sprinklers or pipes.
- Removal of any roots, trees or bushes.
- Providing replacement Landscaping of any type
- Running power to the sign. We will not provide source power.

1% Discount for payment in full by check or cash with Order. 1.5% Service Charge for payments later than 30 days from Invoice, Compounded Monthly. Signs connected to primary service, if available and adequate, within ten feet of sign, at the time of installation. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner by standard practices. Any alterations or deviations from above specifications involving extra cost, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire, Tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All materials remain the sole and exclusive property of Vogue Sign, Inc. until paid in full.

Deposit Paid \$ _____ Check # _____ Authorized Representative: **BRUCE ROKOS**

All above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: Date _____

Signature _____



715 Commercial Ave. Oxnard, CA 93030

P: 805-487-7222 F: 805-487-8774

C-45 Lic, 830204

CONTRACT

Total cost for the Option 1 monument sign, tax, installation and permitting \$31,252.00

~OR~

Total cost for the Option 2 monument sign, tax, installation and permitting \$29,082.00

TOTAL PRICE INCLUDING TAX \$TBD

ONE YEAR MANUFACTURING WARRANTY ON ALL PARTS AND LABOR.

Down Payment of \$50%
The Balance of \$50%

Due upon signing this agreement, with Plus or Minus Actual Permit Fees due upon installation of signage.

1% Discount for payment in full by check or cash with Order. 1.5% Service Charge for payments later than 30 days from Invoice, Compounded Monthly. **Signs connected to primary service, if available and adequate, within ten feet of sign, at the time of installation.** All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner by standard practices. Any alterations or deviations from above specifications involving extra cost, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire, Tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All materials remain the sole and exclusive property of Vogue Sign, Inc. until paid in full.

Deposit Paid \$ _____ Check # _____ Authorized Representative: **BRUCE ROKOS**

All above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: Date _____

Signature _____





REGULAR MEETING OF DECEMBER 27, 2022
 J(a) NEW BUSINESS: APPROVAL OF MECHANICAL ENGINEERING SERVICES
 CONTRACT WITH AE GROUP MECHANICAL ENGINEERS

The Building Forward Grant included funds for a mechanical engineering study to determine specifications for a new HVAC installation. We have negotiated a proposed contract at a 10% discount from the mechanical engineering firm recommended by our architects. The proposed service agreement is attached.

RECOMMENDATION: Staff recommends giving approval to the District Director to sign the attached contract in a form approved by the library’s general counsel.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



AE Group

Mechanical Engineers

**838 East Front Street
Ventura, California 93001-2925
(805) 653-1722
phil@aegroupme.com
website: <https://aegroupme.com/>**

November 17, 2022

Ned Branch
District Director
Blanchard / Santa Paula Library District

transmitted by email

SUBJECT: PROPOSAL FOR MECHANICAL ENGINEERING SERVICES – BLANCHARD LIBRARY HVAC SYSTEM REPLACEMENT

Dear Ned,

This letter is a formal proposal and fee schedule for the mechanical engineering services related to the replacement of the HVAC systems at the Blanchard Library in Santa Paula. We will provide the following:

1. Site Visit. We will visit the site to look at the building and its HVAC systems and review available plans and information.
2. Energy Calculations. We will perform ASHRAE heating and cooling load calculations for the building to determine equipment sizing.
3. Mechanical Plans. We will prepare mechanical plans indicating the mechanical work for the project, understood to include replacement of existing rooftop HVAC units. Also included will be electrical and plumbing reconnections and specifications for all equipment and materials and work to be performed.
4. Coordination. Included is coordination with your office, site visits, plan check corrections, attendance at meetings, review of submittals, responses to requests for information, and preparation of punch lists.

Exclusions. Structural engineering or architectural design services and any engineering services not specifically delineated above. Engineering services in addition to those described in items 1-4 can be provided; however, scope and fee would need to be negotiated.

November 17, 2022

Ned Branch – Blanchard Library HVAC

Page 2

Fee. For items 1-4 – fixed fee of \$12,240. Any extra services will be performed on an hourly rate basis at the following rates: registered mechanical engineers - \$240/hr; engineering assistants - \$190/hr. Out of pocket expenses, including blueprints – actual cost plus 10%. These are the rates in effect presently and are subject to change in the future.

Terms and Conditions. These services will be performed under an agreement for the provision of professional engineering services between AE Group Mechanical Engineers, Inc (Engineer) and the Blanchard / Santa Paula Library District (Client), with the understanding that the following terms and conditions apply:

Payment Schedule. We will invoice your office monthly for services provided. It is agreed that payments will be made to our office within 15 days of your receipt of invoices. Unpaid balances beyond 45 days from invoice date will be due and will bear interest at 1.5% per month.

Indemnification: The Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Engineer, and its employees, agents, and subconsultants from and against any and all claims, damages, liability or cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with this project or the performance, by any of the parties above named, of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence of the Engineer.

Risk Allocation: In recognition of the relative risks and benefits of the project to both the Client and the Engineer, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and his employees, agents and subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Engineer and his employees, agents, and subconsultants shall not exceed \$50,000 or fees received, whichever is less. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Jobsite Safety: The Client agrees that neither the professional activities of the Engineer, nor the presence of the Engineer or his employees, agents, and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities, including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

November 17, 2022

Ned Branch – Blanchard Library HVAC

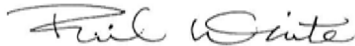
Page 3

Termination: Either the Client or the Engineer may terminate this Agreement at any time with or without cause upon giving the other party 7 days prior written notice. The Client shall within 10 days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination.

Mediation: In an effort to resolve any claims or conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Engineer agree that all disputes between them arising out of or relating to the Agreement shall first be submitted to nonbinding mediation unless the parties mutually agree otherwise.

We look forward to working with you on this project.

If you have any questions, please call Hugh or me.



AE Group Mechanical Engineers, Inc.
(Engineer)

approved

Blanchard / Santa Paula Library District date
(Client)

AEGME/mos

REGULAR MEETING OF DECEMBER 27, 2022

J(b) NEW BUSINESS: NEW LIBRARY FURNITURE PROPOSAL FROM TRI COUNTY OFFICE FURNITURE

We have been working with Tri County Office Furniture regarding replacing the existing library furniture with new, more comfortable items. Their proposal is attached.

RECOMMENDATION:

None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



Santa Barbara
 1013 State Street
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San Luis Obispo
 3271 S. Higuera Street
 San Luis Obispo, CA 93401
 Phone: (805) 542-9722
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PROPOSAL: 133309
DATE: 11/21/22
PROJECT#: 32-493

PROPOSAL FOR: 10817
Blanchard Community Library
119 N 8TH ST
SANTA PAULA CA 93060

DELIVER TO:
Blanchard Community Library
119 N 8TH ST
SANTA PAULA CA 93060

CONTACT NAME: Ned Branch
PH: 805.329.4114

Blanchard Library Refresh

SALESPERSON
 Sheriden Grace

CUSTOMER P/O..:

PROPOSAL VALID THROUGH
 12/31/22

<u>#</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
		BUDGETARY ESTIMATE PRICING SUBJECT TO PRICE INCREASES ESTIMATED ON 1/1/23.		
		ESTIMATED PRICE INCREASE 8-12%		
1	2	TOSS, 48W, BEAN BAG, ROUND	790.96	1,581.92
2	2	FLOOR PILLOW, 24DX24W, SQUARE	421.91	843.82
3	4	DELGADO, UPH BACK, 4-PRONG HIGH PROFILE BASE, WOOD	1,227.91	4,911.64
4	4	DELGADO, UPH BACK, 4-PRONG HIGH PROFILE BASE, WOOD	1,227.91	4,911.64
5	6	HOBSEN, LOUNGE, LOW UPH BACK, ARMS	1,533.18	9,199.08
6	4	HOBSEN, LOUNGE, LOW UPH BACK, ARMS	1,533.18	6,132.72
7	6	HOBSEN, LOUNGE, MID UPH BACK, ARMS	1,752.79	10,516.74
8	3	WHIMSY, 18DIA ROUND, MOBILE	471.11	1,413.33
9	14	COLLETTE, GANGING KIT WITH LEG, ARM-TO-ARMLESS	126.66	1,773.24
10	1	COLLETTE, GANGING KIT WITH LEG	95.23	95.23
11	14	COLLETTE, 1 SEAT, SQUARE LEGS, STRAIGHT ARMS, CONTRASTING	1,929.58	27,014.12
12	7	COLLETTE, 36DX36W, END TABLE, SQUARE LEGS, LAMINATE	729.45	5,106.15
13	1	STRASSA, 24DX108WX41H, WORK TABLE, NO MODESTY, BAR HT, HPL	2,849.03	2,849.03



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14	1	STRASSA, 24DX84WX35H, WORK TABLE, NO MODESTY, COUNTER HT, HPL	2,191.56	2,191.56
15	2	STRASSA, 24DX96WX35H, WORK TABLE, NO MODESTY, COUNTER HT, HPL	2,331.44	4,662.88
16	9	CONFERENCE, 28WX28H, BASE, 4 PRONG	225.54	2,029.86
17	5	CONFERENCE, 34WX28H, BASE, 4 PRONG	293.88	1,469.40
18	9	WAVEWORKS, 30DX30W, CONFERENCE TOP, SQUARE, HPL	477.50	4,297.50
19	5	WAVEWORKS, 48DX48W, CONFERENCE TOP, SQUARE, HPL	1,025.61	5,128.05
20	1	SmartLink Seating 12" 4L Chair 4/carton	299.92	299.92
21	5	24"Dx20"H fabric side screens Tag 1: DFS	278.30	1,391.50
22	1	Single Depth U-leg box of 2 Tag 1: EL	332.12	332.12
23	2	60"Wx20"H single sided fabric screen Tag 1: SSFS	443.90	887.80
24	1	Single Depth Shared U-leg - singles Tag 1: SL	202.86	202.86
25	2	60"W Support Beams (box of 1) Tag 1: UB160	187.22	374.44
26	2	DISC 12/31/22 Systems Rectangular Wksfc Edgeband 24D x 60W N Tag 1: 24/60	270.02	540.04
27	18	Flock Guest Chair Wood Leg	563.96	10,151.28
28	1	Build 4 pack adjustable post legs (22"-34")	107.18	107.18
29	2	Build Rectangle Top 24x48	189.52	379.04
30	1	Flock 24 Cube Table Laminate	450.80	450.80
31	4	Laminate Coffee Table Round 36Dx16H	675.28	2,701.12



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<u>#</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
32	5	Hazel - 30 Straight Unit	1,085.14	5,425.70
33	2	Hazel - Corner Unit Tag 1: 2002	1,449.14	2,898.28
34	1	Hazel - 30x36 Backless Unit Tag 1: 2006	868.00	868.00
35	2	Hazel - 24x30 Ottoman Tag 1: 2014	823.43	1,646.86
36	1	Raven - 60 inside curve unit Tag 1: 8412	1,197.71	1,197.71
37	3	Raven - 60 inside curve unit Tag 1: 8412	1,118.29	3,354.87
38	2	Raven - backless 60 unit Tag 1: 8418	942.29	1,884.58
39	2	Harmony - Square Caf Table 30" Tag 1: HAR30S	957.14	1,914.28
40	1	21x13.19x60 Single Storage Cabinet Open, Mile Marker Tag 1: MM-211460SC	1,060.00	1,060.00
41	6	33x24.25x33 Double Base Cabinet with Doors, Mile Marker Tag 1: MM-332433BCD	1,361.00	8,166.00
42	9	36x13.188x60 Single Storage Cabinet Open, Mile Marker Tag 1: MM-361460SC	1,501.00	13,509.00
43	13	+Logic Mini Grommet, Rectangle Tag 1: G	37.00	481.00
44	20	+Eames Molded Plastic Side Chair, Wire Base Tag 1: EAMES/MPSC	297.68	5,953.60
45	4	+Eames Molded Plastic Side Chair, Wire Base Tag 1: EAMES/MPSC	297.68	1,190.72
46	3	Harpin 18.5x21x41.75 Low Back Upholstered Bar Stool Tag 1: 85058-L	724.80	2,174.40
47	6	Harpin 17.5x20.5x35.75 Low Back Upholstered Counter Stool Tag 1: 85059-L	706.80	4,240.80



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48	5	Vectra,Highback Mesh with Adjustable Lumbar Support,Advanced Synchro with Seat Depth Adjustment,Height Adjustable, Fully Adjustable (8-way) Tag 1: 1073.MB.BK2.L-E3.AR9	642.75	3,213.75
49	1	4 Shelf Single Sided 3 Adjustable Shelves Starter Base 36w 60h 12.625d	984.00	984.00
50	8	4 Shelf Single Sided 3 Adjustable Shelves Adder Base 35w 60h 12.625d	893.14	7,145.12
51	2	Mobile Book Browser Double Sided 4 bins 30w 31h 30d	2,425.71	4,851.42
52	16	Designer 2.0 Shelf - Straight, 4 adjustable shelves, 2 per side, 2 Side Access, No Door, Locking 100mm Caster, 36"W x 20"D x 44"H	987.43	15,798.88
53	40	Designer 2.0 Shelf - Straight, 2 Adjustable Shelves, 1 Side Access, No Door, Locking 100mm Caster, 36"W x 20"D x 44"H	802.29	32,091.60
54	10	Designer 2.0 Shelf - Straight, 4 adjustable shelves, 2 per side, 2 Side Access, No Door, Locking 100mm Caster, 42"W x 20"D x 44"H	1,033.71	10,337.10
55	3	Square Cube Display Table Small Dimensions: 28"D x 28"W x 24"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom Top/Edge: Standard Finish TBD Base: Standard Finish TBD	535.71	1,607.13
56	2	Square Cube Display Table Medium Dimensions: 28"D x 28"W x 30"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom	559.29	1,118.58



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		Top/Edge: Standard Finish TBD Base: Standard Finish TBD		
57	3	Square Cube Display Table Large Dimensions: 28"D x 28"W x 36"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom Top/Edge: Standard Finish TBD Base: Standard Finish TBD	572.14	1,716.42
58	8	Magazine and Periodical Double Sided Mobile Bookcase 36"D x 36"W x 42"H CUSTOM DOUBLE SIDED BOOKCASE W/ CASTERS 6"D COUNTER TOP ON CENTER 4-SLANTED FIXED SHELVES W/ 3/4" LIP TOTAL, 2-SHELVES PER SIDE END PANELS TO TAPER FROM 42"H TO 36"H ON USER & APPROACH SIDE (4) 3-1/2"H CASTERS STANDARD LECTERN SLANT ON SHELVES 3/4"THICK MATERIAL TOP/EDGE: SELECT STANDARD MAVERICK FINISH BASE: SELECT STANDARD MAVERICK FINISH	2,033.57	16,268.56
59	2	Liat Tahoe Lounge, Curved - Upholstered Back 90 Degree Unit Grade 2 Fabric: Momentum Beeline Seat: TBD Back: TBD	2,162.14	4,324.28
60	2	Liat Tahoe Lounge, Curved - No Back 45 Degree Unit Grade 2 Fabric: Momentum Beeline Seat: TBD Back: TBD	1,300.71	2,601.42



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61	4	Blueridge Mobile Single-Faced Shelving, Curved Height: 36" H Shelving Depth: 16" Deep Shelving Width: 48" Radius Shelving Shelves: Book Case Curve Type: Outer Curve Laminate: Standard TBD	1,754.29	7,017.16
62	4	End Panels - Existing Furniture Stacks Stack #1/7 25W x 60H (Qty 4)	126.43	505.72
63	2	End Panels - Existing Furniture Stacks Stack #2 21W x 60H (Qty 2)	111.43	222.86
64	2	End Panels - Existing Furniture Stacks Stack #3 26.5W x 59H (Qty 2)	126.43	252.86
65	8	End Panels - Existing Furniture Stacks Stack #4/5/6 24.5W x 48H (Qty 8)	111.43	891.44
66	1	+Frame No Base Covers 35H 24W	56.84	56.84
67	1	+Frame No Base Covers 35H 36W	62.72	62.72
68	1	+Frame No Base Covers 35H 48W	68.32	68.32
69	4	+Frame No Base Covers 42H 30W	63.00	252.00
70	3	+Frame No Base Covers 42H 42W	66.92	200.76
71	9	+Frame No Base Covers 42H 48W	70.84	637.56
72	1	@Frame Top Cap Standard Vnr 24W	56.84	56.84
73	4	@Frame Top Cap Standard Vnr 30W	65.52	262.08
74	3	@Frame Top Cap Standard Vnr 48W	92.40	277.20
75	7	+Conn 90 Universal 2way 90 deg-for 46H frames and lower	24.08	168.56
76	1	@Conn Cover 90-Deg 2 Sides Covered Base Cover Vnr 35H	93.24	93.24
77	6	@Conn Cover 90-Deg 2 Sides Covered Base Cover Vnr 42H	106.68	640.08



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78	7	@Top Cap Conn 90-Deg Connects-2 Frame Top Caps 90-Deg Vnr	49.00	343.00
79	3	+Connection Hardware Frame-to-Frame 35H	9.80	29.40
80	7	+Connection Hardware Frame-to-Frame 42H	10.08	70.56
81	2	+Power Entry External Direct Connect 6'long	67.76	135.52
82	1	+Base Power Harness 24W	49.84	49.84
83	4	+Base Power Harness 30W	51.80	207.20
84	1	+Base Power Harness 36W	53.76	53.76
85	3	+Base Power Harness 42W	56.28	168.84
86	8	+Base Power Harness 48W	59.92	479.36
87	1	+15 Amp Receptacle 4 Circuit Duplex Circuit A 6/Pkg	71.12	71.12
88	1	+15 Amp Receptacle 4 Circuit Duplex Circuit B 6/Pkg	71.12	71.12
89	1	@Finished End Base Cover Vnr 35H	108.36	108.36
90	3	@Finished End Base Cover Vnr 42H	116.76	350.28
91	1	@Finished End Chg of Ht Standard Vnr 07H	67.48	67.48
92	2	@Finished End Chg of Ht Standard Vnr 07H	67.48	134.96
93	1	+Lower Tile Tackable Fabric 11H 24W	29.12	29.12
94	1	+Lower Tile Tackable Fabric 11H 36W	34.44	34.44
95	1	+Lower Tile Tackable Fabric 11H 48W	39.48	39.48
96	1	+Lower Tile Pntd 19H 24W	46.20	46.20
97	4	+Lower Tile Pntd 19H 30W	48.44	193.76
98	1	+Lower Tile Pntd 19H 36W	50.40	50.40



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99	3	+Lower Tile Pntd 19H 42W	52.36	157.08
100	10	+Lower Tile Pntd 19H 48W	54.60	546.00
101	4	+Upper Tile Tackable Fabric 18H 30W (for 53H frames only)	43.12	172.48
102	3	+Upper Tile Tackable Fabric 18H 42W (for 53H frames only)	50.40	151.20
103	9	+Upper Tile Tackable Fabric 18H 48W (for 53H frames only)	54.60	491.40
104	1	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 36W	327.04	327.04
105	1	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 42W	359.24	359.24
106	3	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 48W	380.80	1,142.40
107	1	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 84W	628.04	628.04
108	2	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 96W	671.16	1,342.32
109	2	+Surface Cantilever for 20 -or 24 deep surface lft-hnd	16.24	32.48
110	3	+Surface Cantilever for 20 -or 24 deep surface rt-hnd	16.24	48.72
111	3	+Surface Cantilever for 30 - deep surface lft-hnd	18.76	56.28
112	2	+Surface Cantilever for 30 - deep surface rt-hnd	18.76	37.52
113	1	@Tile To-The-Floor Lower Veneer 35H 24W	215.88	215.88
114	1	@Tile To-The-Floor Lower Veneer 35H 36W	253.40	253.40
115	1	@Tile To-The-Floor Lower Veneer 35H 48W	297.64	297.64



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116	4	@Tile To-The-Floor Full-Height Veneer 42H 30W	266.56	1,066.24
117	3	@Tile To-The-Floor Full-Height Veneer 42H 42W	334.04	1,002.12
118	9	@Tile To-The-Floor Full-Height Veneer 42H 48W	365.40	3,288.60
119	1	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 24W	20.16	20.16
120	3	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 30W	21.00	63.00
121	1	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 30W	21.00	21.00
122	1	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 36W	22.40	22.40
123	3	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 42W	23.52	70.56
124	7	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 48W	25.76	180.32
125	3	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 48W	25.76	77.28
126	3	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 24D 96W Frame Atch	218.40	655.20
127	1	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 78W Frame Atch	234.64	234.64
128	1	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 84W Frame Atch	252.28	252.28
129	1	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 96W Frame Atch	278.32	278.32



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130	2	@Combo Ped Base Door Left Box/Box Right Lam Case/Front 3/4 Lam Top Bar Pull 36W 24D	857.34	1,714.68
131	1	@Surf-Att Pedestal Base File/File Lam Case/Front Bar Pull 15W 24D	553.41	553.41
132	1	@Surf-Att Pedestal Base File/File Lam Case/Front Bar Pull 15W 28D	587.73	587.73
133	1	Delivery and Assemble in Place Prevailing Wage Normal Hours Monday - Friday 8:30AM - 5:00PM Space to Be Free and Clear of All Computers, Equipment, Files and Personal Items.	59,736.84	59,736.84

PRODUCT TOTAL: 302,717.57
 DEL/ASSEMBLY.: 59,736.84

PAYMENT TERMS: 50% dwn 50% COD

ACCEPTED BY _____

DATE ACCEPTED _____

GRAND TOTAL...: 362,454.41

It is understood and agreed that the above merchandise remains the property of TRI COUNTY OFFICE FURNITURE, INC. until delivered and paid for in full. Tri County Office Furniture, Inc. reserves the right to pick-up and repossess all furniture not paid for in full under the agreed terms and conditions. Purchaser agrees to pay a service charge/late fee at the rate of 1.5% per month (18% annual rate) on delinquent accounts and to pay all collection costs and reasonable attorney fees if suit is instituted. ALL ORDERED PRODUCT IS DEEMED SPECIAL ORDER AND MAY NOT BE RETURNED FOR CREDIT OR REFUND. A 30% restocking fee will be charged for all returned merchandise that was purchased from stock.

**TRI
COUNTY
OFFICE
FURNITURE**

230 SANTA BARBARA
STREET
SANTA BARBARA, CA
93101

VENTURA
3955 EAST MAIN STREET
VENTURA, CA 93003

SAN LUIS OBISPO
3271 SOUTH HIGUERA
STREET
SAN LUIS OBISPO, CA

PROPOSAL:

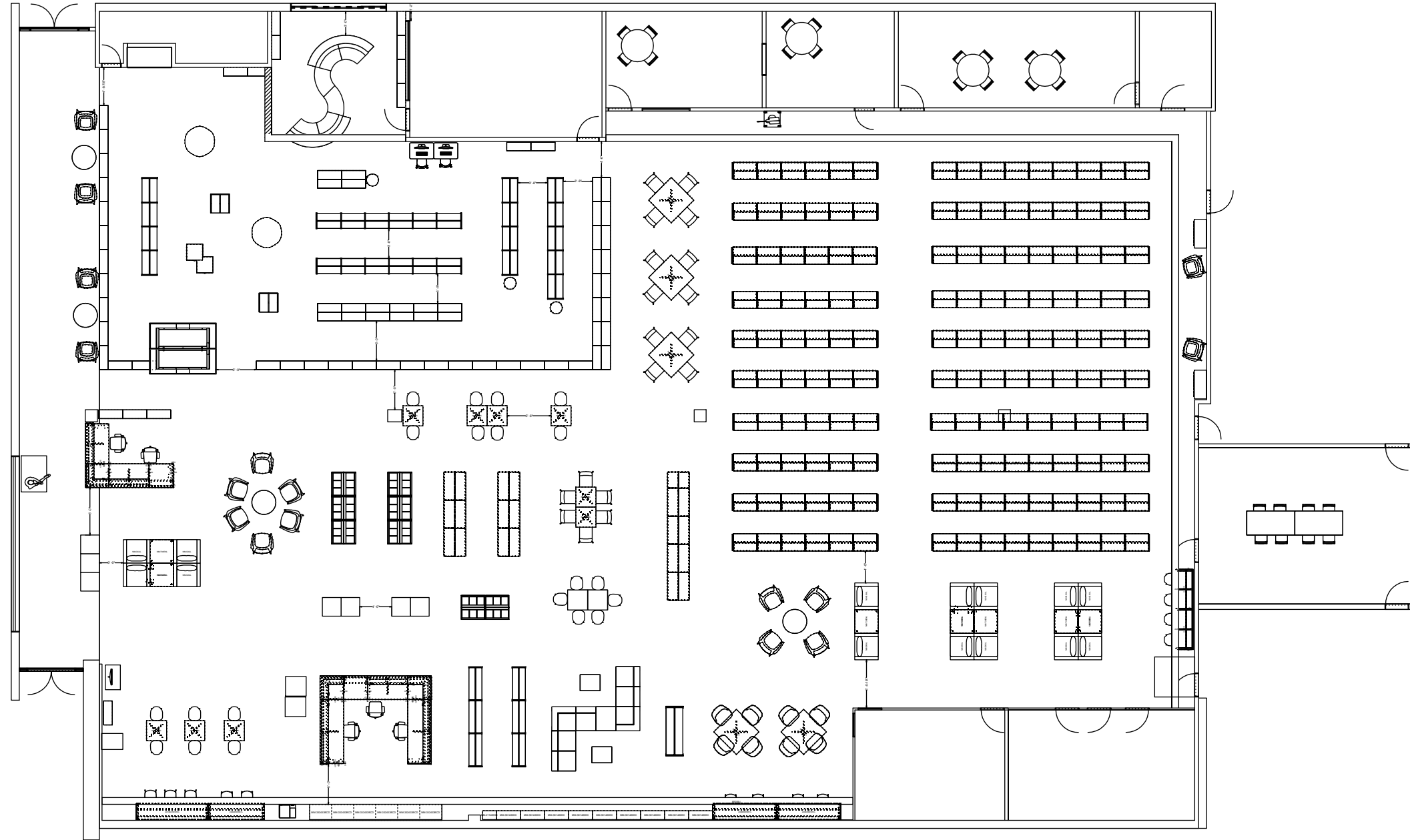
SCALE:
1/16" = 1'-0"

PROJECT:

BLANCHARD COMMUNITY LIBRARY
119 N 8TH STREET
SANTA PAULA , CA 93060

SHEET:

1



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PROPOSAL:

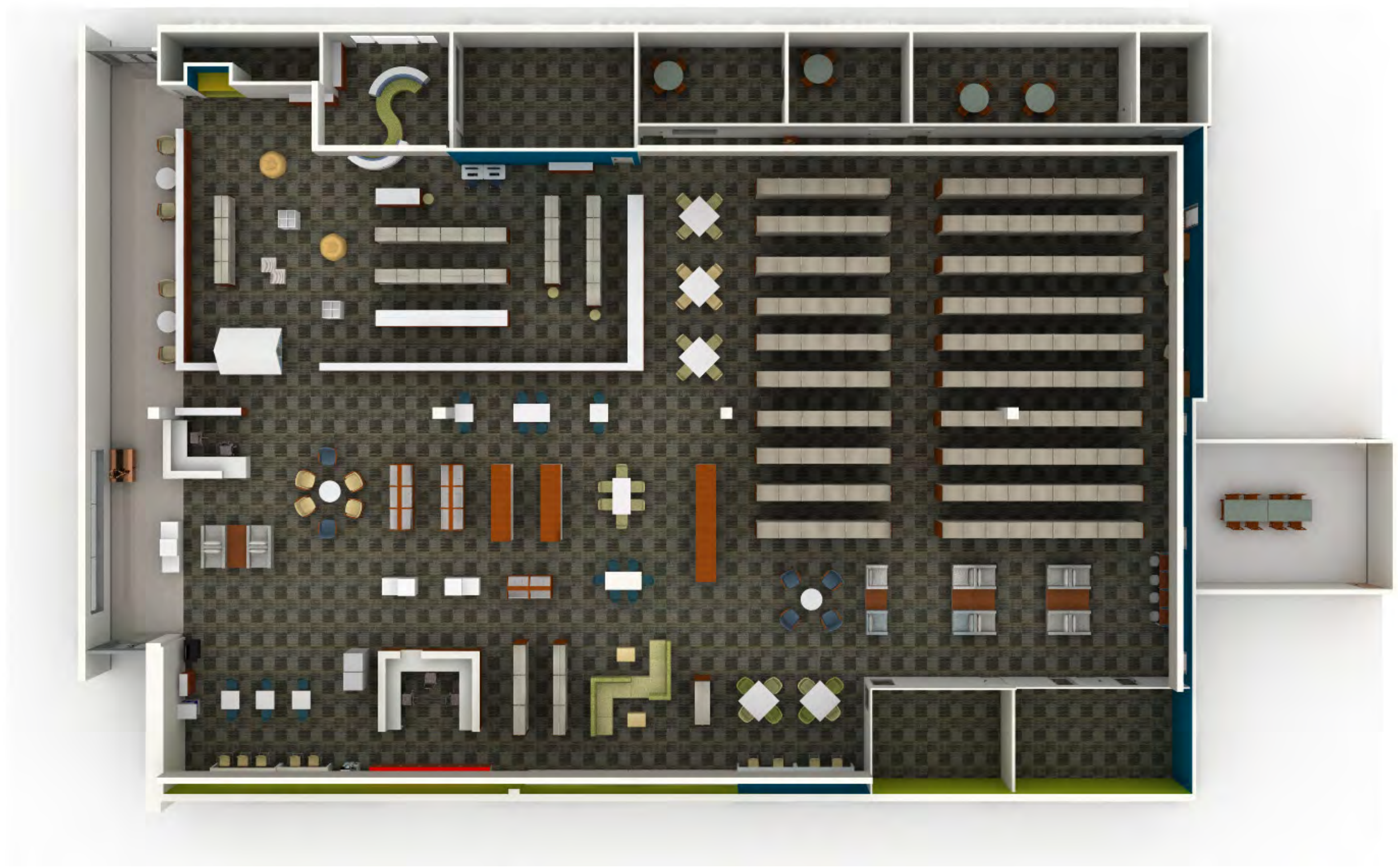
SCALE:
1/16" = 1'-0"

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SANTA PAULA , CA 93060

SHEET:

2





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SAN LUIS OBISPO, CA

PROPOSAL:

SCALE:
1/16" = 1'-0"



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SHEET:
3



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VENTURA, CA 93003

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3271 SOUTH HIGUERA STREET
SAN LUIS OBISPO, CA

PROPOSAL:

SCALE:
1/16" = 1'-0"



PROJECT:

BLANCHARD COMMUNITY LIBRARY
119 N 8TH STREET
SANTA PAULA, CA 93060

SHEET:

4



**TRI
COUNTY
OFFICE
FURNITURE**

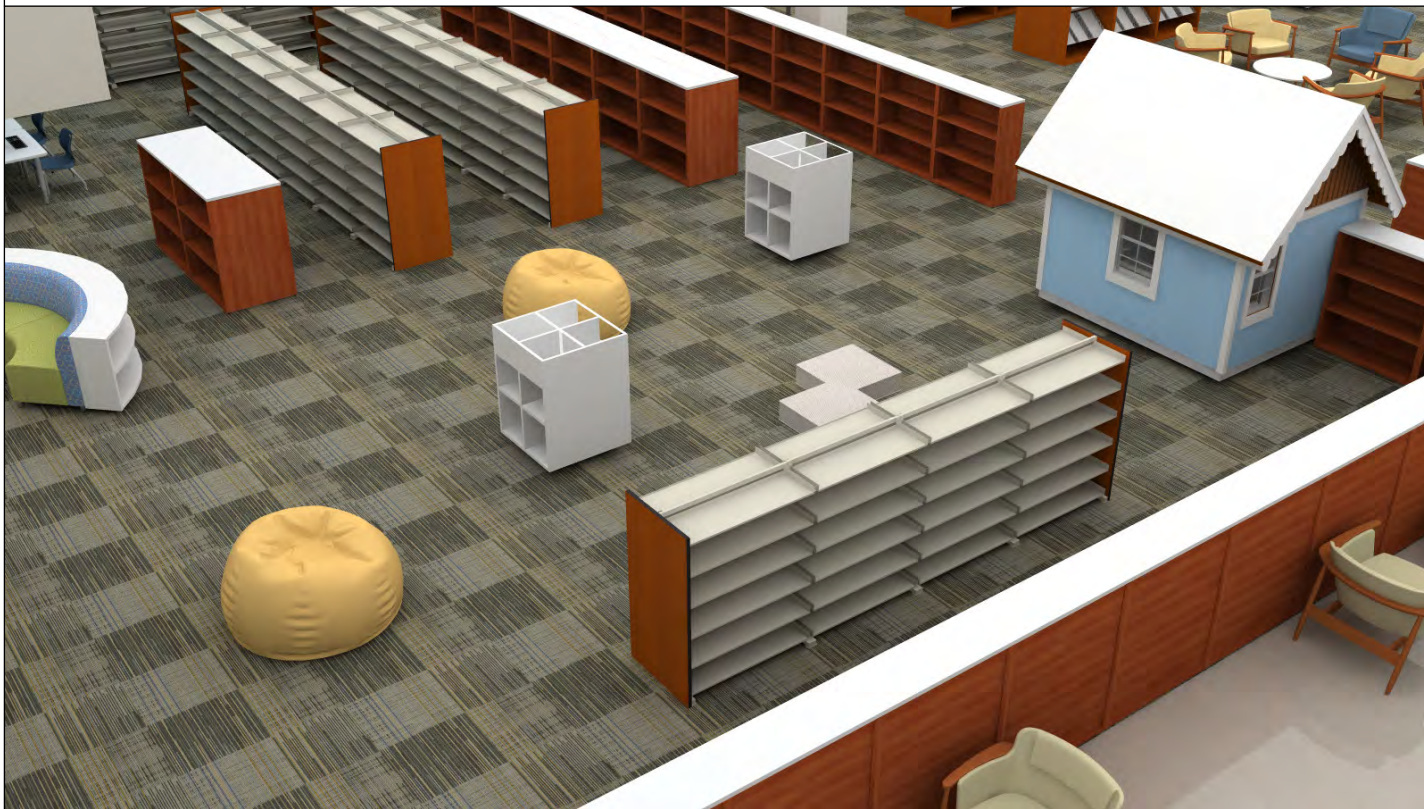
230 SANTA BARBARA STREET
SANTA BARBARA, CA 93101

VENTURA
3955 EAST MAIN STREET
VENTURA, CA 93003

SAN LUIS OBISPO
3271 SOUTH HIGUERA STREET
SAN LUIS OBISPO, CA

PROPOSAL:

SCALE:
1/16" = 1'-0"



PROJECT:

BLANCHARD COMMUNITY LIBRARY
119 N 8TH STREET
SANTA PAULA, CA 93060

SHEET:

5

REGULAR MEETING OF DECEMBER 27, 2022
 J(c) NEW BUSINESS: BOARD MEETING CALENDAR FOR 2023

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. Staff proposes the following meeting calendar for 2023.

RECOMMENDATION:

Staff recommends approval of the calendar for 2023 Board of Trustees meetings at 6:00 on the following dates:

- January 24
- February 28
- March 28
- April 25
- May 23
- June 27
- July 24
- August 22
- September 26
- October 24
- November 28
- December 26

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF DECEMBER 27, 2022

J(d) NEW BUSINESS: APPROVE REVISED JOB CLASSIFICATION AND WAGE SCHEDULE

As required by the California Government Code, the library maintains a job classification and wage schedule. Recently, the library hired a new staff member who holds a masters degree in library science but is not working in a role as a senior librarian. Staff have revised the job classification and wage schedule to add a new job classification

RECOMMENDATION:

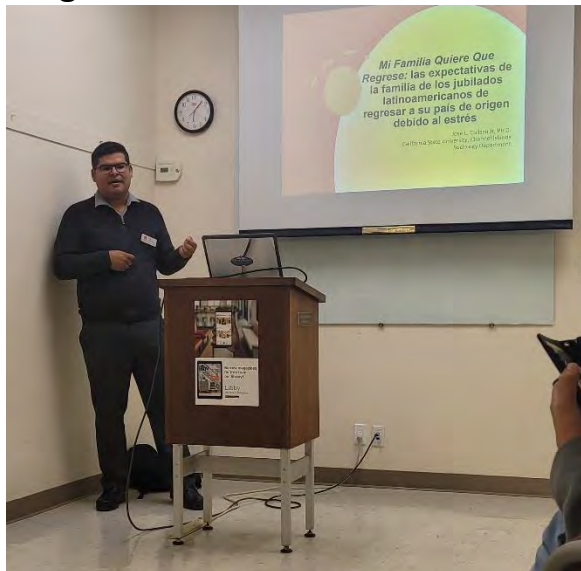
Staff recommends the Board approve the attached revised Job Classification and Wage Schedule.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF DECEMBER 27, 2022
K(a)(i) REPORTS: PUBLIC SERVICES

NOVEMBER 2022 ADULT SERVICES REPORT

Programs & Services



Election Day

The regular Tuesday Night movie was cancelled this month as the library was otherwise in use as one of the only two in-person voting locations in Santa Paula. The movie series will return next month with a showing of the film adaptation of Ann Leary's novel, *the Good House*.

Mi Familia Quiere Que Regrese

Presented in Spanish, this continuation of the CSUCI lecture series featured Dr. José Luis Collazo, Jr. who shared the results of his research into how retired immigrants' stress levels affect their family's expectation for them returning to their country of origin. This was the second and final CSUCI presentation of the Fall season.

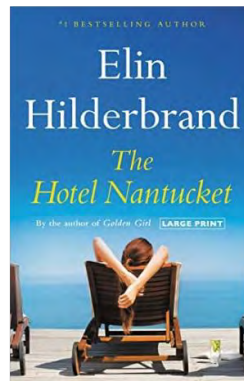
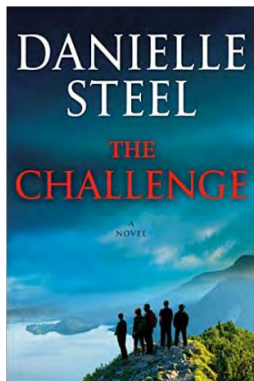
Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes for Seniors	Instruction	Adult	3	13-Oct	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	2	3-Nov	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	3	7-Nov	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	3	10-Nov	3:00 PM	4:00 PM	Classroom 1
Poetry On Eighth	Poetry Reading	Adult	9	12-Nov	12:00 PM	2:00 PM	Other
Computer Classes for Seniors	Instruction	Adult	3	14-Nov	3:00 PM	4:00 PM	Classroom 1
Mi Familia Quiere Que Regrese	CSUCI Lecture	Adult	4	15-Nov	5:00 PM	7:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	3	17-Nov	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	3	21-Nov	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	3	28-Nov	3:00 PM	4:00 PM	Classroom 1

Collection

263 adult-oriented items were added to the collection in November 2022. Our Electronic Data Interchange (EDI) ordering system is now fully configured for print materials in Koha, and regular ordering has resumed.

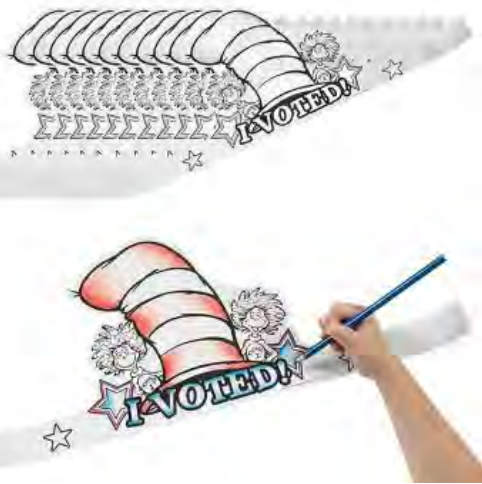
2023	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	19	27	2	1	0	2	0
AUGUST	26	29	4	3	2	18	4
SEPTEMBER	14	13	0	2	4	1	0
OCTOBER	3	4	0	4	0	0	0
NOVEMBER	105	120	7	28	0	1	2

5 of the items with the most checkouts for the past 90 days



Youth Services Report
November 2022

November Crafts: 192



Bulletin Board

Children were invited to vote for their favorite book character.

Vote for your favorite book character!
Please circle.

Vote for your favorite book character!
Please circle.



1st Place



2nd Place



3rd Place



4th Place



5th Place

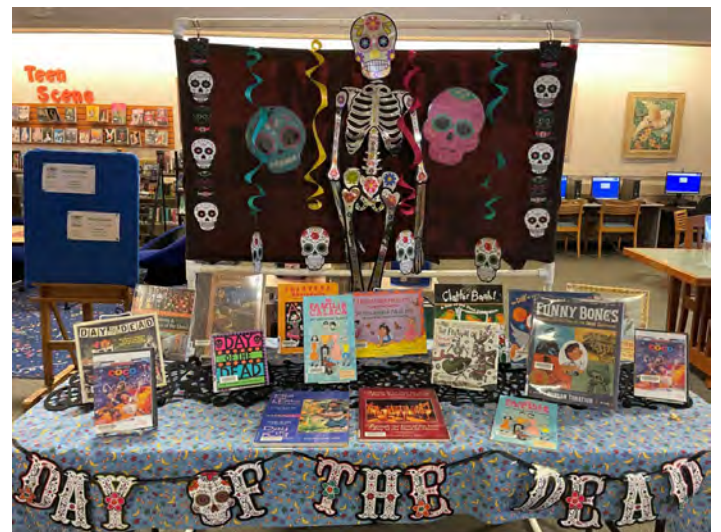


6th Place



Book Displays

Dia de los Muertos, Native American Heritage Month, Veteran Day, Elections, Baking, Thanksgiving





LEGO in the **LIBRARY**

MONDAYS
2:30PM
 TO
4:30PM

Bilingual Storytime
Cuentos Bilingües

Tuesdays 4:00 pm
 Los Martes a las 4:00 pm

Join us for a special bilingual English/Spanish storytime. Acompañenos y disfrute de cuentos en Ingles y Español.

STORYTIME
WEDNESDAYS 10:30AM

LEGO @ 11AM

Love on a Leash

Reading with Paws

Find your favorite book and sit with one of our friends from Love on a Leash and SPARC Cardinals

Justice Aulani

Saturday, November 12 and
 Saturday, November 26
 10:30am - 11:30am

FAMILY MOVIE

WEDNESDAY, NOVEMBER 16
4:00PM

DC LEAGUE OF SUPER-PETS

TEEN SCENE

Join us for Turkey Origami!

6th grade and up or ages 12-17

THURSDAY, NOVEMBER 17TH
4:00 - 5:00PM

1. Family Programs-

Wednesday, October 12

Family Movie
DC League of
Super Pets

17

5 adults

12 Children

2. Ongoing Programs –

a. Story time

194

Tuesday 11/1, 11/8, 11/15
(Bilingual) 11/22, 11/29

9 adults

15 children

Wednesday 11/2, 11/9, 11/16,
(Preschool) 11/23, 11/30

48 adults

101 children

Saturday 11/5 & 11/19
(Craft)

6 adults

15 children

b. LEGO

212

11/2, 11/7, 11/9, 11/14
11/16, 11/21, 11/23,
11/28, 11/30

64 adults

148 children

c. Reading with PAWS

15

11/12, 11/26

5 adults

10 children

Circulation-JUV/YA	Juvenile Fiction	Juvenile Non-Fiction	Total
January	1000	252	1252
February	963	271	1234
March	1,483	376	1859
April 25-30	306	100	406*
May	1,091	463	1,554
June	2,725	527	3,252
July	2,035	371	2,406
August	1,554	401	1,955
September	1,299	339	1,698
October	1,597	387	1,978
November	1,584	365	1,949

New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	J BKCD	Total
July	73	26	75	52	4	0	226
August	35	17	7	1	2	0	62
September	77	12	1	0	0	0	90
October	104	21	1	1	2	0	129
November	41	22	11	1	6	0	81

New Patron Registrations	Adult	Juvenile	E-card	Total
January	46	8		54
February	48	18		66
March	45	24		69
April 1-21	37	10		47
May	44	37		81
June	73	72		145
July	47	37		84
August	46	14	10	70
September	38	21	18	77
October	49	29	18	96
November	61	26	8	95

Circulation								
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	MusicCD	
306	192	28	4	10	8	171	2	
Magazines	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	Library of Things	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
11	32	11	13	1	77	8	1	0
J BKCD	J DVD/BLURAY	J Music CD	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	Total
18	59	0	1402	307	104	50	2	2817

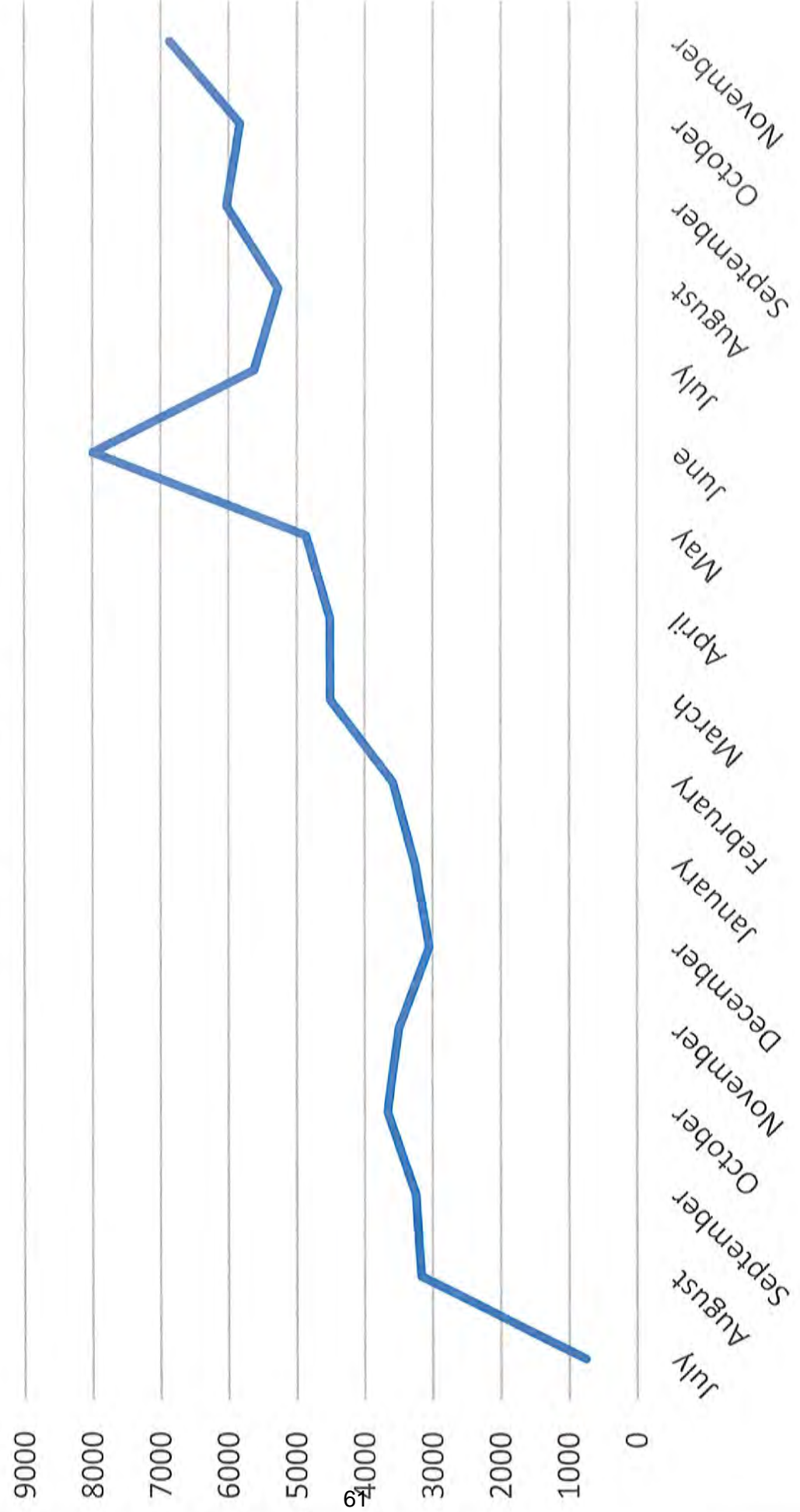
Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
January	357	40	0	0	0	0	397
February	0	424	0	0	0	0	424
March	0	546	0	0	0	0	546
April	0	59	0	0	0	0	59
May	0	3	0	0	0	0	3
June	2	0	0	0	2	0	4
July	1	1	0	0	1	0	3
August	0	1	0	0	1	0	2
September	1	0	0	0	2	0	3
October	2	1	0	0	1	0	4
November	0	13	0	20	6	2	41

REGULAR MEETING OF DECEMBER 27, 2022
K(a)(ii) REPORTS: FACILITIES

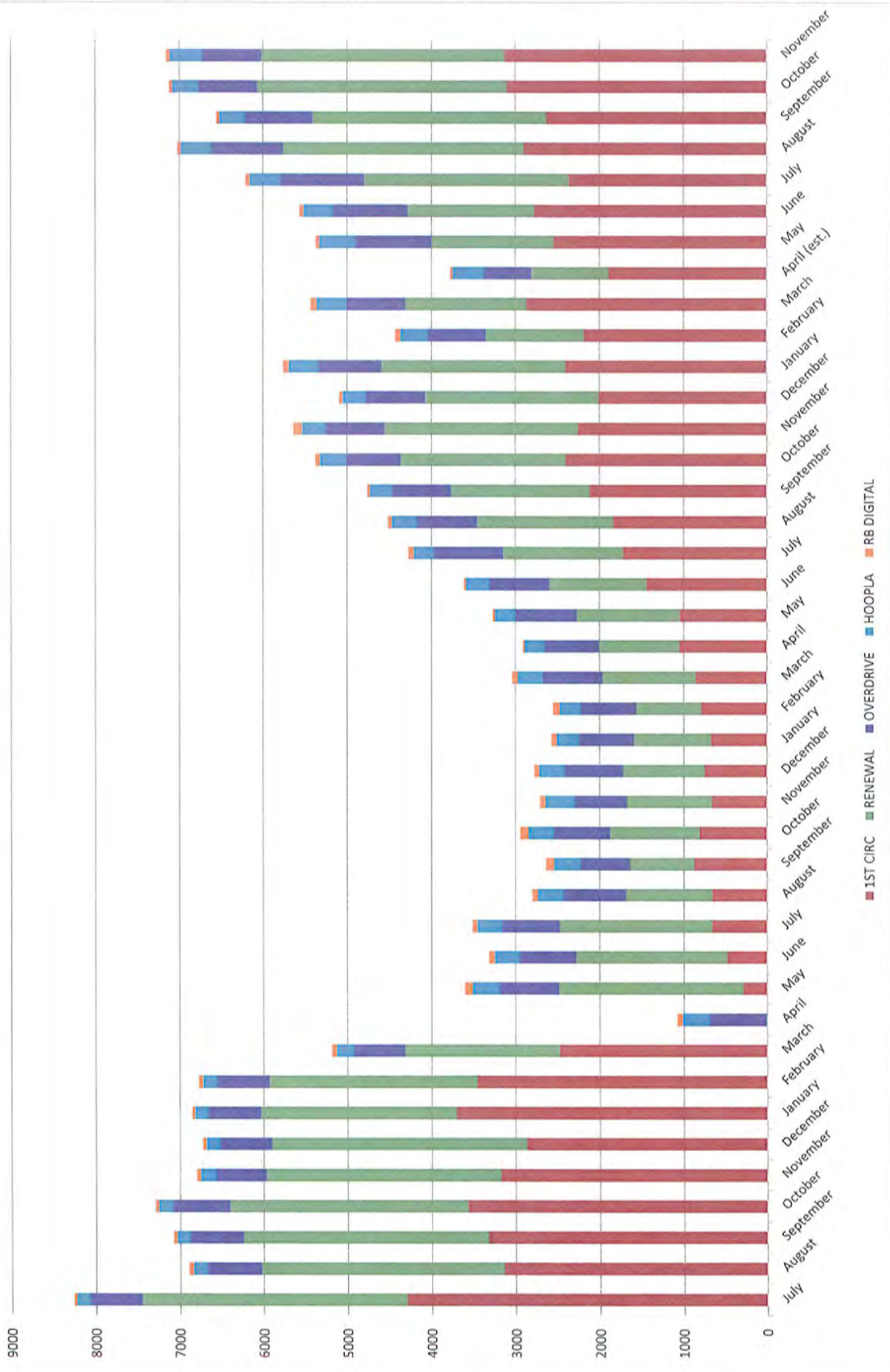
REGULAR MEETING OF DECEMBER 27, 2022
K(a)(iii) REPORTS: DISTRICT DIRECTOR'S
REPORT

1. Statistics
2. Staff Changes:

PATRON VISITS BY MONTH



TOTAL CIRCULATION



hOOPLA

