

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, March 26, 2019, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

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

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

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

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

- D. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of February 26, 2019
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Budget Review and Consideration of Prefunding Unfunded Other Than Employee Benefits Obligation (information, discussion, possible action)
- H. NEW BUSINESS
 - a. End of MOU with Ventura County Human Services Agency (information)

I. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting April 23, 2019

L. ADJOURNMENT

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

REGULAR MEETING OF MARCH 26, 2019
D. CONSENT CALENDAR

1. Approval of Minutes
 - a. Regular Meeting of February 26, 2019

	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, February 26, 2019

CALL TO ORDER---The Meeting was called to order at 5:30 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Nancy Nasalroad, Laura Phillips and Daniel Sandoval 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---Unanimously approved (Sandoval/Nasalroad, 5-0).

PUBLIC COMMENT ON NON-AGENDA ITEMS---Ed Arguelles with the *Library Foundation* presented a \$15,000 check to the Library.

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of January 22, 2019, were unanimously approved as written (Nasalroad/Coughlin, 5-0). The *Minutes* of the Special Meeting of January 5 & 12, 2019, were unanimously approved as written (Sandoval/Coughlin, 5-0).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. There was some discrepancy between schedules in the Year to Date property tax income, a grant was mistakenly included under Donations, and the circulation desk had made some higher than usual mistakes which will be addressed at the upcoming circulation staff meeting. The Financial statements were received and filed (Coughlin/Nasalroad, 5-0). The *Friends* meeting had been postponed so the only report was that the First Saturday Sale will offer gardening books at half price.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---Thomas Aquinas College is hosting an Open House on Saturday, March 2. District Director Branch and some Board members may attend the Chamber Awards Dinner on March 13.

UNFINISHED BUSINESS---A deposit into a Trust Fund for *Pre-funding Unfunded Other Than Employee Benefits Obligation* will probably be made in the new fiscal year.

NEW BUSINESS--- The *2019 Contract for District Director* was unanimously approved (Coughlin yes, Hicks yes, Nasalroad yes, Phillips yes, Sandoval yes). The Board voted to change the *Library's Investment Account Management* from Wells Fargo to Aspell Waterman Wealth Management (Sandoval/Coughlin, 5-0).

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 26, 2019

REPORTS CONT. ---

Literacy Program: The Mommy & Me Literacy Program is in full swing but the Spanish conversation classes had to be canceled for lack of attendees.

Public Services: Most Adult programs have very low attendance but the computer class has 12 attendees plus a waiting list.

Volunteer Coordinator: Twenty volunteers participated in the Winter Community Workday; another is scheduled for the Spring.

Director's Report: Director Branch reported that the popular Computer classes will open up extra places for patrons who bring their own laptops. A contractor was selected for the surveillance cameras though revised paperwork must be submitted to address a new law on video storage requirements. A space planner and a website designer are being sought. Justin Formanek, the adult librarian, is participating in a Leadership Development Training Series. The Community Development Committee will meet at the Library.

Board Committee Reports:

Finance- none.

Human Resources- Waiting to add amendments to the Employee Handbook.

Acquisitions - John Nichols has offered to be on the committee.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas:
Budget, Employee Handbook

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, March 26, 2019, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 7:05 p.m. in honor of Cora Lee Whiteley, recently deceased mother of Trustee Laura Phillips.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 26, 2019

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF MARCH 26, 2019
E(a)REPORTS: FINANCIAL REPORTS

1. Receive and file February 2019 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

February 28, 2019

BLANCHARD COMMUNITY LIBRARY

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BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

February 28, 2019

ASSETS

		CURRENT ASSETS	
CASH		\$1,395,872	
RESTRICTED CASH		<u>327,266</u>	
			\$ 1,723,138
PREPAID EXPENSES		<u>4,311</u>	
TOTAL CURRENT ASSETS			\$ 1,727,449
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>731,111</u>
TOTAL ASSETS			<u><u>\$2,458,560</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$6,583	
ACCRUED PAYROLL EXPENSE		<u>6,762</u>	
TOTAL LIABILITIES			\$13,345
		FUND BALANCES	
GENERAL FUND		1,386,838	
FIXED ASSET FUND		731,111	
RESTRICTED FUNDS		<u>327,266</u>	
TOTAL FUND BALANCE			<u>2,445,215</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,458,560</u></u>

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BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED FEBRUARY 28, 2019
MODIFIED ACCRUAL BASIS

	FEBRURY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$4,595		#DIV/0!	\$592,062	\$525,908	12.58%
LIBRARY OPERATIONS	1,813	417	334.77%	8,413	3,333	152.42%
DONATIONS	3	2,083	-99.86%	30,053	16,667	80.31%
GRANTS	\$55,560			\$156,960	\$30,000	
	<u>\$61,971</u>	<u>\$2,500</u>	95.97%	<u>\$787,488</u>	<u>\$575,908</u>	36.74%
EXPENSES						
PERSONNEL	\$50,254	\$48,918	2.73%	\$406,772	\$373,928	8.78%
OPERATIONS	5,081	6,600	-23.02%	78,065	102,800	-24.06%
ADMINISTRATIVE	4,826	5,954	-18.95%	40,484	44,663	-9.36%
FACILITIES	4,123	4,704	-12.35%	43,560	40,662	7.13%
	<u>\$64,284</u>	<u>\$66,176</u>	-2.86%	<u>\$568,881</u>	<u>\$562,053</u>	1.21%
NET INCOME (LOSS)	<u>\$(2,313)</u>	<u>\$(63,676)</u>		<u>\$218,607</u>	<u>\$13,855</u>	1477.82%
NON BUDGETED INCOME (EXPENSES)						
INSURANCE PROCEEDS				13,151		
REIMBURSEMENT DIF		1,667		2,850	\$13,333	
INVESTMENT INTEREST	1			1,732		
ELECTIONS	\$ (519)			(519)		
NET AFTER NON BUDGETED ITEMS	<u>\$ (2,831)</u>	<u>\$(63,676)</u>	-80.73%	<u>\$235,821</u>	<u>\$27,188</u>	767.37%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

February 28, 2019

COUNTY	\$1,001,662	
SANTA PAULA CITY	117,089	1
BUILDING FUND	83,400	1
BLAKE	53,830	1
LITERACY	72,947	1
BOOK TRUST	15,230	
GENERAL FUND	8,227	
WELLS FARGO	370,048	
OTHERS	<u>705</u>	
TOTAL CASH	<u>\$1,723,138</u>	
1 Restricted	327,266	
Other Unrestricted	1,395,872	

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

	2/28/18	2/28/19	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$573,060	\$592,062	\$525,908	\$740,132
LIBRARY OPERATIONS	8,147	8,413	3,333	5,000
DONATIONS	48,334	40,053	16,667	45,000
GRANTS	35,063	146,960	30,000	31,000
TOTAL REVENUE	<u>\$664,604</u>	<u>\$787,488</u>	<u>\$575,908</u>	<u>\$821,132</u>
EXPENSES				
PERSONNEL				
WAGES	270,118	296,230	270,186	407,333
RETIREMENT	37,150	42,999	38,408	56,141
HEALTH INSURANCE	36,873	41,640	41,568	68,250
PAYROLL TAX	25,512	24,571	22,638	33,866
EMPLOYEE BENEFIT	872	1,332	1,128	1,692
	<u>370,525</u>	<u>406,772</u>	<u>373,928</u>	<u>567,282</u>
OPERATIONS				
LIBRARY NETWORK	43,701	30,306	45,000	60,000
PUBLICITY	3,094	1,026	3,467	5,200
MEMBERSHIPS	4,431	3,706	2,000	3,000
ACQUISITIONS	20,411	17,653	27,800	39,800
PROGRAMS	13,036	14,702	18,333	27,500
COMPUTER SERVICE	9	4,022	3,200	4,800
BOOK BINDING	2,102	1,159	1,333	2,000
ADVERTISING	1,422	1,679		
TRAVEL	2,331	3,812	1,667	2,500
	<u>90,537</u>	<u>78,065</u>	<u>102,800</u>	<u>144,800</u>
ADMINISTRATIVE				
ADVERTISING			167	250
BANK CHARGES	216	283	267	400
COMPUTER NETWORK	2,114	4,295		
INSURANCE	6,594	7,290	7,000	10,500
OFFICE EXPENSE	3,962	4,076	3,333	5,000
TELEPHONE	2,392	1,816	2,667	4,000
POSTAGE	570	690	400	600
PRINTING	1,038	2,138	1,800	2,700
PROFESSIONAL FEES	18,743	19,803	27,666	38,000
STAFF DEVELOPMENT	47	93	1,333	2,000
	<u>35,676</u>	<u>40,484</u>	<u>44,633</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	10,202	12,864	9,333	14,000
JANITORIAL	5,360	5,464	5,400	8,100
UTILITIES	24,625	25,232	22,900	34,350
	<u>40,187</u>	<u>43,560</u>	<u>37,633</u>	<u>56,450</u>
TOTAL EXPENSES	<u>536,925</u>	<u>568,881</u>	<u>558,994</u>	<u>775,532</u>
NET INCOME(LOSS)	<u>\$127,679</u>	<u>\$218,607</u>	<u>\$16,914</u>	<u>\$45,600</u>
NON BUDGETED INCOME (EXPENSES)				
INSURANCE REIMBURSEMENT		13,151		
REIMBURSEMENT DIF	2,720	2,850	13,333	20,000
INVESTMENT INTEREST	4,383	1,732		
ELECTION		(519)		
NET AFTER NON BUDGETED ITEMS	<u>\$134,782</u>	<u>\$235,821</u>	<u>\$30,247</u>	<u>\$65,600</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

February 28, 2019

Due to Friends of the Library	\$	415
Credit Card		6,163
Others		5
Total	\$	<u>6,583</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE \$176,201.02
TRANSACTIONS		
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	927.07
10.31.18	CHECK	(17,117.00)
		<u>(59,112.28)</u>
		<u><u>\$117,088.74</u></u>

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

RFID	29,019	From network charges
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Blanchard/Santa Paula Library District
General Fund Deposit Detail
 February 2019

10:28 AM
 03/19/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		02/04/2019		Deposit	General Fund		100.00
Sales Receipt	230	01/26/2019	Kenneth D & Karin L. Lyders:Teen Su...		1499.10 - Undeposited Funds	Programs:Young Adult Progr...	-100.00
TOTAL							-100.00
Deposit		02/04/2019		Deposit	General Fund		8.00
				Deposit	Fines		-8.00
TOTAL							-8.00
Deposit		02/05/2019		Deposit	General Fund		8.50
				Deposit	Fines		-8.50
TOTAL							-8.50
Deposit		02/06/2019		Deposit	General Fund		88.05
				Circulation desk week of 1/28...	Fines		-77.25
				Circulation desk week of 1/28...	2510 - Due to Friends of the Library (Money rece...	General Fund	-8.00
				Circulation desk week of 1/28...	Other Donations	General Fund	-3.00
				Circulation desk week of 1/28...	Over/Short	General Fund	0.20
TOTAL							-88.05
Deposit		02/06/2019		Deposit	General Fund		197.25
				Copier change from December	Printing & Copying	General Fund	-197.25
TOTAL							-197.25
Deposit		02/07/2019		Deposit	General Fund		15.00
				Deposit	Fines		-15.00
TOTAL							-15.00
Deposit		02/08/2019		Deposit	General Fund		25.00
				Deposit	Fines		-25.00
TOTAL							-25.00
Deposit		02/11/2019		Deposit	General Fund		1,068.21
				Pub Employ Contingency	Miscellaneous Revenue	General Fund	-1,068.89
				Restitution	Restitution	General Fund	-19.32
				State of California - Victim Restitution			

Blanchard/Santa Paula Library District
General Fund Deposit Detail
February 2019

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL							-1,088.21
Deposit		02/12/2019		General Fund			83.40
				Circulation Desk week of 2/4/19		General Fund	-71.00
				Circulation Desk week of 2/4/19		Friends of the Library	-3.00
				Circulation Desk week of 2/4/19		General Fund	-9.40
TOTAL							-83.40
Deposit		02/12/2019		General Fund			12.50
				Fines			-12.50
TOTAL							-12.50
Deposit		02/15/2019		General Fund			1.75
				Fines			-1.75
TOTAL							-1.75
Deposit		02/19/2019		General Fund			25.00
				Sales Receipt 231	1499.10	Miscellaneous Donations	-25.00
				Las Pasadas HOA			-25.00
TOTAL							-25.00
Deposit		02/19/2019		General Fund			33.50
				Fines			-33.50
TOTAL							-33.50
Deposit		02/21/2019		General Fund			158.25
				circulation desk week of 2/11/...		General Fund	-158.25
				circulation desk week of 2/11/...		Friends of the Library	-7.00
				circulation desk week of 2/11/...		General Fund	7.00
TOTAL							-158.25
Deposit		02/21/2019		General Fund			9.00
				Fines			-9.00
TOTAL							-9.00
Deposit		02/26/2019		General Fund			8.75

Blanchard/Santa Paula Library District
General Fund Deposit Detail
 February 2019

10:28 AM
 03/19/19

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL				Deposit	Fines		-8.75
							-8.75
Deposit		02/26/2019		Deposit	General Fund		11.00
				Deposit	Fines		-11.00
TOTAL							-11.00
Deposit		02/27/2019		Deposit	General Fund		32.00
				Deposit	Fines		-32.00
TOTAL							-32.00
Deposit		02/28/2019		Deposit	General Fund		117.55
				Circulation Desk week of 2/19...	Fines		-105.00
				Circulation Desk week of 2/19...	2510 - Due to Friends of the Library (Money rece...	General Fund	-13.00
				Circulation Desk week of 2/19...	Over/Short	General Fund	0.35
TOTAL							-117.65

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Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
February 2019

Num	Date	Name	Memo	Account	Paid Amount
EFT	02/04/2019			General Fund	-27.84
				Bank Charges	
TOTAL					-27.84
EFT	02/04/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 Pay 12/30/18 to 1/12/19	General Fund	-311.07
			Cal Pers Classic 817 Pay 12/30/18 to 1/12/19	CALPERS (Payee Account - Employee Dedu...	-311.07
TOTAL					-311.07
EFT	02/04/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 Pay 12/16/18 to 12/29/18	General Fund	-315.47
			Cal Pers Classic 817 Pay 12/16/18 to 12/29/18	CALPERS (Payee Account - Employee Dedu...	-315.47
TOTAL					-315.47
EFT	02/04/2019	Calif. Public Employees' Retire...	Cal Pers PEPRA Contribution for pay period...	General Fund	-1,198.29
			Cal Pers PEPRA Contribution for pay period 12...	CALPERS (Payee Account - Employee Dedu...	-1,198.29
TOTAL					-1,198.29
EFT	02/04/2019	Calif. Public Employees' Retire...	Cal Pers PEPRA Contribution for pay period...	General Fund	-1,224.68
			Cal Pers PEPRA Contribution for pay period 12...	CALPERS (Payee Account - Employee Dedu...	-1,224.68
TOTAL					-1,224.68
EFT	02/04/2019	Calif. Public Employees' Retire...	PERS Health Insurance for February	General Fund	-5,047.28
			PERS Health Insurance for February	PERS Group Health Insurance	-5,047.28
TOTAL					-5,047.28
EFT	02/12/2019	Blanchard Community Library	Funds transfer for 2/14/19 payroll	General Fund	-19,500.00
			Funds transfer for 2/14/19 payroll	Payroll (Checking Account - Payroll)	-19,500.00
TOTAL					-19,500.00
EFT	02/25/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 Pay 1/13/19 TO 1/26/19	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 February 2019

10:30 AM
 03/19/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Cal Pers Classic 817 Pay 1/13/19 TO 1/26/19	CALPERS (Payee Account - Employee Dedu...	-310.07
					-310.07
EFT	02/25/2019	Calif. Public Employees' Retire...	Cal Pers PEPRAs Contribution for pay period...	General Fund	
TOTAL			Cal Pers PEPRAs Contribution for pay period 1/...	CALPERS (Payee Account - Employee Dedu...	-1,218.90
					-1,218.90
EFT	02/25/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Feb...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 Februa...	PERS Retirement (Contribution Account - Re...	-3,644.85
					-3,644.85
EFT	02/25/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRAs Febru...	General Fund	
TOTAL			Unfunded Accrued Liability PEPRAs February ...	PERS Retirement (Contribution Account - Re...	-52.30
					-52.30
10261	02/04/2019	Andy's Plumbing Place	Invoice 6203-119	General Fund	
TOTAL			Invoice 6203-119	Building Maintenance	-129.50
					-129.50
10262	02/04/2019	Sparkletts	Invoice #4648715 013119	General Fund	
TOTAL			Invoice #4648715 013119	Office Expense	-51.78
					-51.78
10263	02/04/2019	H. Bolton Company	Invoice #2707	General Fund	
TOTAL			"Love your Library" Banner	Advertising (Advertising)	-83.66
					-83.66
10264	02/04/2019	Stephen McFadden CPA	Invoice #5616	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
February 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Invoice #5616	Accounting Fees (Outside (non-employee) ac...	-1,075.50
10265	02/04/2019	Amazon Capital Services		General Fund	
1JW&...	02/04/2019			Children's Books	-4.99
11DD...	02/04/2019			Children's Books	-23.97
1O3C...	02/04/2019	Amazon Capital Services		2000.10 - Accts Payable - General	0.00
1NG...	02/04/2019			Young adult books	-32.76
TOTAL					-61.72
10266	02/04/2019	Business Card	Credit Card Charges 12/17/18 to 01/16/19	General Fund	
	02/04/2019		Credit Card Charges 12/17/18 to 01/16/19	Bank of America Platinum Plus	-1,193.95
TOTAL					-1,193.95
10267	02/04/2019	City of Santa Paula (067000-00)	111-067000-00	General Fund	
111-0...	02/04/2019		Water & sewer service 12/24/18 to 1/24/19	Water and Sewer	-327.59
TOTAL					-327.59
10268	02/04/2019	City of Santa Paula (067500-00)	111-067500-00	General Fund	
111-0...	02/04/2019		Fire service 12/24/18 to 1/24/19	Water and Sewer	-71.53
TOTAL					-71.53
10269	02/04/2019	Ned Branch		General Fund	
	02/01/2019		Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38
	02/04/2019		Reimbursement for pants material purchase at ...	Building Maintenance	-227.10
TOTAL					-729.48
10270	02/04/2019	Shawn McMaster		General Fund	
Feb 1...	02/04/2019			Children's Programs	-300.00
TOTAL					-300.00

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 February 2019

10:30 AM
 03/19/19

Num	Date	Name	Memo	Account	Paid Amount
10271	02/11/2019	Kenneth Steiner	Refund fine on 21 Lesson for the 21st Century	General Fund	
			Refund fine on 21 Lesson for the 21st Century	Fines	-40.00
TOTAL					-40.00
10272	02/11/2019	Carmen Moreno Lozano	Refund lost book fee "Bats"	General Fund	
			Refund lost book fee "Bats"	Fines	-10.00
TOTAL					-10.00
10273	02/11/2019	Jennifer E. Rosato	Refund Lost book fees "Gus and the Baby ...	General Fund	
			Refund Lost book fees "Gus and the Baby Gho...	Fines	-31.00
TOTAL					-31.00
10274	02/11/2019	Mayra Alexandra Smith	Refund late fees	General Fund	
			Refund late fees	Fines	-12.00
TOTAL					-12.00
10275	02/11/2019	Amazon Capital Services	Invoice #19L7-1N9D-3QWM	General Fund	
			Invoice #19L7-1N9D-3QWM	Building Maintenance	-118.08
TOTAL					-118.08
10276	02/11/2019	USA Today	4757659	General Fund	
			4757659	Periodicals	-57.30
TOTAL					-57.30
10277	02/11/2019	Landscape Valley	January Landscaping	General Fund	
				Grounds Maintenance	-305.00
TOTAL					-305.00
10278	02/11/2019	SoCalGas	Acct #151 414 1668 3	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
February 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			1/3/19 to 2/1/19	Gas	-277.62
10279	02/11/2019	Moss, Levy & Hartzheim LLP	BLANCHARD	General Fund	
TOTAL			Invoice #17094	Audit Services	-890.00
10280	02/11/2019	Elections Division	VOID:	General Fund	
TOTAL					0.00
10281	02/11/2019	Kelly Cleaning & Supplies	Invoice #45289380	General Fund	
TOTAL			Janitorial service for February	Janitorial Services & Supplies	-670.00
10282	02/11/2019	Unique Management Services, L...	Invoice #495578	General Fund	
TOTAL			Invoice #495578	Collection Services	-62.65
10283	02/11/2019	Athens Environmental	A20004977	General Fund	
TOTAL			Invoice #133916 Dec Service (chk not recvd) Invoice #151162 Feb Service	Trash Trash	-176.09 -181.09
10284	02/11/2019	Baker & Taylor Books	415157 L444180 4 00000	General Fund	
TOTAL			415157 L444180 4 00000 415157 L444180 4 00000	General Children's Books	-285.08 -41.36
10285	02/11/2019	Elections Division		General Fund	
TOTAL				Election Costs	-518.77

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 February 2019

10:30 AM
03/19/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-518.77
10286	02/19/2019	Frontier Communications	805-525-2384-012885-5	General Fund	
			Phone Service 2/10/19 to 3/09/19	Telephone Expense	-226.07
TOTAL					-226.07
10287	02/19/2019	ELM USA, Inc.	Invoice #15186	General Fund	
			Invoice #15186	Book Binding/Mending	-67.15
TOTAL					-67.15
10288	02/19/2019	Jeri B. Mead		General Fund	
				Building Maintenance	-47.53
				Promotion & Public Relations	-117.52
TOTAL					-165.05
10289	02/19/2019	Dream Shapers		General Fund	
				Children's Programs	-350.00
TOTAL					-350.00
10290	02/19/2019	Amazon Capital Services		General Fund	
			Invoice #19R3-3DT6-yQ91	Adult Programs	-21.48
			Invoice #1HMJ-CDML-DTJV	Postage	-119.93
TOTAL					-141.42
10291	02/19/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
			Invoice #4012458000	General	-21.86
			415157 L444180 4 000000	Children's Books	-18.51
TOTAL					-40.37
10292	02/25/2019	D. A. Hubbard Library - ILL		General Fund	

**Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
February 2019**

Num	Date	Name	Memo	Account	Paid Amount
TOTAL				General	-8.00
10293	02/25/2019	Maureen Coughlin		General Fund	
TOTAL				Promotion & Public Relations	-20.64
10294	02/25/2019	Santa Paula Police Department	Account # SL9200094	General Fund	
TOTAL				Security	-197.00
10295	02/25/2019	H. Bolton Company	Invoice #2710	General Fund	
TOTAL				Advertising (Advertising)	-83.66
10296	02/25/2019	Neopost.	7900 0110 8018 6524	General Fund	
TOTAL				Postage	-107.16
10297	02/25/2019	Southern California Edison	customer acct 2-03-984-8064	General Fund	
TOTAL				Electricity	-4,111.39
TOTAL					-4,111.39

REGULAR MEETING OF MARCH 26, 2019
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MARCH 26, 2019
G(a) OLD BUSINESS: BUDGET REVIEW AND CONSIDERATION OF PREFUNDING
UNFUNDED OTHER THAN PENSION EMPLOYEE BENEFITS

RECOMMENDATION: None

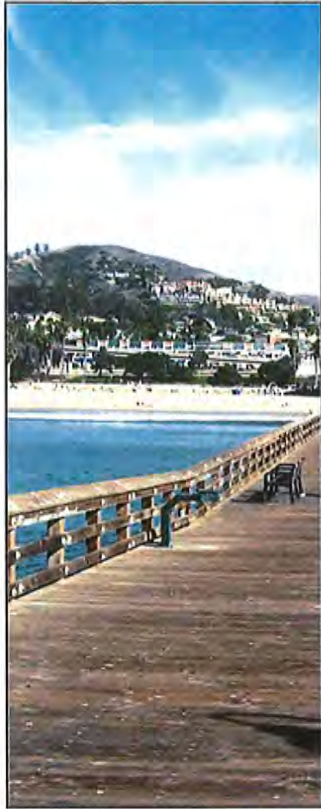
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

REGULAR MEETING OF MARCH 26, 2019
I(a) REPORTS: LITERACY SERVICES



15. March, 2019

Adult Learning Center Board Report for March, 2019



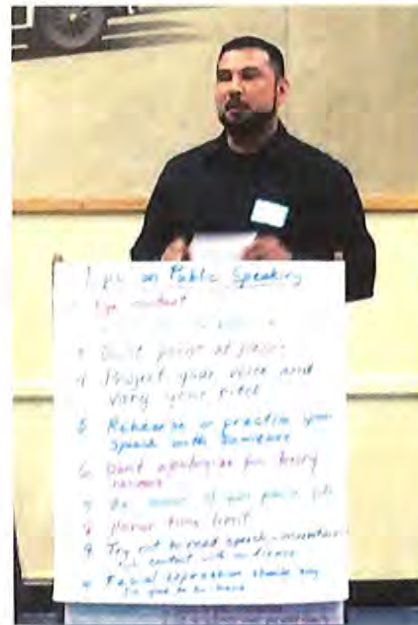
ADULT LEARNER LEADERSHIP INSTITUTE, VENTURA APRIL 5-7, 2019

In 2016, four of our students attended the Adult Learner Leadership Institute (**ALLI**). This is a special program funded through the California State Library. It's designed to build leadership, communication, advocacy, and presentation skills through practical exercises.

All four are still in our program. Two of them work for us, two of them are working on their H.S. Equivalency, and one obtained a Caregiver Training Certificate.

This April, 2019, we are sponsoring **EIGHT** new students to the program which meets at E.P. Foster Library, downtown Ventura—five men and three women, and our former graduates are assisting.

Here's a photo of Cesar Ortiz, giving his speech three years ago:



Meanwhile, back in Santa Paula, at Blanchard Community Library, to be exact, we are continuing to provide a great daytime program for new families. Monday, Tuesday, and Thursday we provide English classes for the adults, and preschool for the children.

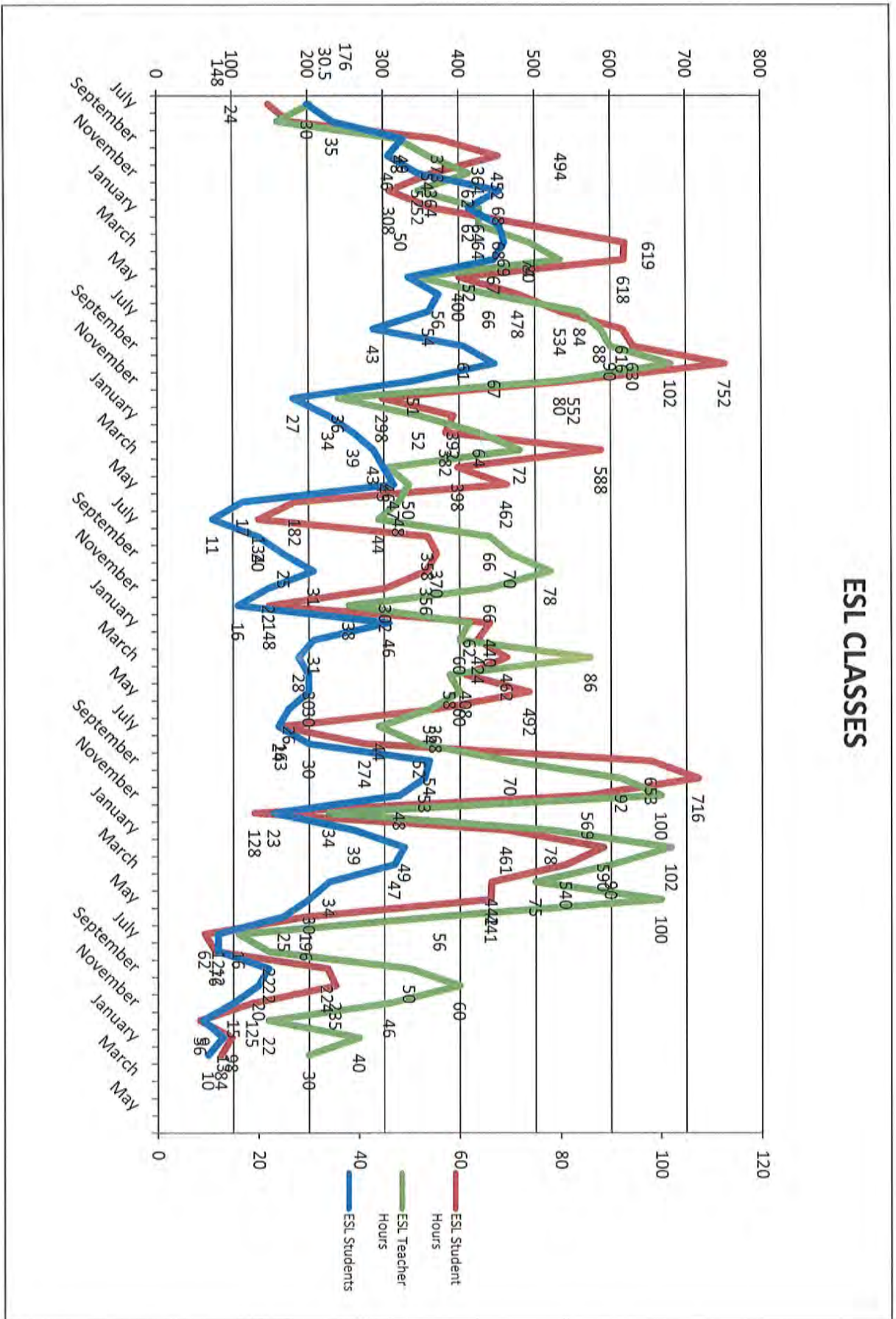


Wednesday is our special "Parent Education Day" using the program, Abriendo Puertas (Opening Doors), which

gives parents great ideas on how to be their own child's teacher, coach, and advocate in their schooling.

Edith Garcia, our instructor, is a gift of First Five, Santa Clara Valley.

ESL CLASSES



REGULAR MEETING OF MARCH 26, 2019
I(b) REPORTS: PUBLIC SERVICES

February 2019 Adult Programs and Events

Our TEDx viewing party was cancelled this month on account of illness. The program will return next month with a theme of *ANIMATION*, which will feature a variety of short, animated talks on a variety of topics.

Adult Coloring Club attendance continues to be spotty, but requires no additional supplies (rather, patrons have donated more to the program) and minimal oversight. Occasionally, patrons have requested the materials on days other than those scheduled, which we happily provide.

The Third Thursday Movie this month was *First Man*, which took a look at the life of the astronaut, Neil Armstrong, and the legendary space mission that led him to become the first man to walk on the Moon on July 20, 1969. Those in attendance had not previously attended a movie at the library.

The Book Club back in session with a lively discussion of Faulkner's *As I Lay Dying* (opinions were very mixed). One of the attendees was there for the first time, and eagerly took part in the selection of the club's next two titles, Jennifer Egan's *Manhattan Beach* and Joanna Goodman's *Home for Unwanted Girls*.

The Library's LSTA funded Computer Basics Class began with great enthusiasm, with over 20 patrons having registered for them. The class has been made possible via the recruitment of a paid instructor and the laptops made available through our recently installed Laptops Anytime kiosk.

Feedback has thus far been overwhelmingly positive and most students have reported having learned about the classes through the front-line circulation staff, who often recommend library programs and events to patrons based on personal knowledge of the individuals, or "upselling" based on what patrons are checking out or requesting.

Program Name	Description	Audience	Attendance	Date	Start	End
Adult Coloring Club	Miscellaneous	Adult	0	5-Feb	4:00 PM	6:00 PM
Adult Coloring Club	Miscellaneous	Adult	2	12-Feb	4:00 PM	6:00 PM
Love	TEDxBlanchardLibrary	Adult	0	25-Feb	6:30 PM	7:30 PM
Adult Coloring Club	Miscellaneous	Adult	0	19-Feb	4:00 PM	6:00 PM
First Man	Third Thursday Movie	Adult	5	21-Feb	6:00 PM	8:00 PM
Computer Classes	Training	Adult	14	25-Feb	6:00 PM	8:00 PM
Adult Coloring Club	Miscellaneous	Adult	1	26-Feb	4:00 PM	6:00 PM
Computer Classes	Training	Adult	13	28-Feb	6:00 PM	8:00 PM
As I Lay Dying	BC Book Club	Adult	5	28-Feb	6:30 PM	7:30 PM

**Youth Services Report
February 2019**

1. Family Programs-			
	Tuesday, February 12	Shawn McMaster –Magician	57
2. Teen Scene-			
	Thursday, February 28	Team Trivia Contest	10
3. MakerBox/STEAM programs-			
	Thursday, February 21	Rube Goldberg	8
4. Ongoing Programs –			
a. Story time			
Wednesday	(3)	95	
Saturday	(2)	50	
Open house	(4)	26	
Total	(9)	171	
b. LEGO	(6)	95	
c. Barking for Books	(1)	6	
5. Outreach			
	Thursday, March 28	Dr. Seuss Literacy Night McKevett Elementary School Informational table/library promotion: handed out library brochures, upcoming event flyers and bookmarks.	

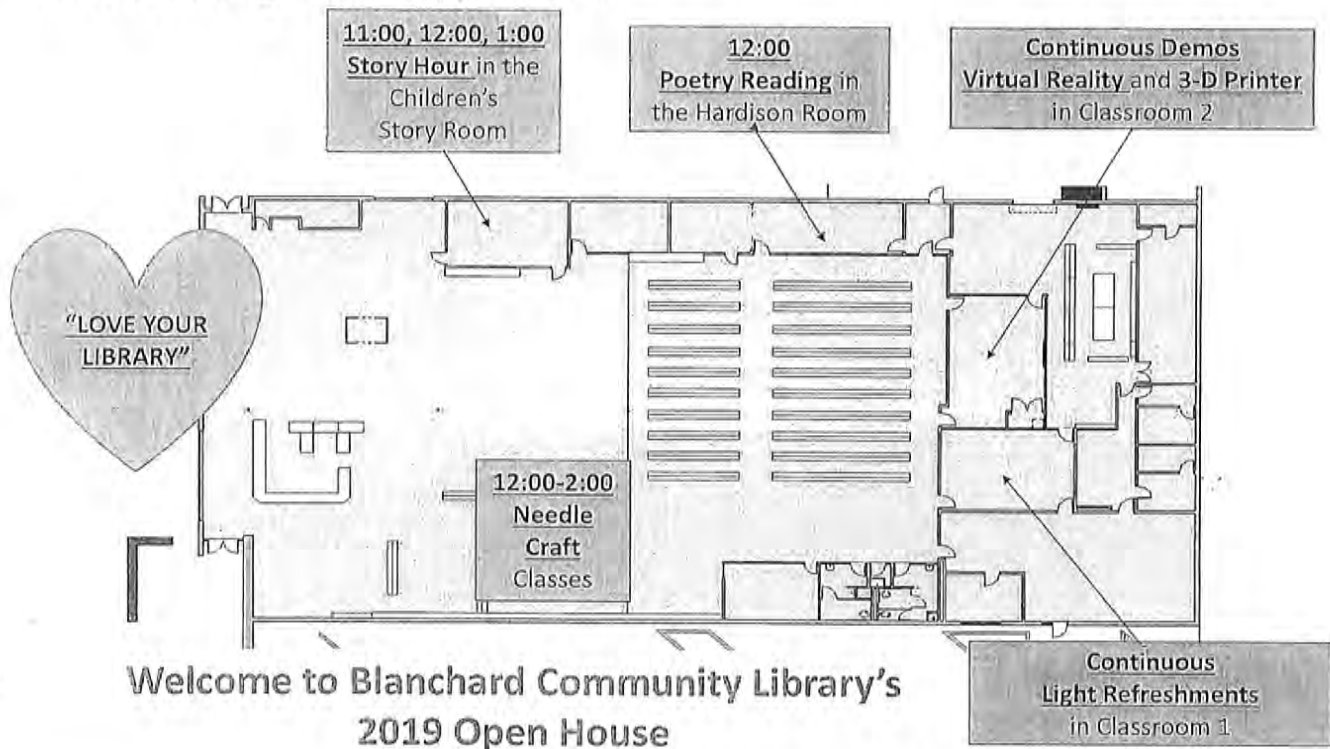
REGULAR MEETING OF MARCH 26, 2019
I(c) REPORTS: VOLUNTEER COORDINATOR



Volunteer Coordinator Board Report March 2019

Open House was a success!!

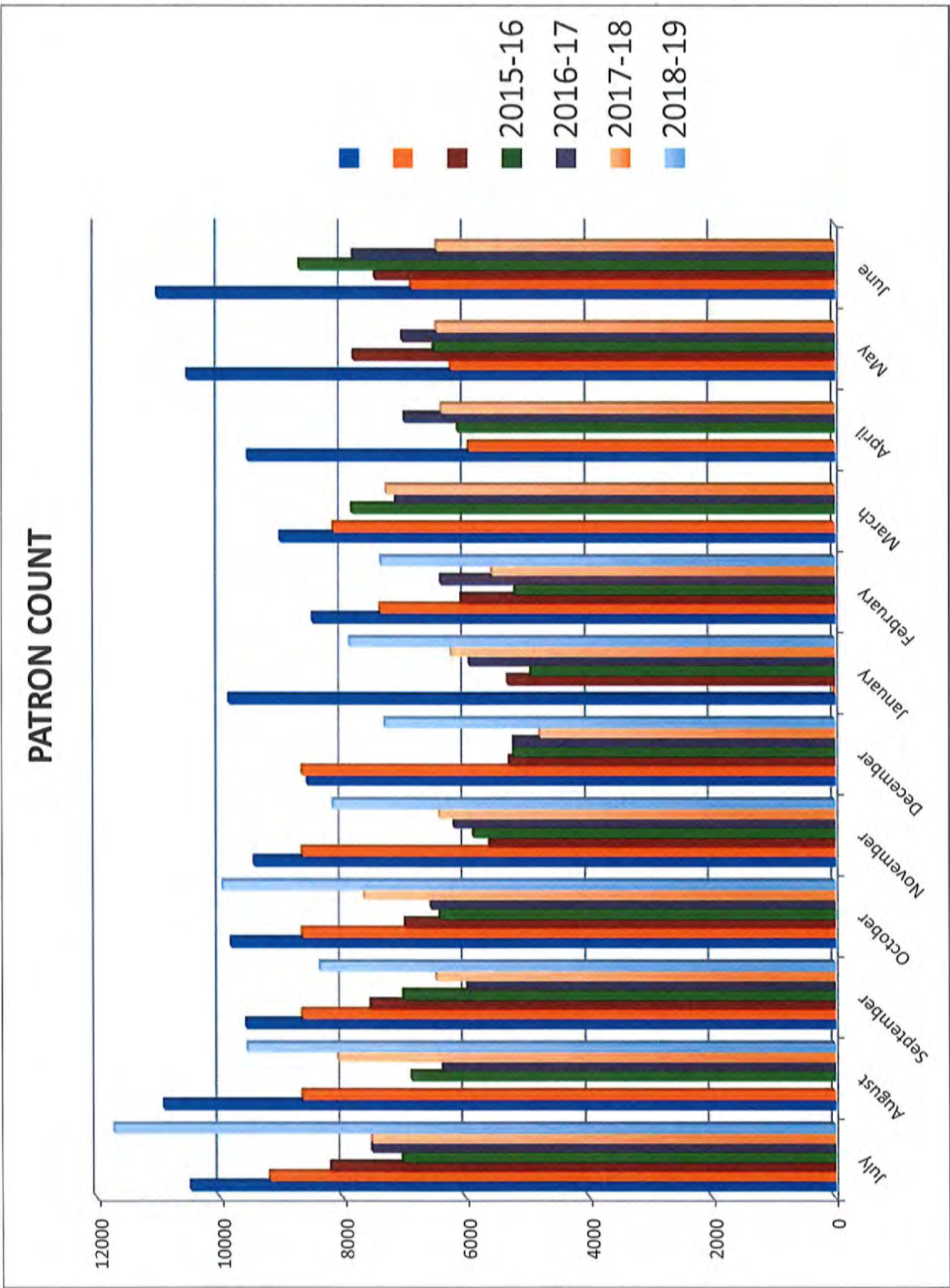
The library staff and Friends of the Library teamed up for a successful community Open House event February 9th. We used the theme of "LOVE YOUR LIBRARY" since the event was held on the Saturday before Valentine's Day. We had displays and exhibits as shown on the map below. The Friends raffled off amazing baskets with donations from the community and The Friends. It was a fun event and the effort of everyone involved was greatly appreciated.



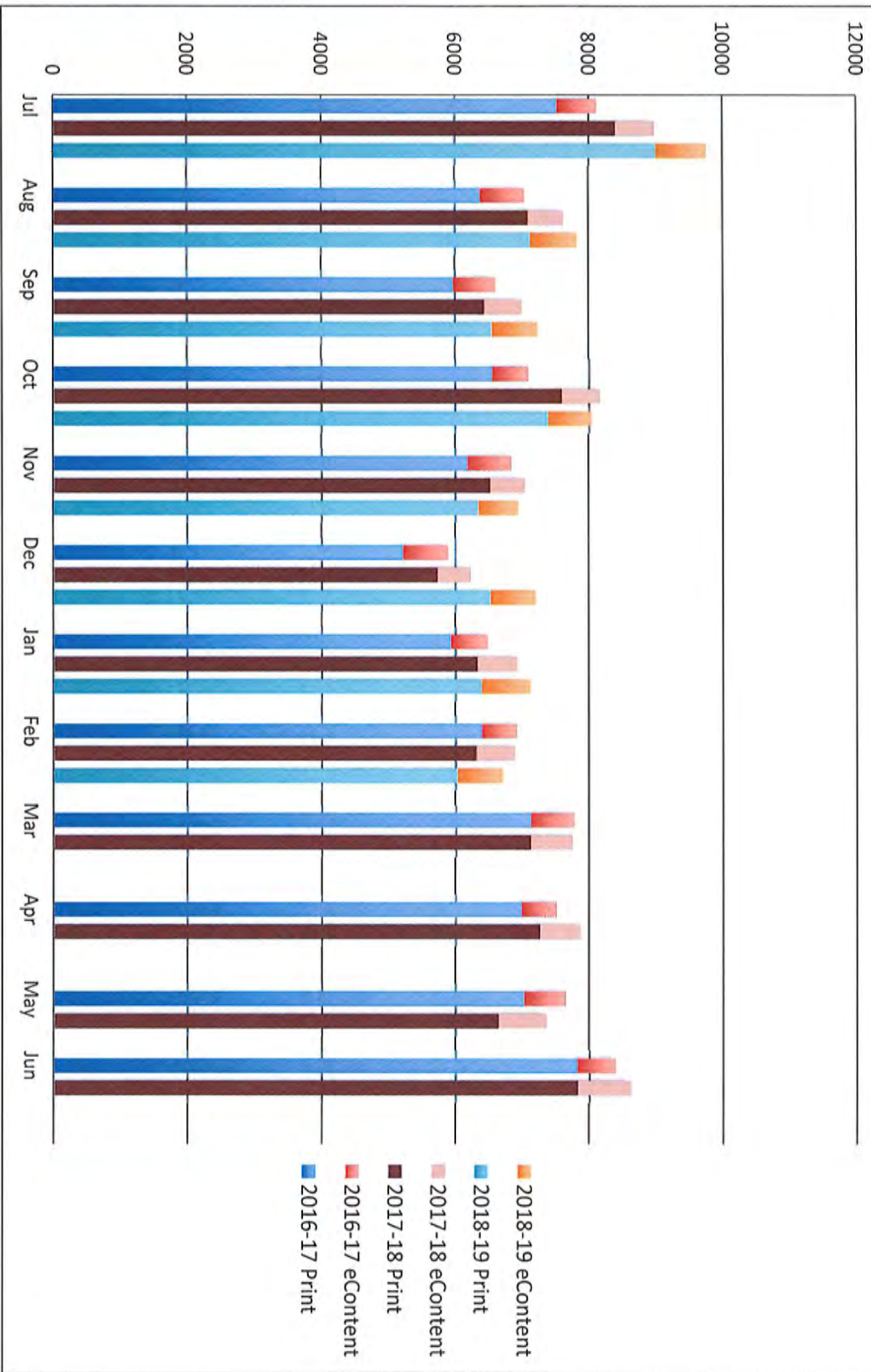
Blanchard Community Library											
Volunteer Hours 2018 – 2019											
Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board/ Endow.	Total
July	Hours	134.00	0.00	98.50	0.00	45.50	0.00	0.00	210.25	29.00	488.25
August	Hours	159.00	0.00	191.50	0.00	39.75	0.00	0.00	0.00	26.00	390.25
September	Hours	221.00	37.75	198.00	0.00	126.25	0.00	0.00	0.00	37.00	609.75
October	Hours	237.00	31.75	236.00	29.00	73.50	0.00	0.00	0.00	34.50	617.75
November	Hours	158.00	28.75	161.00	87.50	15.25	4.00	0.00	0.00	46.50	498.50
December	Hours	162.00	0.00	123.00	33.00	19.25	8.00	0.00	0.00	50.00	345.25
January	Hours	177.00	10.50	150.50	46.25	23.50	0.00	0.00	0.00	33.50	407.75
February	Hours	165.00	16.50	120.50	39.75	14.25	17.50	0.00	0.00	65.50	439.00
Total	Hours	1413.00	125.25	1279.00	235.50	357.25	29.50	0.00	210.25	322.00	3,796.50

REGULAR MEETING OF MARCH 26, 2019
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

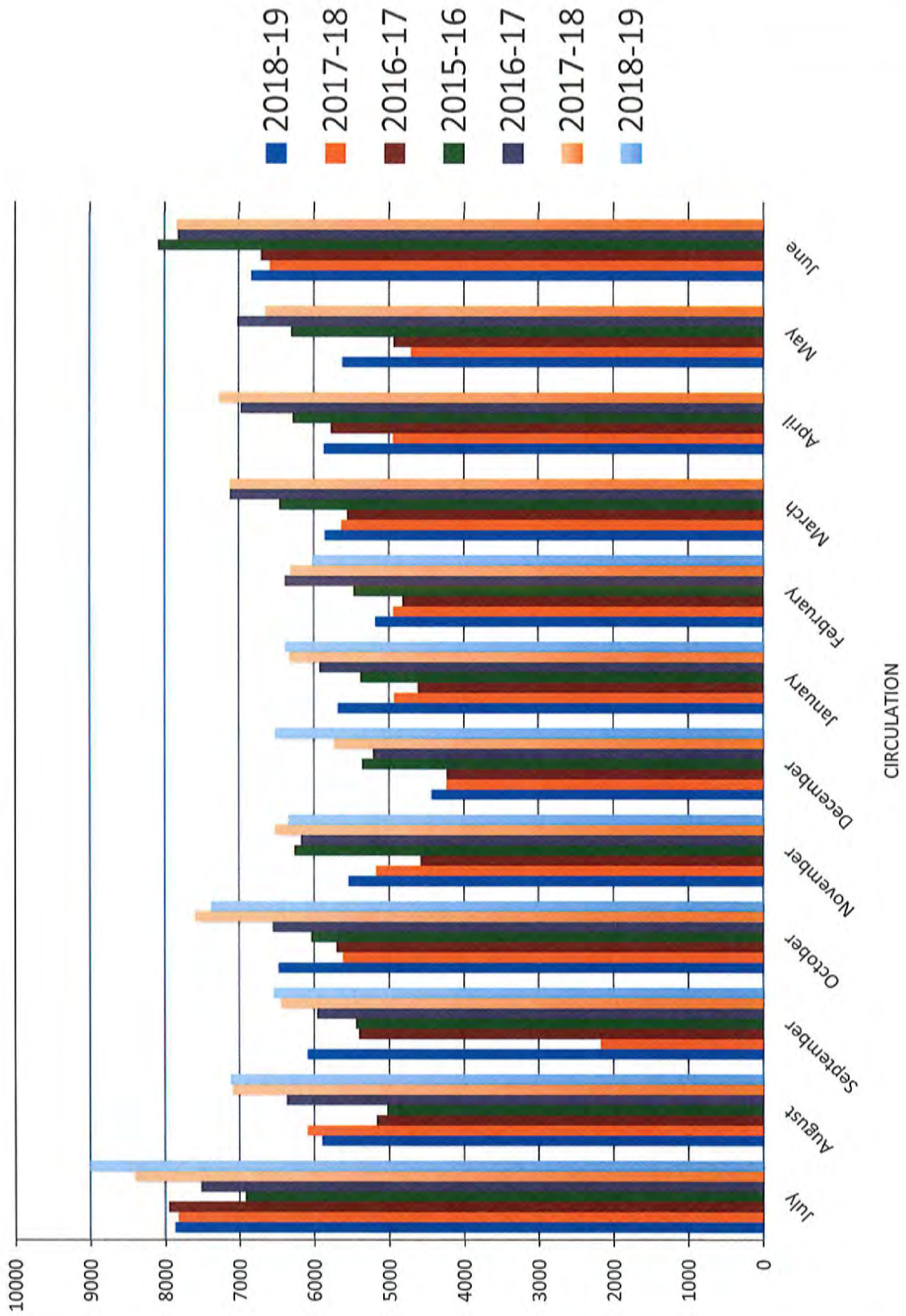
1. Statistics
2. Surveillance Camera Update
3. Space Plan Update
4. Update on Change of Investment Advisors
5. Report on 2019 Goals
 - a. Website Improvements
 - b. Imagine Fundraising Campaign
 - c. Facilities—Commence Phase 2
 - d. Publicity & Outreach—Expand library sphere of influence, usage, & volunteering
 - e. Staff Development



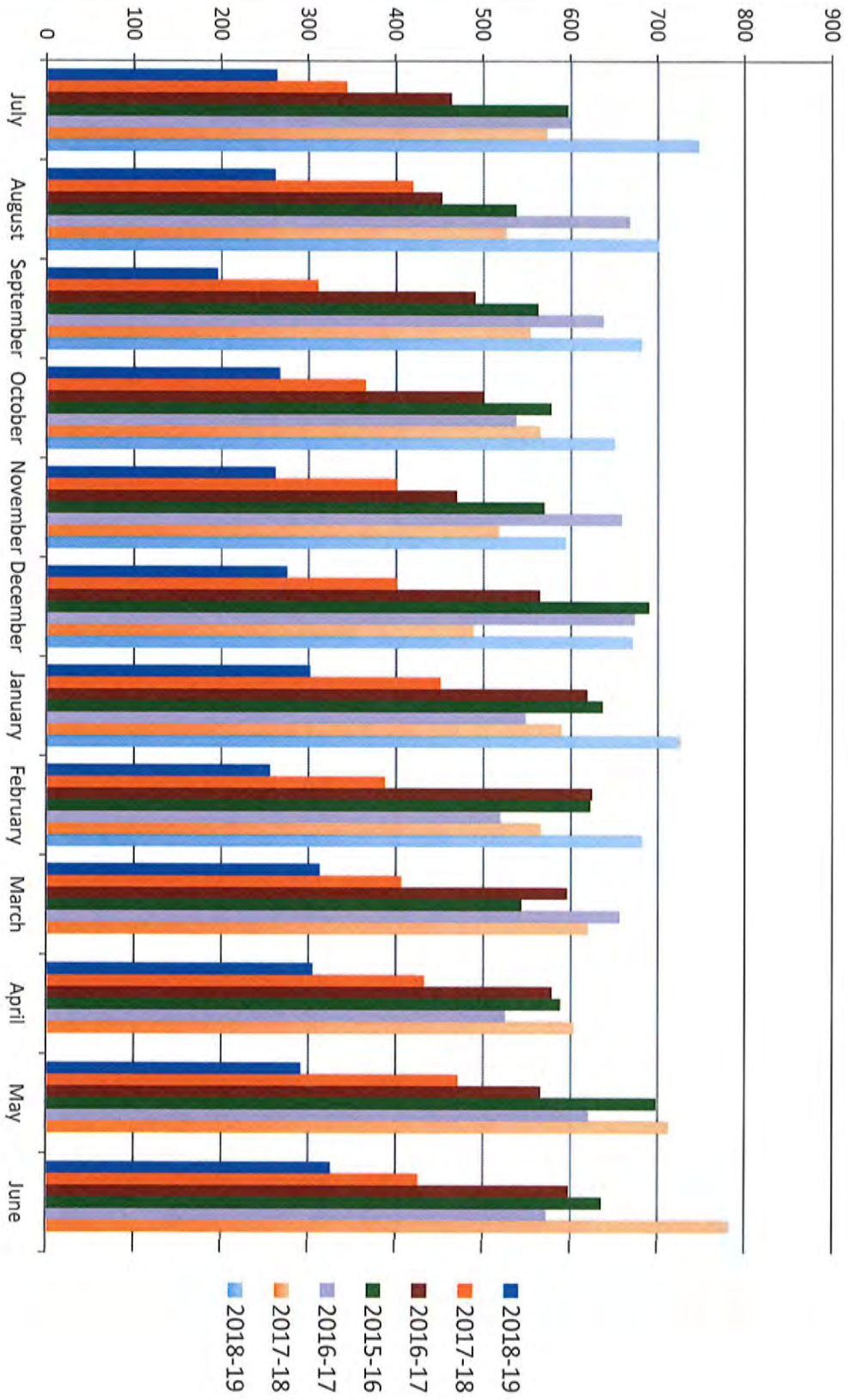
TOTAL CIRCULATION



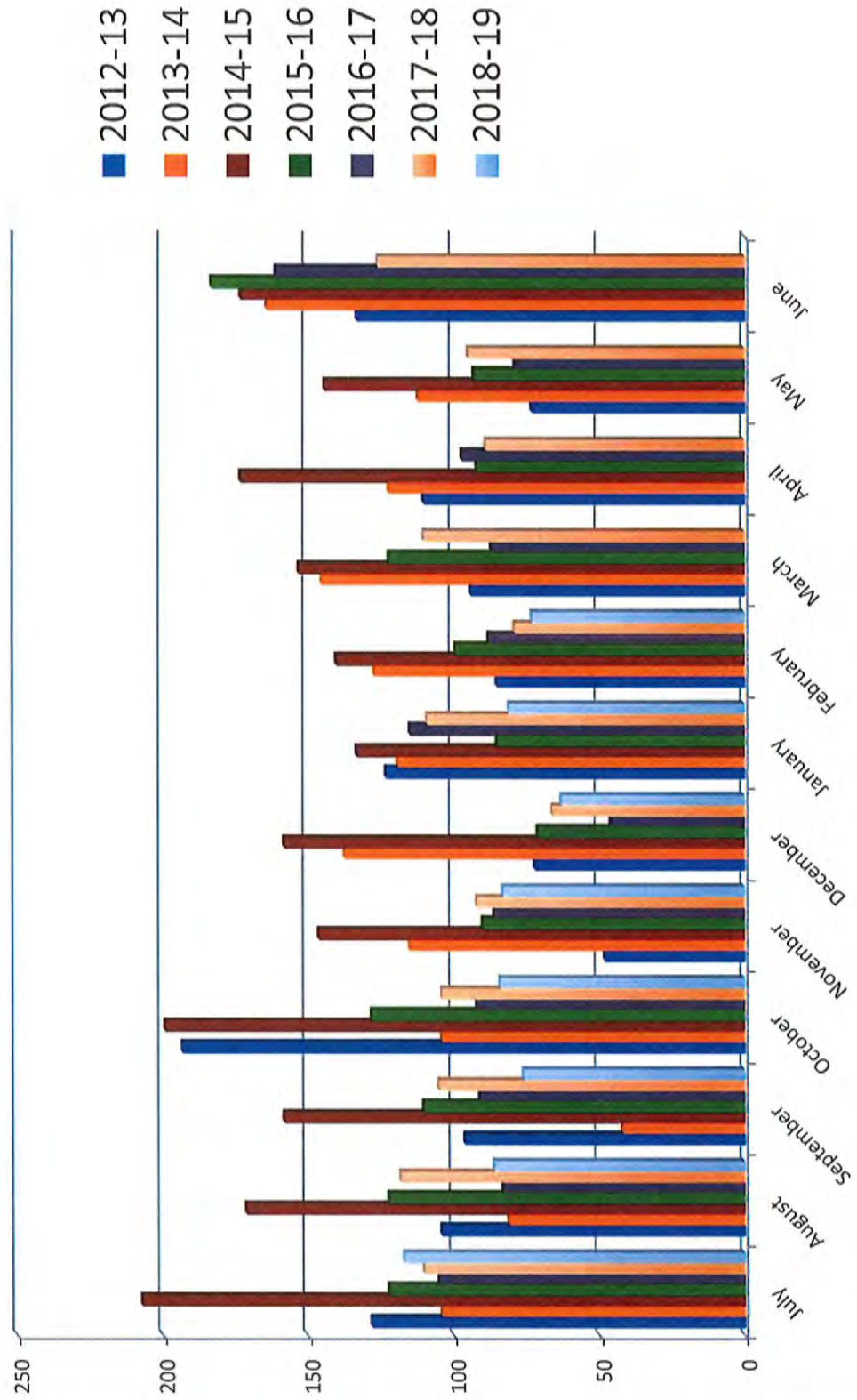
TOTAL PRINT CIRCULATION



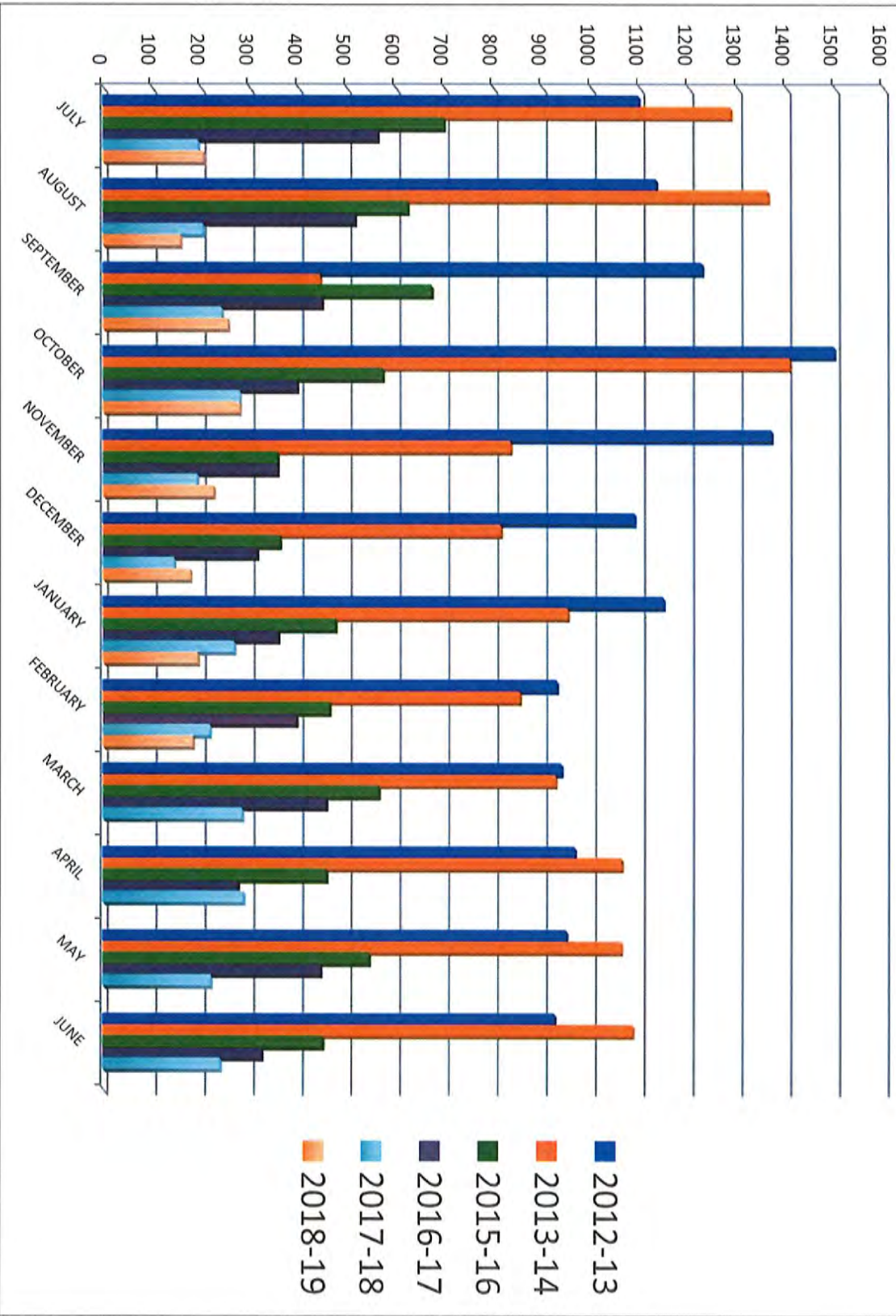
eBOOK CIRCULATION



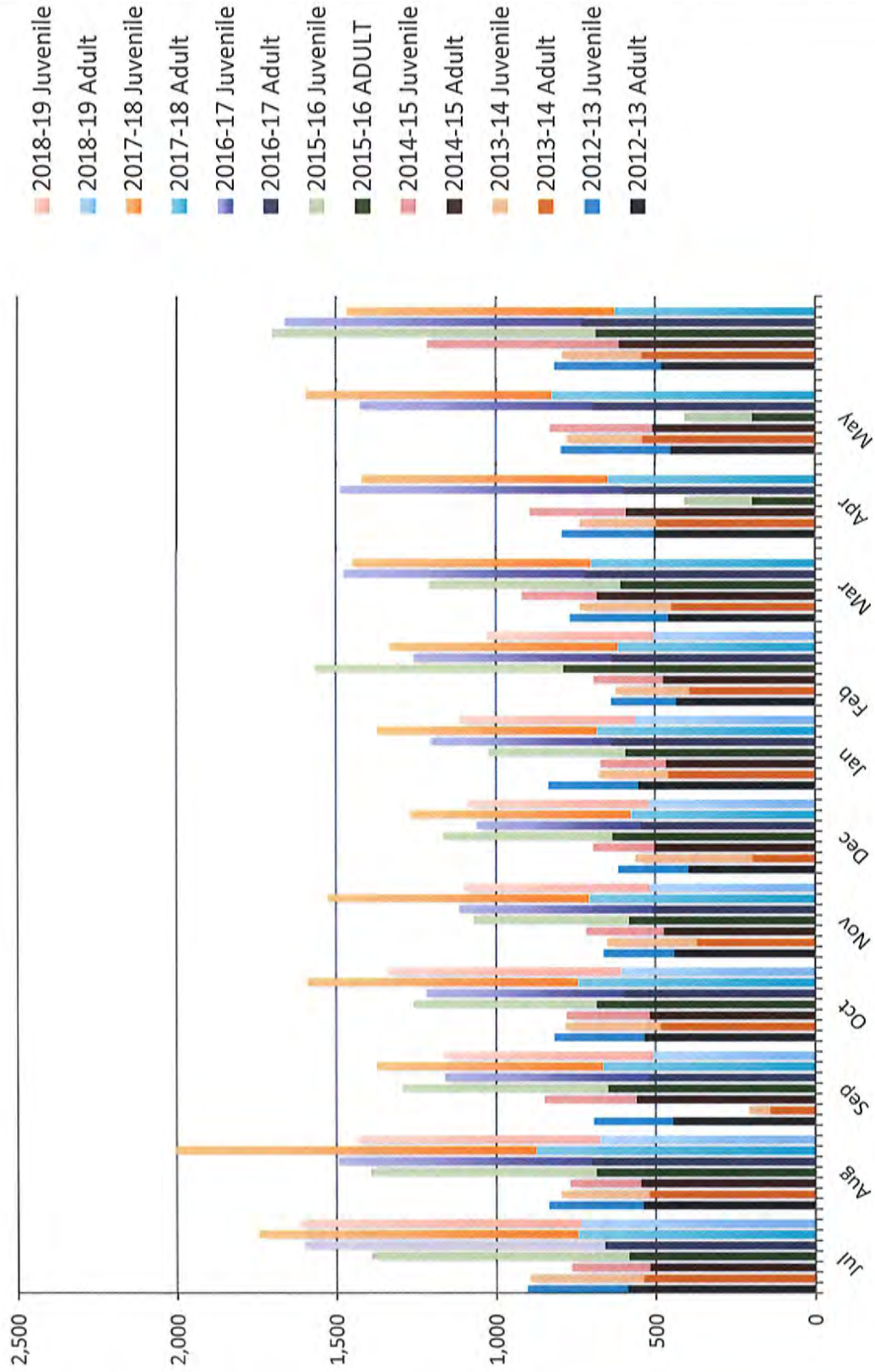
PATRON REGISTRATIONS



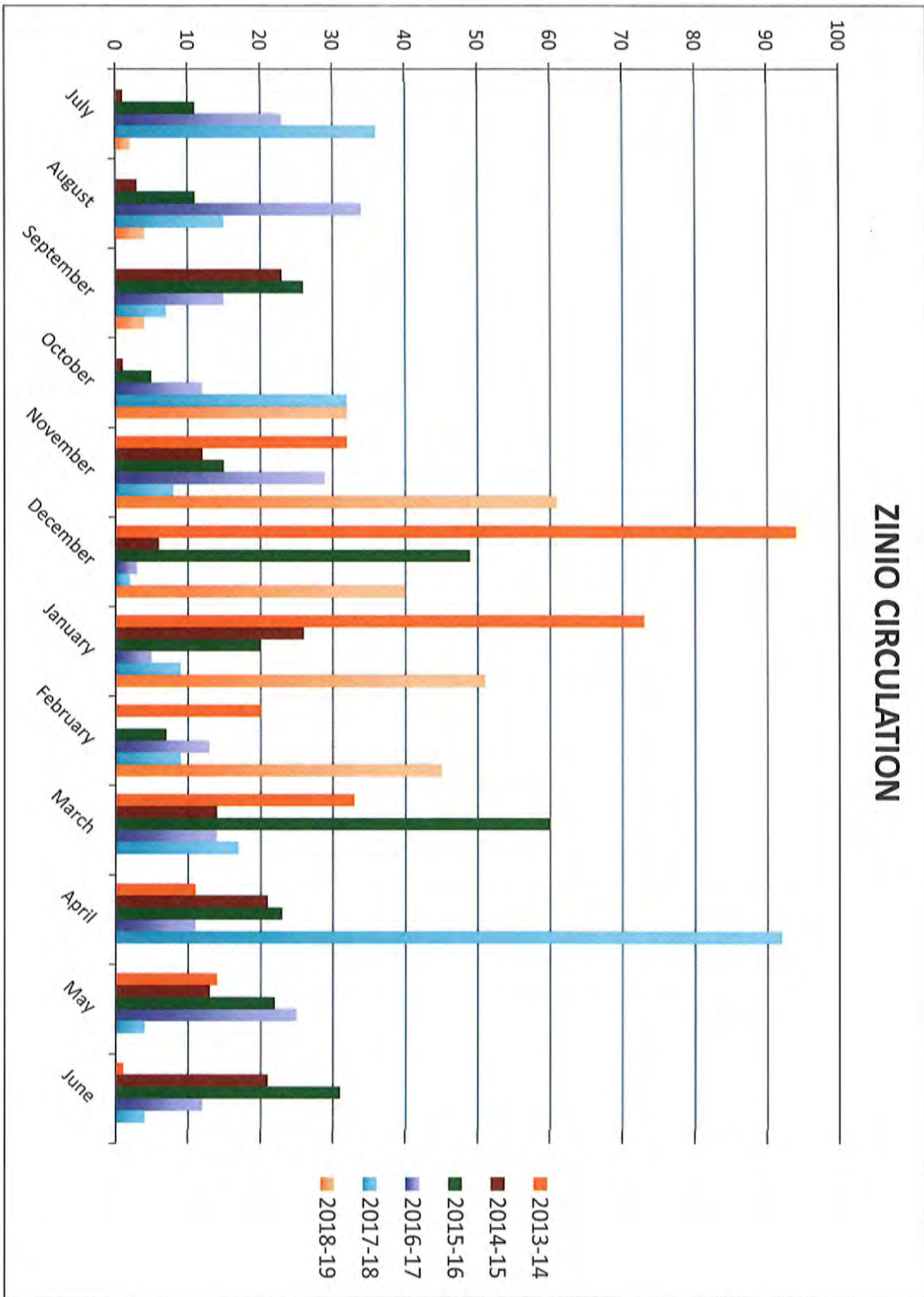
REFERENCE INQUIRIES



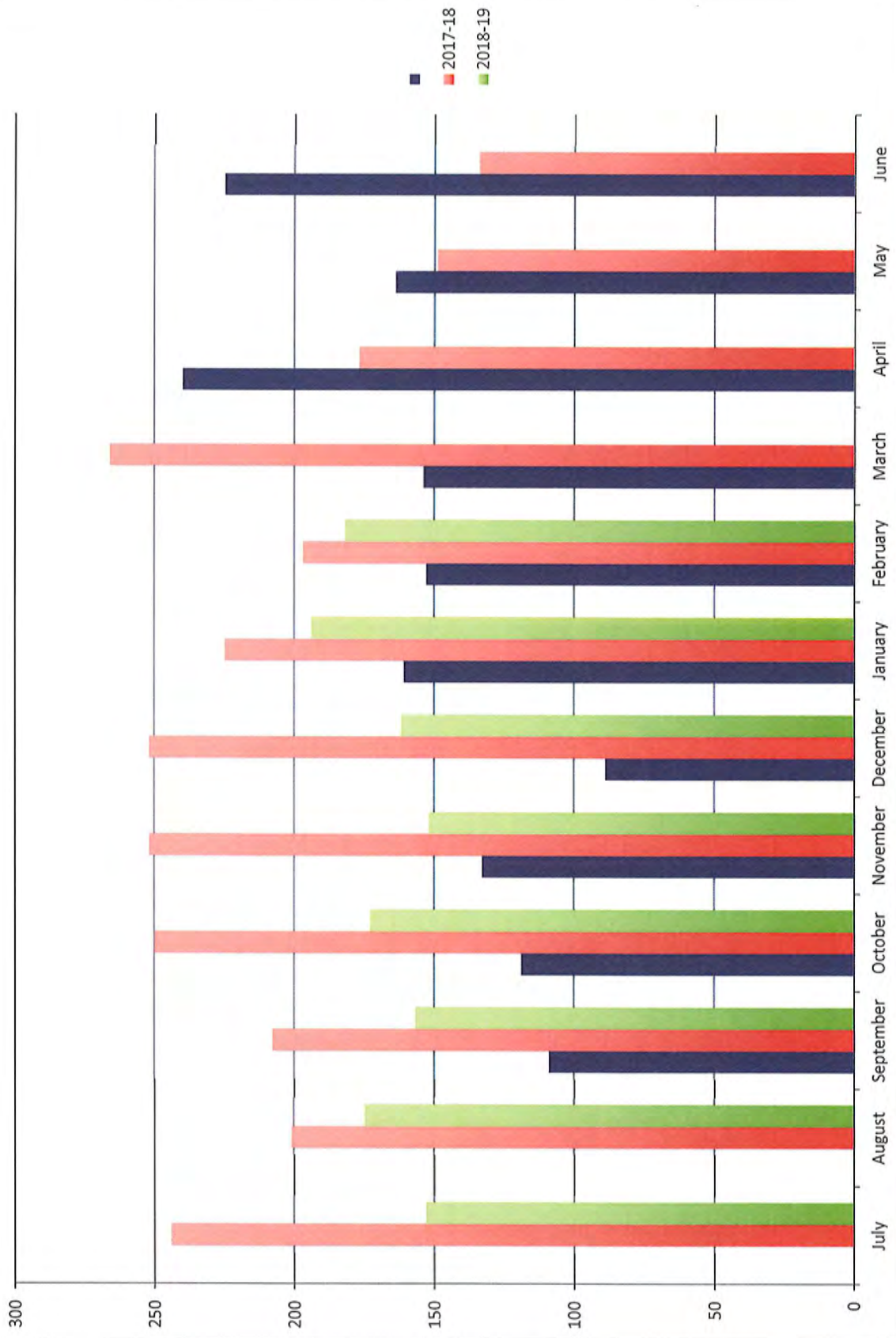
COMPUTER USAGE



ZINIO CIRCULATION



HOOPLA



VOLUMES ADDED

