

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, March 28, 2017, 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. PRESENTATION BY OPTIMIST CLUB OF SANTA PAULA
- E. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of February 28, 2017
- F. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS
- H. NEW BUSINESS
 - a. California Supreme Court Decision *City of San Jose v. Superior Court (Smith) March 2, 2017* (discussion, information, possible action)
- I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

April 25, 2017

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 28, 2017
E. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of February 28, 2017

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2017

CALL TO ORDER---The Meeting was called to order at 5:33 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, Nancy Nasalroad, Laura Phillips, and Linda Spink were in attendance. District Director Ned Branch and Steve McFadden, C.P.A. were present.

APPROVAL OF THE ORDER OF AGENDA---The Order of the Agenda was unanimously approved (Hicks/Nasalroad).

PUBLIC COMMENT ON NON-AGENDA ITEMS---Ed Arguelles presented a \$20,000 check from the Endowment Committee.

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of January 24, 2017, were unanimously approved as written (Hicks/Nasalroad).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. The Library is in good shape financially and should finish the financial year with a surplus. The Book Trust Fund is actually a General Fund and the Blake Fund is for one of a kind needs. The Financial statements were unanimously received and filed (Hicks/Spink). Mr. McFadden departed after the report. The *Friends of the Library* donated a 65 inch flatscreen. The First Saturday sale will include thirty boxes of youth books from the high school and offer BOGO on all books.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---The trustees will oversee and lockup during the art show setup. Trustee Spink will ask the Santa Paula Art Museum for a sample of their policy for accepting and selling artwork. Director Branch shared the Board photo donated by Melgar Studios. The deadline for Board Members to take the Sexual Harassment Webinar is March 15 and all Form 700's need to be filed by April 1.

UNFINISHED BUSINESS---none.

NEW BUSINESS---none.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2017

REPORTS CONT. --- The *Literacy Program* has a new name for FLAIR: BEST - Building English Skills Together. Remaining committed to Family Literacy and Aid in Reading, BEST also promotes computer literacy, workplace literacy, preparing for the GED, and much more. *Public Services* will be discontinuing the short story discussions for lack of attendance. CSUCI hasn't responded to our inquiries about a Spanish lecture series and a course for startup entrepreneurs. The Usborne Book Fair raised \$150.00 in free books for the Library. SPHS teens from the SESPEA Club (Students Encouraging Social, Political and Environmental Action) are reading to children and providing homework help on Thursdays. Tax forms are arriving. The *District Director* reported that the form for the Facilities Master Plan is being included in the monthly water bill. The Annual Staff Evaluations are coming up. He is compiling an emergency information list of alarms, etc. The portrait of Wayne Allee's mother will be given to Mr. Allee. The Wells Fargo Advisors signature cards are done.

Board Committee Reports: For *Finance Committee*, due to continuing errors, Trustee Coughlin asked to have Olivia check to make sure that everyone at the front desk has been instructed on how to count back change. President Phillips requested a statement for the FLAIR cd. The *Human Resources Committee* needs to draft new job descriptions for a current employee and a future Adult Librarian, and amend vacation times in the policies.

Strategic Plan Team Reports: *Community Connections* are being made by means of the Facilities inserts in city water bills. The entire Board and the Director, with Ilene Gavenman and former Trustee Bev Mueller will attend the Chamber of Commerce Award dinner where the Library will be honored as Nonprofit of the Year. For *Publicity/Public Relations*, Trustee Spink will thank the Endowment Committee. Pictures from Ilene's 40th anniversary celebration, the endowment gift, and the Chamber Award Dinner should be posted on Facebook. Director Branch is working with the Small Business Administration to develop presentations on starting up or financing a business as an *Adult Program*. The large flatscreen donated by the Friends is being installed in the Hardison room. Problems with the program sound system and storage of extra chairs and some other items was discussed under *Facilities*. For *technology*, the high speed cable had been installed but it took a while to get it to work.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2017

FUTURE AGENDA ITEMS---The Board made no suggestions for future Agenda items.

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, March 28, 2017, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 7:23p.m.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF MARCH 28, 2017
F(a).REPORTS: FINANCIAL REPORTS

1. Receive and file February 2017 financial reports

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

February 28, 2017

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Accountant's Compilation Report	1
Statement of Assets, Liabilities and Fund Balance	2
Comparative Statement of Revenue and Expense	3
Supplementary Schedules	
Schedule of Cash Balances	4
Comparative Expanded	5
Schedule of Accounts Payable	6

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

ACCOUNTANTS COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of February 28, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA
March 17, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

February 28, 2017

ASSETS

	CURRENT ASSETS	
CASH		\$ 1,446,062
PREPAID EXPENSES		4,057
TOTAL CURRENT ASSETS		<u>1,450,119</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>549,510</u>
TOTAL ASSETS		<u><u>\$ 1,999,629</u></u>

LIABILITIES AND FUND BALANCES

	LIABILITIES		
ACCOUNTS PAYABLE		\$ 6,247	
ACCRUED PAYROLL EXPENSE		<u>28,353</u>	
TOTAL LIABILITIES			\$ 34,600
	FUND BALANCES		
GENERAL FUND		1,184,408	
FIXED ASSET FUND		549,510	
RESTRICTED FUNDS		231,111	
TOTAL FUND BALANCE			<u>1,965,029</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$ 1,999,629</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED FEBRUARY 28, 2017

	February			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 777	\$ 3,876		\$ 545,644	\$ 543,349	0.4%
LIBRARY OPERATIONS	1,222	417	193.05%	13,042	11,292	15.5%
DONATIONS	1,000	2,083	-51.99%	21,808	19,975	9.2%
CLLS LITERACY	\$ -	\$ 13,148		\$ 34,540	\$ 36,648	
	<u>\$ 2,999</u>	<u>\$ 19,524</u>	-84.6%	<u>\$ 615,034</u>	<u>\$ 611,264</u>	0.6%
EXPENSES						
PERSONNEL	\$ 40,989	\$ 42,523	-3.6%	\$ 350,175	\$ 355,882	-1.6%
ADMINISTRATIVE	3,677	5,988	-38.6%	37,178	43,542	-14.6%
FACILITIES	3,084	4,704	-34.4%	34,220	33,676	1.6%
OPERATIONS	9,924	23,278	-57.4%	89,328	86,661	3.1%
	<u>\$ 57,674</u>	<u>\$ 76,493</u>	-24.6%	<u>\$ 510,901</u>	<u>\$ 519,761</u>	-1.7%
NET INCOME (LOSS)	<u>\$ (54,675)</u>	<u>\$ (56,969)</u>	-4.0%	<u>\$ 104,133</u>	<u>\$ 91,503</u>	13.8%
EXTRAORDINARY INCOME (EXPENSES)						
REIMBURSEMENT						
REIMBURSEMENT DIF		\$ 1,458			\$ 2,916	
INVESTMENT INTEREST						
CITY IMPACT				\$ 8,332		
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ (54,675)</u>	<u>\$ (55,511)</u>	-1.5%	<u>\$ 112,465</u>	<u>\$ 94,419</u>	19.1%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF CASH BALANCES

January 31, 2017

COUNTY	\$	787,309	
SANTA PAULA CITY		183,466	1
BLAKE		23,891	1
LITERACY		23,754	1
BOOK TRUST		55,791	
WELLS FARGO		355,648	
OTHERS		<u>16,203</u>	
TOTAL CASH	\$	<u>1,446,062</u>	

231,111

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

47367

FOR THE PERIOD ENDED

	2/28/16	2/28/17	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 559,869	\$ 545,644	543,349	\$ 750,549
LIBRARY OPERATIONS	8,451	13,045	11,292	12,961
DONATIONS	25,246	22,305	19,975	28,306
CLLS FLAIR	26,989	34,040	36,648	36,648
TOTAL REVENUE	<u>\$ 620,555</u>	<u>\$ 615,034</u>	<u>611,264</u>	<u>828,464</u>
EXPENSES				
PERSONNEL				
WAGES	196,426	239,474	245,524	369,704
RETIREMENT	29,997	47,368	46,851	62,947
HEALTH INSURANCE	36,338	40,490	43,244	62,770
PAYROLL TAX	16,305	21,994	19,522	29,758
EMPLOYEE BENEFIT	909	849	741	1,482
	<u>279,975</u>	<u>350,175</u>	<u>355,882</u>	<u>526,661</u>
ADMINISTRATIVE				
ADVERTISING			119	250
BANK CHARGES	411	262	284	415
INSURANCE	5,472	4,910	4,929	8,534
OFFICE EXPENSE	4,242	4,549	3,655	4,604
TELEPHONE	10,594	2,113	2,754	4,585
POSTAGE	440	539	466	582
PRINTING	987	1,968	1,577	2,700
PROFESSIONAL FEES	27,131	21,378	28,161	39,823
STAFF DEVELOPMENT	547	1,459	1,597	2,266
	<u>49,824</u>	<u>37,178</u>	<u>43,542</u>	<u>63,759</u>
FACILITIES				
BUILDING MAINTENANCE	7,245	7,422	5,410	14,000
JANITORIAL	5,360	5,360	5,370	8,100
UTILITIES	22,727	21,438	22,896	34,350
	<u>35,332</u>	<u>34,220</u>	<u>33,676</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	43,154	47,471	48,278	64,528
PUBLICITY		10,032	11,412	18,743
MEMBERSHIPS	1,896	3,319	3,699	4,699
ACQUISITIONS	11,082	12,621	8,904	15,308
PROGRAMS	9,389	10,687	11,857	30,030
MATERIALS	63	707		
COMPUTER SERVICE	361	2,063	800	2,400
BOOK BINDING	484		615	1,284
ADVERTISING	876	1,535		
TRAVEL	813	892	1,096	1,927
	<u>68,118</u>	<u>89,327</u>	<u>86,661</u>	<u>138,919</u>
TOTAL EXPENSES	<u>433,249</u>	<u>510,900</u>	<u>519,761</u>	<u>785,789</u>
NET INCOME(LOSS)	<u>\$ 187,306</u>	<u>\$ 104,134</u>	<u>\$ 91,503</u>	<u>42,675</u>
EXTRAORDINARY INCOME (EXPENSES)				
INSURANCE	117,500			
LEGAL	(38,027)			
INVESTMENT INTEREST				
CITY IMPACT		8,333		
NET AFTER EXTRAORDINARY	<u>\$ 266,779</u>	<u>\$ 112,467</u>	<u>\$ 91,503</u>	<u>\$ 42,675</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

January 31, 2017

Due to FOTL		\$	558
Bank Card			5,701
Others			<u>(12)</u>
Total		\$	<u>6,247</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

		BALANCE
June 30, 2016		\$ 175,133.01
TRANSACTIONS		
INTEREST	276.73	
MR 6847	2,014.00	
MR 6891	2,014.00	
MR 6921	<u>4,028.00</u>	
TOTAL		<u>8,332.73</u>
BALANCE AT 2.28.17		<u><u>\$ 183,465.74</u></u>

Blanchard/Santa Paula Library District
fMonthly Deposit Detail
February 2017

Type	Date	Name	Account	Amount
Deposit	02/14/2017		1020.10 · Book Trust Account-Unrestricted	220.15
			Printing & Copying	-220.15
TOTAL				-220.15
Deposit	02/14/2017		1020.10 · Book Trust Account-Unrestricted	256.25
			Printing & Copying	-256.25
TOTAL				-256.25
Deposit	02/14/2017		1020.10 · Book Trust Account-Unrestricted	98.25
			Fines	-98.25
TOTAL				-98.25
Deposit	02/14/2017		1020.10 · Book Trust Account-Unrestricted	161.75
			Fines	-98.25
			2510 · Due to Friends of the Library (Money rece...	-27.50
			Meeting Room Rental	-25.00
			Printing & Copying	-6.00
			Over/Short	-5.00
TOTAL				-161.75
Deposit	02/14/2017		1020.10 · Book Trust Account-Unrestricted	239.60
			Fines	-219.60
			2510 · Due to Friends of the Library (Money rece...	-20.00
TOTAL				-239.60
Deposit	02/21/2017		1020.10 · Book Trust Account-Unrestricted	1,513.14
Sales Receipt	02/21/2017	State of California - Victim ...	Other Miscellaneous Revenue	-13.14
		Carol Hardison:In Honor of ...	1499.10 · Undeposited Funds	-1,500.00
TOTAL				-1,513.14
Deposit	02/21/2017		1020.10 · Book Trust Account-Unrestricted	145.75
			Fines	-123.75
			2510 · Due to Friends of the Library (Money rece...	-21.00
			Over/Short	-1.00
TOTAL				-145.75
Deposit	02/28/2017		1020.10 · Book Trust Account-Unrestricted	15.95
		State of California - Victim ...	Other Miscellaneous Revenue	-15.95
TOTAL				-15.95
Deposit	02/28/2017		1020.10 · Book Trust Account-Unrestricted	195.15
			Fines	-160.75
			2510 · Due to Friends of the Library (Money rece...	-9.00
			Meeting Room Rental	-25.00
			Over/Short	-0.40
TOTAL				-195.15

10:06 AM
03/21/17

Blanchard/Santa Paula Library District
Monthly Check Detail
February 2017

Type	Num	Date	Name	Account	Paid Amo...	Class	Original Amount
Check		02/28/2017		1020 · Book Trust Account			-3.00
				Bank Charges	-3.00		3.00
TOTAL					-3.00		3.00
Check	EFT	02/06/2017	Calif. Public Employe...	1020.10 · Book Trust Accou...			-4,906.64
				PERS Group Health Insurance	-4,906.64	General Fund	4,906.64
TOTAL					-4,906.64		4,906.64
Check	EFT	02/14/2017	Blanchard Communit...	1020.10 · Book Trust Accou...			-14,750.00
				1011.10 · Checking - Payroll ...	-14,750.00	General Fund	14,750.00
TOTAL					-14,750.00		14,750.00
Check	EFT	02/14/2017	Calif. Public Employe...	1020.10 · Book Trust Accou...			-757.46
				CALPERS (Payee Account - ...	-757.46	General Fund	757.46
TOTAL					-757.46		757.46
Check	EFT	02/14/2017	Calif. Public Employe...	1020.10 · Book Trust Accou...			-545.42
				CALPERS (Payee Account - ...	-545.42	General Fund	545.42
TOTAL					-545.42		545.42
Check	EFT	02/21/2017	Bank of America	1020.10 · Book Trust Accou...			-21.50
				Fines	-21.50	General Fund	21.50
TOTAL					-21.50		21.50
Check	EFT	02/28/2017	Calif. Public Employe...	1020.10 · Book Trust Accou...			-2,570.35
				PERS Retirement (Contributi...	-2,570.35	General Fund	2,570.35
TOTAL					-2,570.35		2,570.35
Check	EFT	02/28/2017	Calif. Public Employe...	1020.10 · Book Trust Accou...			-20.98
				PERS Retirement (Contributi...	-20.98	General Fund	20.98
TOTAL					-20.98		20.98
Check	EFT	02/28/2017	Blanchard Communit...	1020.10 · Book Trust Accou...			-14,250.00
				1011.10 · Checking - Payroll ...	-14,250.00	General Fund	14,250.00
TOTAL					-14,250.00		14,250.00
Bill Pmt -Check	10788	02/06/2017	Linda Kegerreis	1020.50 · Look-A-Book-Res...			-9.09
Bill	Jan 20...	02/06/2017		Adult Programs	-9.09	Restricted Funds:...	9.09
TOTAL					-9.09		9.09
Bill Pmt -Check	10789	02/09/2017	City of Santa Paula (0...	1020.10 · Book Trust Accou...			-349.25
Bill	Acct #...	02/01/2017		Water and Sewer	-349.25	General Fund	349.25
TOTAL					-349.25		349.25
Bill Pmt -Check	10790	02/09/2017	City of Santa Paula (0...	1020.10 · Book Trust Accou...			-71.53
Bill	Acct #...	02/01/2017		Water and Sewer	-71.53	General Fund	71.53
TOTAL					-71.53		71.53
Bill Pmt -Check	10791	02/09/2017	Coleman Landscape	1020.10 · Book Trust Accou...			-305.00
Bill	Invoice...	02/01/2017		Grounds Maintenance	-305.00	General Fund	305.00
TOTAL					-305.00		305.00

10:06 AM
03/21/17

Blanchard/Santa Paula Library District
Monthly Check Detail
February 2017

Type	Num	Date	Name	Account	Paid Amo...	Class	Original Amount
Bill Pmt -Check	10792	02/09/2017	County of Ventura El...	1020.10 · Book Trust Accou...			-350.00
Bill	Nov. El...	02/01/2017		Election Costs	-350.00	General Fund	350.00
TOTAL					-350.00		350.00
Bill Pmt -Check	10793	02/09/2017	Coverly Professional ...	1020.10 · Book Trust Accou...			-3,000.00
Bill	Invoice...	01/07/2017		Promotion & Public Relations	-750.00	General Fund	750.00
Bill	Invoice...	02/04/2017		Promotion & Public Relations	-1,500.00	General Fund	1,500.00
				Promotion & Public Relations	-750.00	General Fund	750.00
TOTAL					-3,000.00		3,000.00
Bill Pmt -Check	10794	02/09/2017	Demco, Inc.	1020.10 · Book Trust Accou...			-424.98
Bill	Invoice...	02/01/2017		Library Supplies	-424.98	General Fund	424.98
TOTAL					-424.98		424.98
Bill Pmt -Check	10795	02/09/2017	Document Systems	1020.10 · Book Trust Accou...			-243.16
Bill	Invoice...	02/01/2017		Printing	-160.12	General Fund	160.12
Bill	Invoice...	02/03/2017		Printing	-83.04	General Fund	83.04
TOTAL					-243.16		243.16
Bill Pmt -Check	10796	02/09/2017	Johana Garcia	1020.10 · Book Trust Accou...			0.00
TOTAL					0.00		0.00
Bill Pmt -Check	10797	02/09/2017	Kelly Cleaning & Sup...	1020.10 · Book Trust Accou...			-670.00
Bill	Invoice...	02/01/2017		Janitorial Services & Supplies	-670.00	General Fund	670.00
TOTAL					-670.00		670.00
Bill Pmt -Check	10798	02/09/2017	Law Offices of Nancy...	1020.10 · Book Trust Accou...			-125.00
Bill	Invoice...	02/01/2017		Legal Fees (Outside (non-em...	-125.00	General Fund	125.00
TOTAL					-125.00		125.00
Bill Pmt -Check	10799	02/09/2017	Ned Branch	1020.10 · Book Trust Accou...			-309.22
Bill		02/01/2017		PERS Group Health Insurance	-309.22	General Fund	309.22
TOTAL					-309.22		309.22
Bill Pmt -Check	10800	02/09/2017	Stephen McFadden C...	1020.10 · Book Trust Accou...			-1,063.00
Bill	Invoice...	02/03/2017		Accounting Fees (Outside (n...	-1,063.00	General Fund	1,063.00
TOTAL					-1,063.00		1,063.00
Bill Pmt -Check	10801	02/09/2017	The Gas Company	1020.10 · Book Trust Accou...			-162.24
Bill	Acct #...	02/02/2017		Gas	-162.24	General Fund	162.24
TOTAL					-162.24		162.24
Bill Pmt -Check	10802	02/13/2017	Deborah Pollack	1020.10 · Book Trust Accou...			-50.00
Bill	The Lo...	02/13/2017		Adult Programs	-50.00	Restricted Funds:...	50.00
TOTAL					-50.00		50.00
Bill Pmt -Check	10803	02/13/2017	Johana Garcia	1020.10 · Book Trust Accou...			-25.00
Bill	Refund...	02/13/2017		Fines	-25.00	General Fund	25.00
TOTAL					-25.00		25.00
Bill Pmt -Check	10804	02/13/2017	Ned Branch	1020.10 · Book Trust Accou...			-84.32
Bill	Reimb...	02/13/2017		Staff Recognition	-84.32	General Fund	84.32

10:06 AM
03/21/17

Blanchard/Santa Paula Library District
Monthly Check Detail
February 2017

Type	Num	Date	Name	Account	Paid Amo...	Class	Original Amount
TOTAL					-84.32		84.32
Bill Pmt -Check	10805	02/13/2017	Recology	1020.10 · Book Trust Accou...			-161.18
Bill	Invoice...	02/01/2017		Trash	-161.18	General Fund	161.18
TOTAL					-161.18		161.18
Bill Pmt -Check	10806	02/13/2017	Sparkletts	1020.10 · Book Trust Accou...			-19.91
Bill	46487...	02/02/2017		Office Supplies	-19.91	General Fund	19.91
TOTAL					-19.91		19.91
Bill Pmt -Check	10807	02/13/2017	Total Tech	1020.10 · Book Trust Accou...			-1,120.00
Bill	Invoice...	02/01/2017		Computer Services	-1,120.00	General Fund	1,120.00
TOTAL					-1,120.00		1,120.00
Bill Pmt -Check	10808	02/13/2017	Unique Management ...	1020.10 · Book Trust Accou...			-35.80
Bill	Invoice...	02/01/2017		Collection Services	-35.80	General Fund	35.80
TOTAL					-35.80		35.80
Bill Pmt -Check	10809	02/21/2017	Frontier Communicat...	1020.10 · Book Trust Accou...			-279.03
Bill	80552...	02/11/2017		Utilities (Utilities)	-279.03	General Fund	279.03
TOTAL					-279.03		279.03
Bill Pmt -Check	10810	02/21/2017	Neopost	1020.10 · Book Trust Accou...			-80.28
Bill	Invoice...	02/11/2017		Postage	-80.28	General Fund	80.28
TOTAL					-80.28		80.28
Bill Pmt -Check	10811	02/21/2017	Rivistas, LLC	1020.10 · Book Trust Accou...			-1,550.73
Bill	Invoice...	02/17/2017		Periodicals	-1,550.73	Adult Books	1,550.73
TOTAL					-1,550.73		1,550.73
Bill Pmt -Check	10812	02/28/2017	Alphabet Soup Pupp...	1020.10 · Book Trust Accou...			-200.00
Bill	March ...	02/28/2017		Children's Programs	-200.00	Children's Service...	200.00
TOTAL					-200.00		200.00
Bill Pmt -Check	10813	02/28/2017	Document Systems	1020.10 · Book Trust Accou...			-597.60
Bill	Invoice...	02/21/2017		Printing	-46.98	General Fund	46.98
Bill	Invoice...	02/21/2017		Printing	-224.00	General Fund	224.00
Bill	Invoice...	02/21/2017		Printing	-35.23	General Fund	35.23
Bill	Invoice...	02/21/2017		Printing	-291.39	General Fund	291.39
TOTAL					-597.60		597.60
Bill Pmt -Check	10814	02/28/2017	HASLER	1020.10 · Book Trust Accou...			-50.00
Bill	7900 0...	02/21/2017		Postage	-50.00	General Fund	50.00
TOTAL					-50.00		50.00
Bill Pmt -Check	10815	02/28/2017	Southern California E...	1020.10 · Book Trust Accou...			-1,074.75
Bill	2-03-9...	02/21/2017		Electricity	-1,074.75	General Fund	1,074.75
TOTAL					-1,074.75		1,074.75
Check	10816	02/04/2017	Business Card	1020.10 · Book Trust Accou...			0.00
TOTAL					0.00		0.00

REGULAR MEETING OF MARCH 28, 2017

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MARCH 28, 2017

H(a).NEW BUSINESS:CALIFORNIA SUPREME COURT DECISION *CITY OF SAN JOSE V. SUPERIOR COURT (SMITH) MARCH 2, 2017*

A recent California Supreme Court decision held that “writings”—which includes emails, text messages, and possibly voice mail—relating to the business of a government agency which are contained on personal devices such as cell phones or tablets are subject to the disclosure requirements of the California Public Records Act. An analysis by the law firm Meyers Nave, which practices in the area of public agency law, is attached.

Attorneys

Ruthann G. Ziegler

Nicholaus W. Norvell

Practice Areas

California Public
Records Act

Firm Spotlight

Seven Meyers Nave
Attorneys Selected as
“Super Lawyers” and
“Rising Stars”

Recreational
Marijuana is Legal in
California – Now
What?

2017 Diversity
Fellowship Program:
Information,
Application and
Selection

Meyers Nave
Litigators Achieve
Record Results On
Year’s Highest Profile
Cases

Britt Strottman Helps

California Supreme Court: Public Officials’ and Employees’ Communications on Private Devices and Accounts May be Public Records Subject to Disclosure

March 2, 2017

On March 2, the California Supreme Court decided a landmark case concerning the California Public Records Act (“CPRA,” Government Code §§ 6250 *et seq.*), which is expected to have wide-ranging administrative, operational and financial impacts on public agencies. The issue concerned whether e-mails and text messages, sent or received on private electronic devices or personal accounts used by public officials and their staffs, were subject to production under the CPRA. The Court held that such communications, if they relate to the conduct of public business, are subject to the CPRA and may be public records subject to disclosure. (*City of San Jose v. Superior Court (Smith)* (March 2, 2017, S218066).)

Meyers Nave attorneys Ruthann G. Ziegler and Nicholaus W. Norvell prepared an analysis of the Court’s decision below. Ruthann and Nick will provide additional information about the decision and its impact on public agencies during a webinar on March 9 hosted by the California Special Districts Association. (Please click [here](#) to register for the webinar.)

Case Analysis

Under the CPRA, a public record includes “any writing containing information relating to the conduct of the public’s business prepared,

**Calaveras County
Battle PG&E for \$100s
of Millions in Fire
Damage**

**Meyers Nave's Public
Law Expertise Profiled
in Windsor Times**

**Meyers Nave Receives
Charles Houston Bar
Association's 2015
Corporate Recognition
Award**

**Meyers Nave Knocks
Out Last Legal
Challenge to
Sacramento Kings
Arena**

owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Section 6252 (e).) According to the Court, communications such as e-mails and text messages on private devices and accounts can qualify as public records if their contents relate to the conduct of public business.

The Court acknowledged that it may be difficult to draw the line between public records and personal information on private devices and accounts. The Court indicated that distinguishing the difference would involve several factors, including: (1) the content of the communication itself; (2) the context of, or purpose for, the communication; (3) the person to whom the communication was directed; and (4) whether the communication "was prepared by an employee acting or purporting to act within the scope of his or her employment." As an example, the Court explained that, depending on the precise context, an e-mail to a spouse complaining about a co-worker would not be a public record. On the other hand, an e-mail to a supervisor about a co-worker's performance might be a public record.

The Court held that records which otherwise "meet CPRA's definition of 'public records' do not lose this status because they are located in an employee's personal account." Furthermore, "a writing prepared by a public employee conducting agency business has been 'prepared by' the agency within the meaning of" the CPRA, regardless of whether the writing is prepared using the employee's personal account.

In reaching this significant decision, the Court addressed important privacy concerns raised by the City and other parties interested in the case. First, if a record contains both public and private information, the Court reassured public agencies that they can redact information that is exclusively personal or otherwise exempt from disclosure under the CPRA.

Second, and more significantly, the City and interested public agencies were concerned with how they can locate responsive records on private devices and accounts without violating public officials' or employees' privacy rights. Relying on federal and state court decisions in similar cases, the Court offered "guidance" on how California public agencies can conduct searches that are reasonably calculated to locate responsive documents, even if those documents are contained on private devices or accounts.

Specifically, the Court provided several suggestions for public agencies in this area. "Federal courts applying FOIA [Freedom of Information Act; the federal equivalent of CPRA] have approved of individual employees conducting their own searches and segregating public records from personal records, so long as the employees have been properly trained in how to distinguish between the two." The Court noted that, for federal employees and public agency employees in other states, if an employee "withholds a document identified as potentially responsive," he or she may "submit an affidavit providing the agency, and a reviewing court, 'with a sufficient factual basis upon which to determine whether contested items were agency records' or personal materials." The Court indicated that this type of process could meet an agency's duty to produce responsive records

while also protecting individual privacy interests of officials and employees.

In addition, the Court noted that California public agencies might consider adopting policies to reduce the possibility of public records being located on private devices or accounts. For example, federal statutes and regulations require some federal employees to use their official agency accounts for all communications relating to public business or copy their official agency accounts on all public business communications conducted on private accounts.

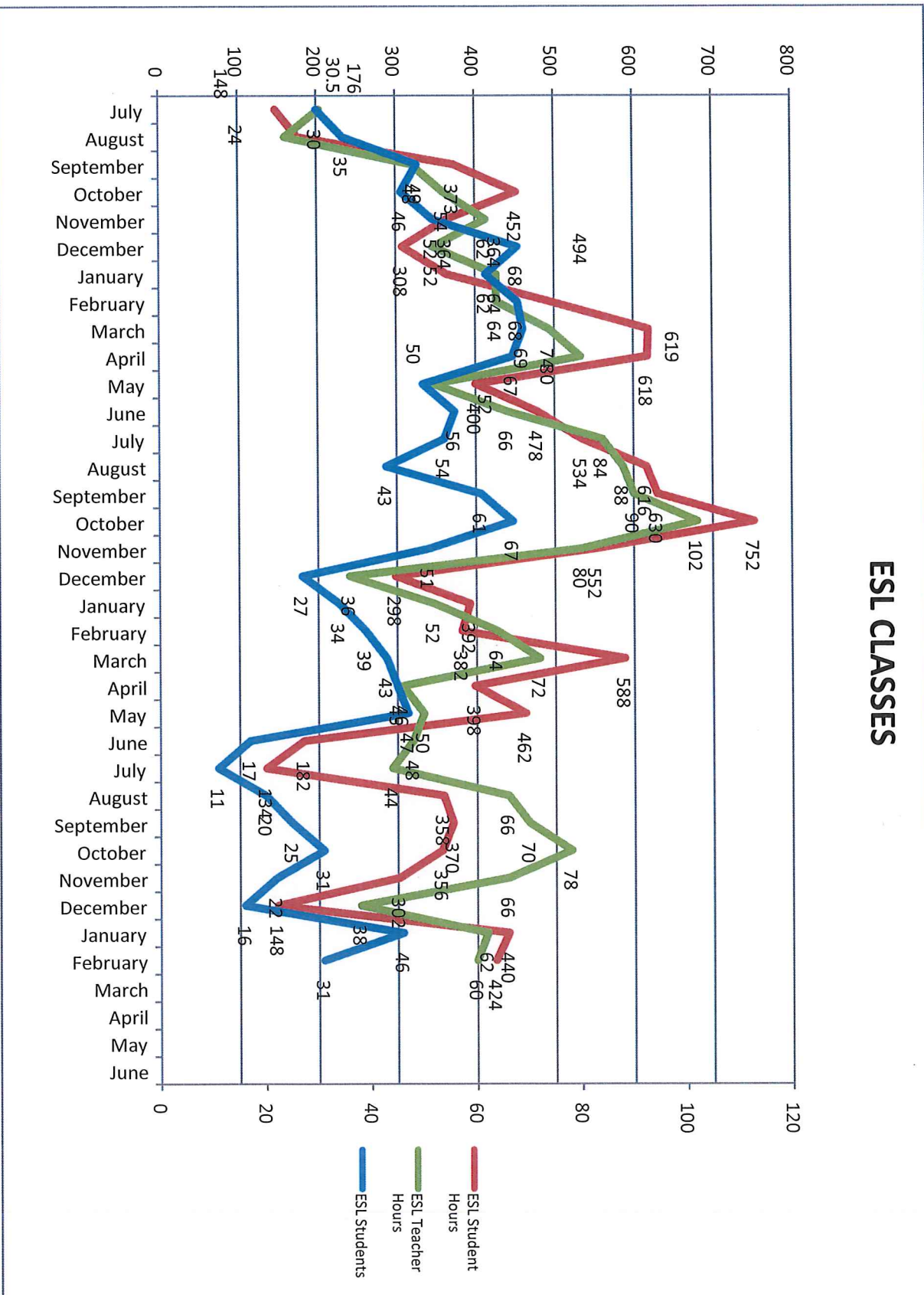
This decision will undoubtedly have a significant impact on how California's public agencies handle CPRA requests. Agency representatives should consult with legal counsel about this decision, both for purposes of complying with CPRA obligations and determining whether to adopt or update internal records policies.

Meyers Nave attorneys are available to provide advice to public agencies on all issues related to the California Public Records Act, including this decision. The Court's complete decision is available [here](#).

© 2017 Meyers Nave Riback Silver & Wilson, PLC

REGULAR MEETING OF MARCH 28, 2017
I(a) REPORTS: LITERACY SERVICES

ESL CLASSES



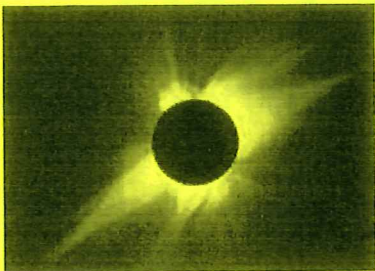
REGULAR MEETING OF MARCH 28, 2017
I(B) REPORTS: PUBLIC SERVICES

Public Services Report

March 28, 2017

- 1. Family Evenings-** On Tuesday, March 14th the Alphabet Soup Puppeteers presented "Farm Follies." There were about 85 people in attendance. Our next Family Evening will be held on **Thursday, April 13th** at 6:30, and will feature Astronomer Kevin Manning presenting "When Celestial Bodies Collide: Eclipses and Other Phenomena." Kevin will be bringing his telescope for patrons to view the night sky following his presentation.
- 2. Teen Scene-** We had Teen Scene on March 9th and there were 16 teens (and a few leprechauns!) in attendance for our St. Patrick's Day meeting. On March 23rd we celebrated March Madness with 15 teens enjoying relays and basketball. The next Teen Scene meeting will be held on Thursday, April 6th at 3:30 and will feature an Earth Day theme.
- 3. Adult Programs-** There were 22 people in attendance for Dr. Luis Sanchez's program on Tuesday, March 21st. Part of our CSUCI Lecture Series, Dr. Sanchez titled his presentation "Won't You Be My Neighbor?" and examined changes in racial and ethnic diversity across Ventura County neighborhoods. Our next program in the series will be a bilingual evening featuring Dr. Michael Soltys, Professor of Computer Science, who will present "Algorithms- the Rules of Modern Living" from 6:30-8:00pm.
"Look! A Book!" began a new session on Thursday, March 9th. There are 3 participants. The session runs Thursdays from 6-8pm through April 6th. No further sessions are scheduled at this time.
The library will celebrate March Madness tonight, Tuesday, March 28th, with a visit from Joe Chrisman, a member of John Wooden's UCLA 1967 NCAA Tournament Championship Team. The program begins at 6:30 and all ages are welcome.
- 4. Other-** The SPHS teens from the SESPEA (Students Encouraging Social, Political, and Environmental Action) Club will continue coming through May on Thursday afternoons from 4:30-6 to provide story time and homework help for grades K-5.
Olivia and I will be travelling to the Aero Institute in Palmdale on Tuesday, April 4th to attend a NASA workshop on "Portable Planetarium Training: Discovery Dome To-Go." We are planning to have the Discovery Dome at our library beginning Monday, July 3rd for approximately two weeks.

*When Celestial Bodies Collide:
Eclipses & Other Phenomena*



Thursday,
April 13th, 2017
6:30 pm

What causes a solar or lunar eclipse?
Award winning Astronomer Kevin Manning will explore
the natural causes of these and other celestial events.
Many fascinating images will be shared and Kevin will be
bringing his telescope for us to view the night sky
after his presentation.

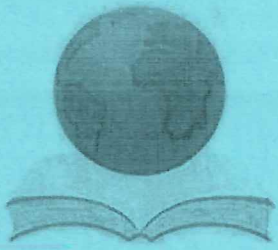
*Celebrate National Library Week
by attending this entertaining and educational program
at Blanchard Community Library!
It will be "Out of This World!"*



Solar eclipse glasses will be available
for purchase- \$3.00



119 N 8th Street, Santa Paula 805-525-3615 www.blanchardlibrary.org



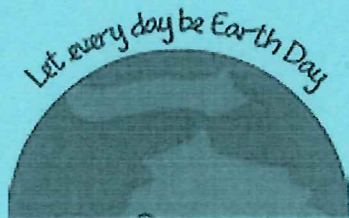
Teen Scene Celebrates Earth Day!

Join us for a
fun filled day about the
planet we inhabit!

Thursday, April 6th, 2017

3:30 - 4:30

6th grade & up
(or ages 12-17)
welcome!



HAPPY
EARTH DAY

Fun!

Games!

Snacks!

Friends!

Prizes!

Books!



Blanchard Community Library

119 N 8th Street 805-525-3615 www.blanchardlibrary.org





Lecture Series

Algorithms - the rules of modern living
Los algoritmos - las reglas de la vida moderna

Michael Soltys, Ph.D., Professor of Computer Science

Bilingual Program

Tuesday, April 11th
Martes, 11 de Abril

6:30 - 8:00 pm

Algorithms - the rules of modern living Algorithms are the ideas behind computer programs; they are the concepts that animate computers. Modern life is controlled by algorithms to a great extent: from online purchasing, to Google searching, and even dating, algorithms control many aspects of modern living. Join us for this enlightening program!

“Los algoritmos - las reglas de la vida moderna” Los algoritmos son las ideas que controlan los programas de software; Son los conceptos que animan las computadoras. En gran medida, la vida moderna es controlada por algoritmos: desde la compra en línea, a la búsqueda de Google, e incluso la vida romántica, los algoritmos regulan nuestros hábitos y decisiones.

Blanchard Community Library
119 N 8th Street, Santa Paula
805-525-3615 www40.blanchardlibrary.org



*Celebrate March Madness at
Blanchard Community Library!*

Meet

*Joe Chrisman,
a member of the UCLA 1967
NCAA Tournament Championship Team!*

*Tuesday, March 28th
6:30 pm*

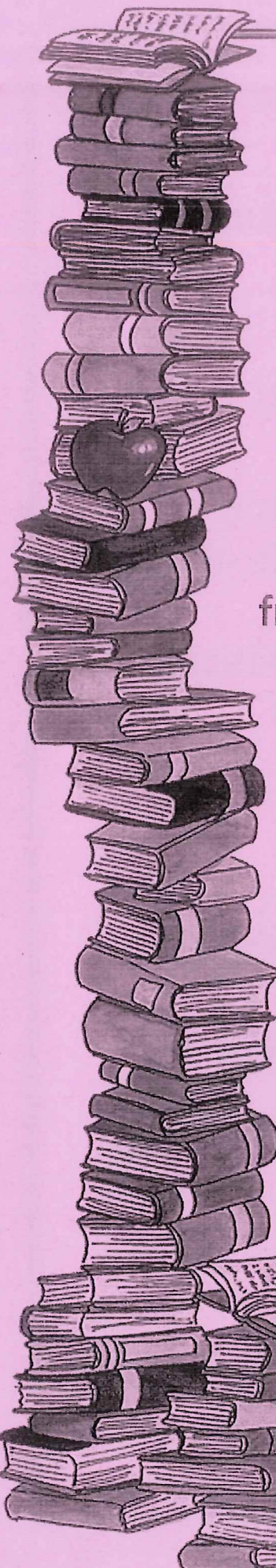


Join us as Joe's wife Valerie chats with Joe about what it was like to play for Coach John Wooden, how it felt to be a teammate of Kareem Abdul Jabbar, Mike Warren, and other basketball super stars, how it felt to be part of this amazing, undefeated powerhouse team, and more!



*Blanchard Community Library
119 N 8th Street, Santa Paula
805-525-3615 www.blanchardlibrary.org*





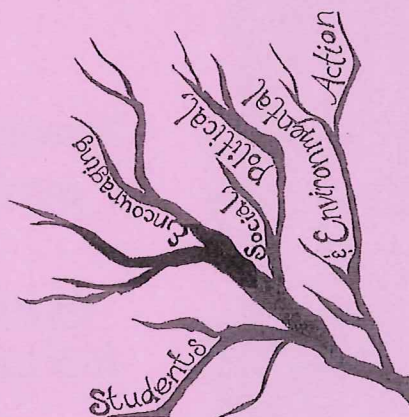
Announcing Afterschool Storytime

with
Santa Paula High School Students!

Join us on Thursday afternoons for
the month of March
from 4:30 - 6:00 pm and engage with members
of the SPHS "SESPEA" Club
(Students Encouraging Social, Political,
and Environmental Action)
as they share their favorite books.

*Children of all ages
and parents welcome!*

*Homework help for
K-5 also available.*



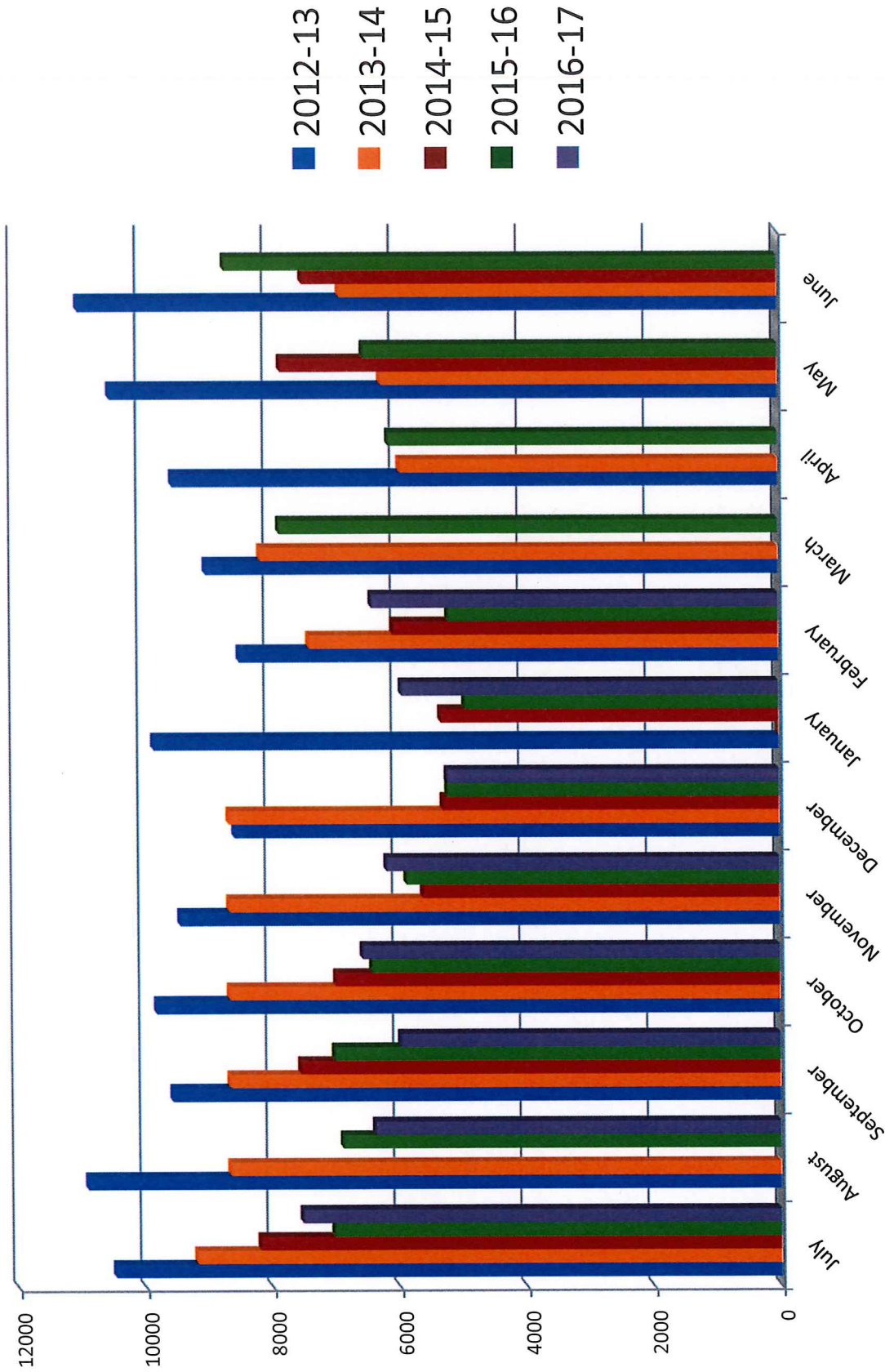
Blanchard Community Library
119 N 8th Street, Santa Paula
805-525-3615 www.blanchardlibrary.org



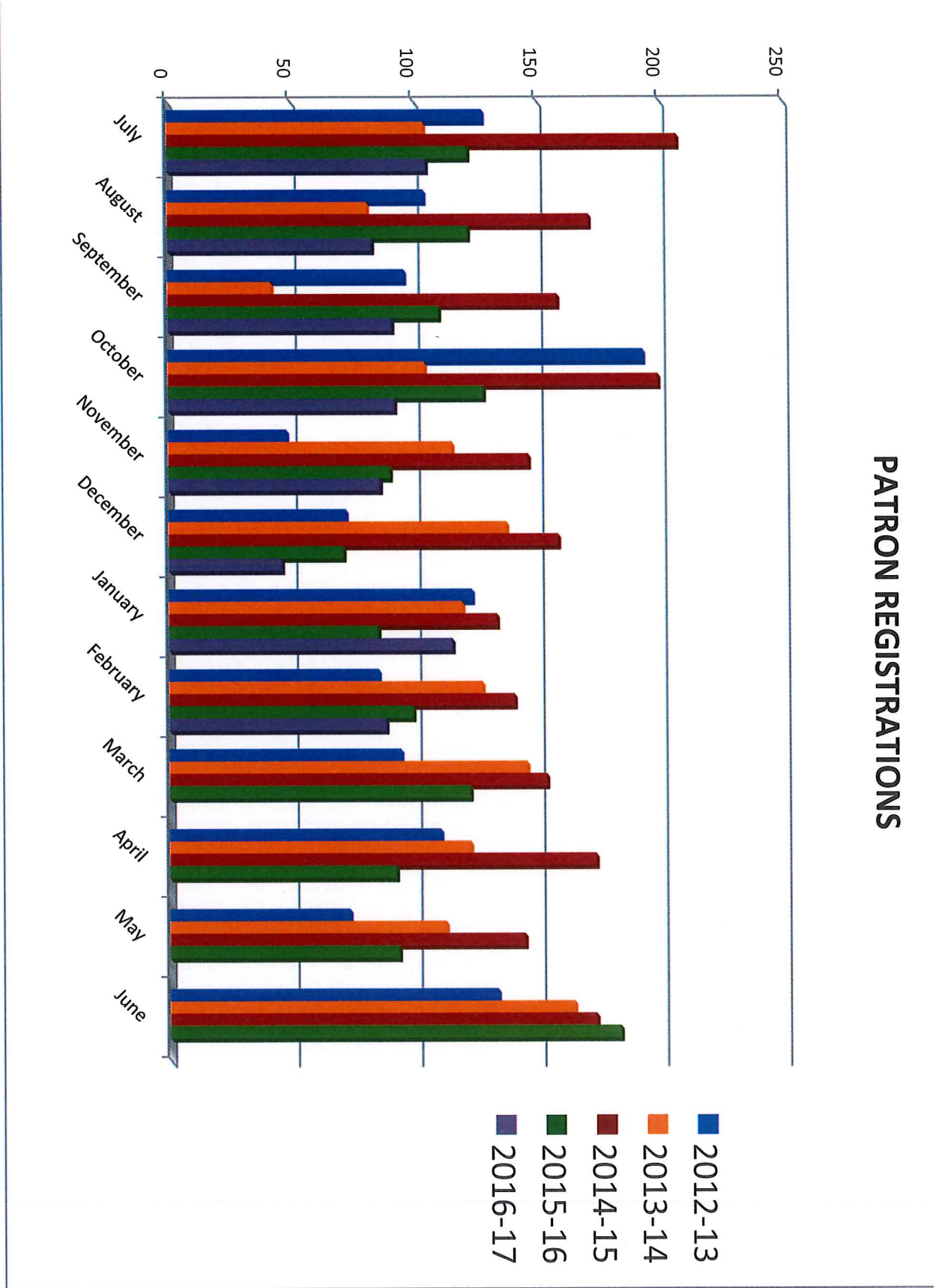
REGULAR MEETING OF MARCH 28, 2017
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. Wells Fargo Advisors signature card

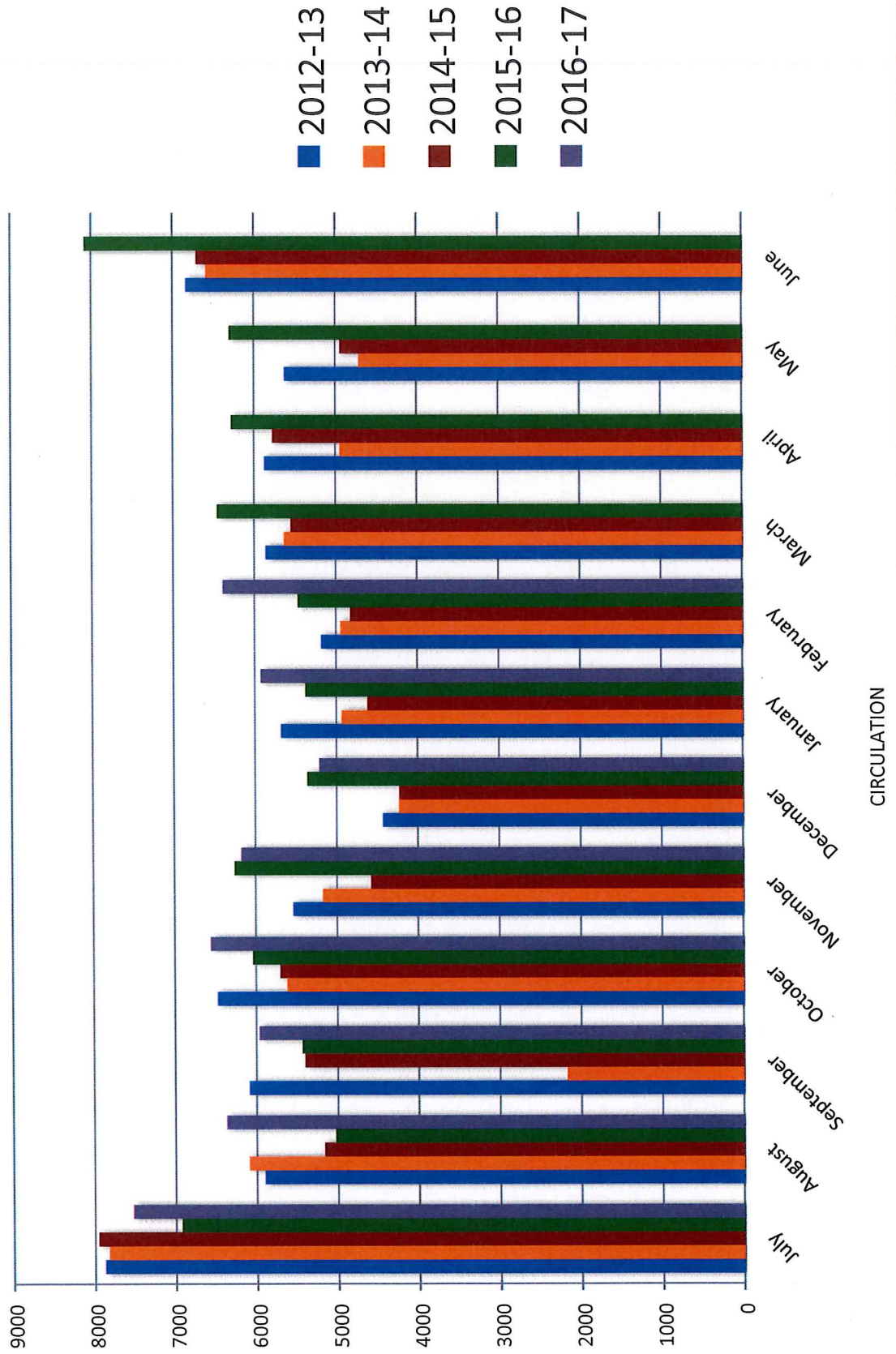
PATRON COUNT



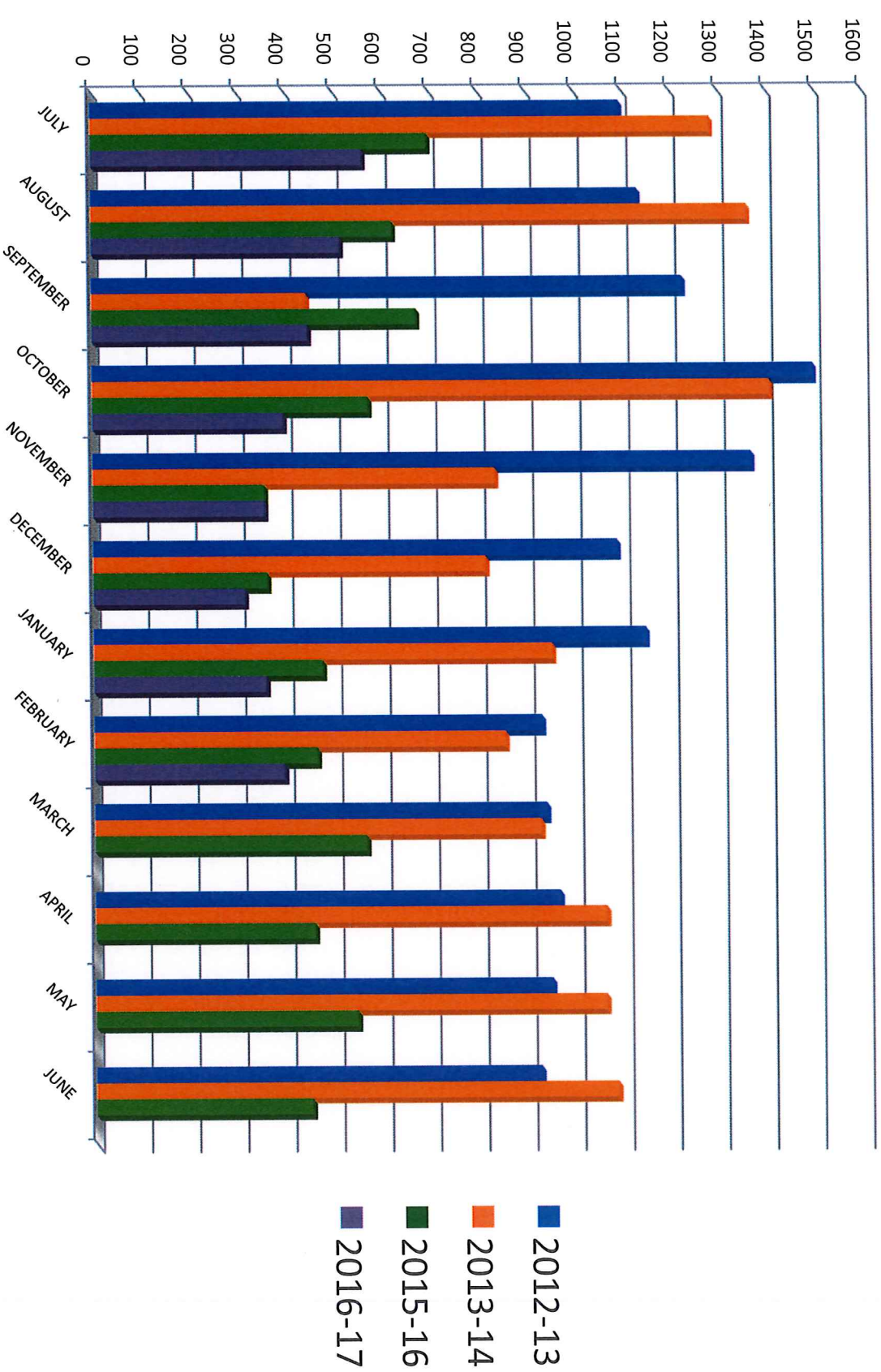
PATRON REGISTRATIONS



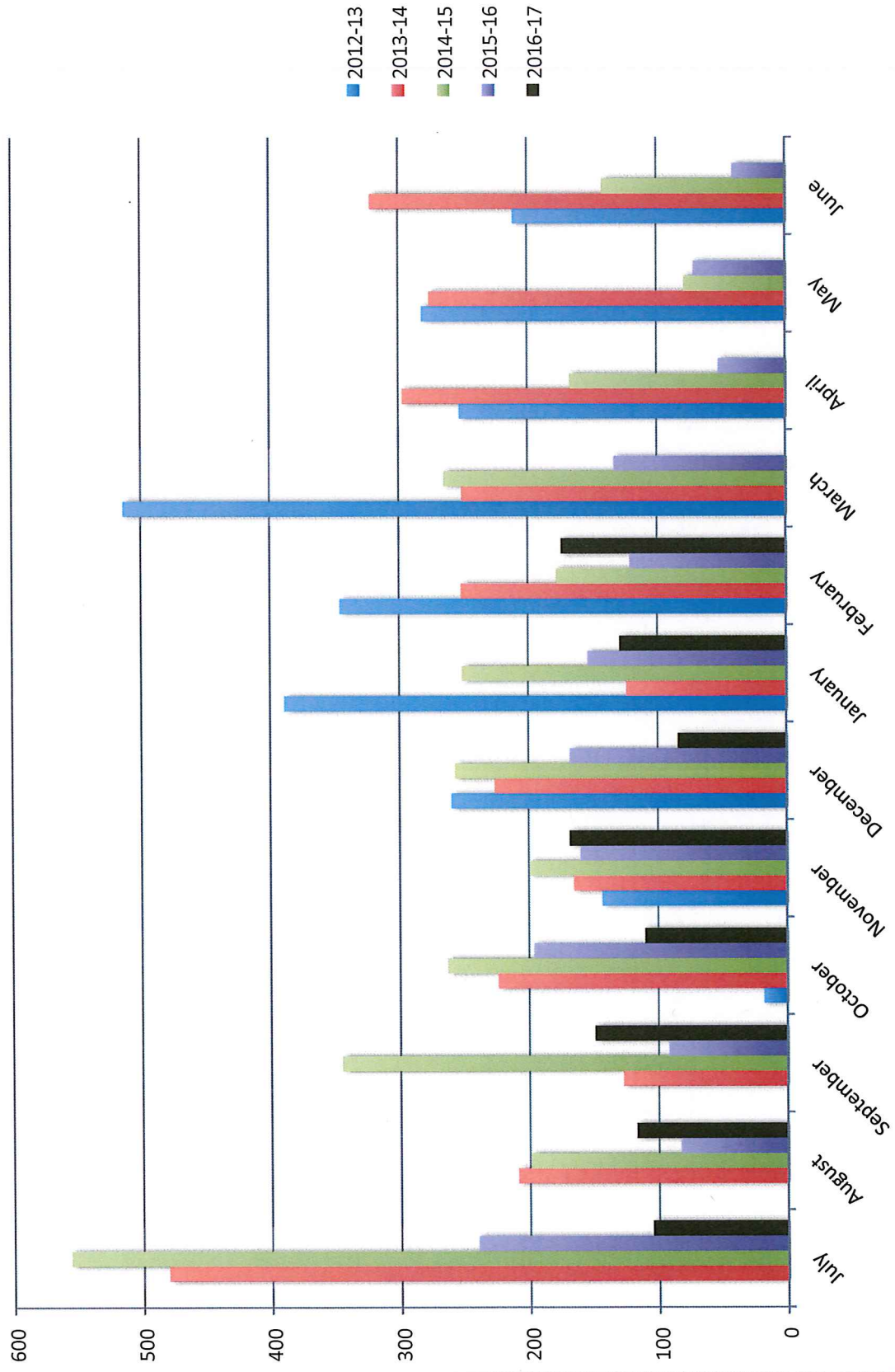
TOTAL CIRCULATION



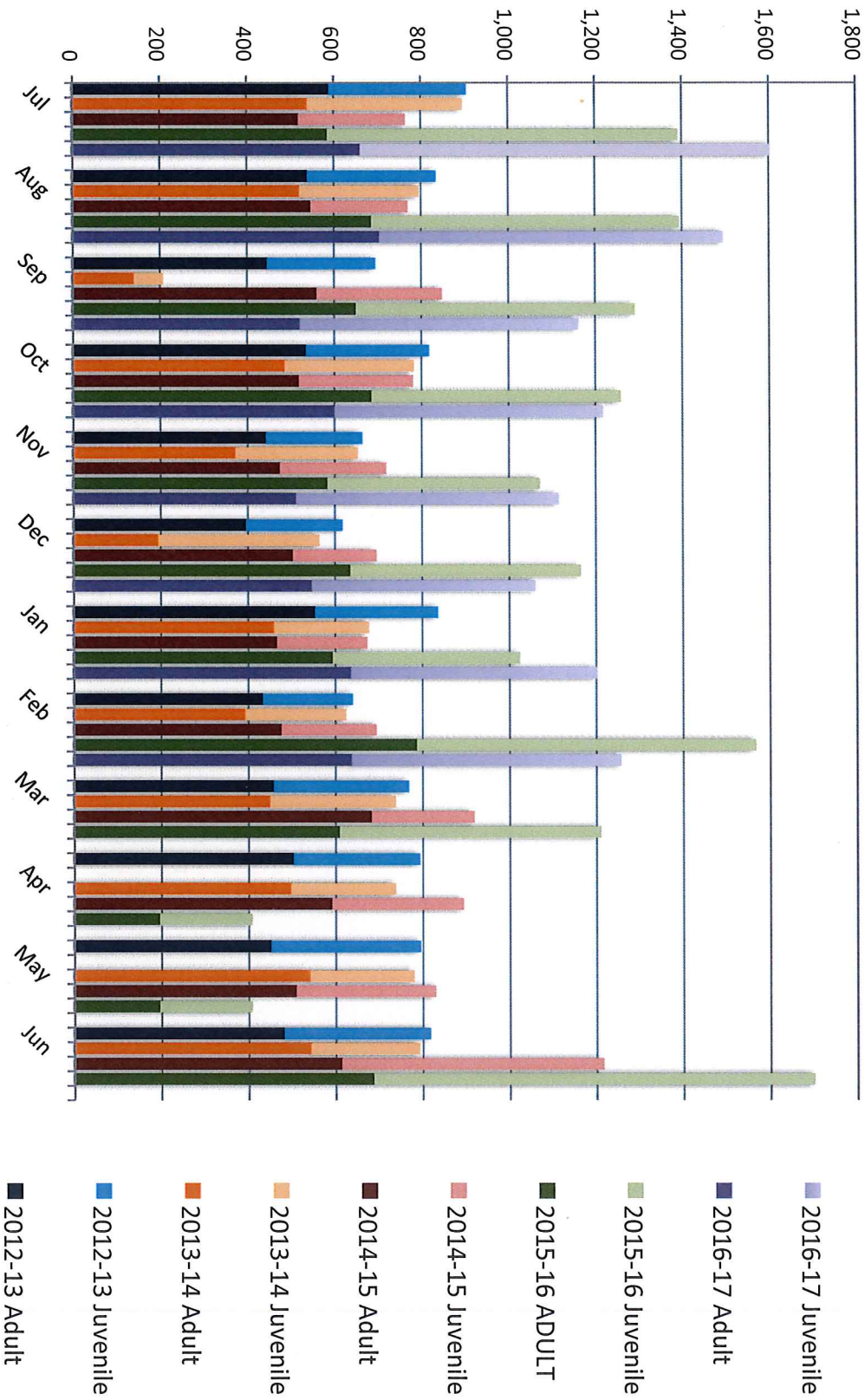
REFERENCE INQUIRIES



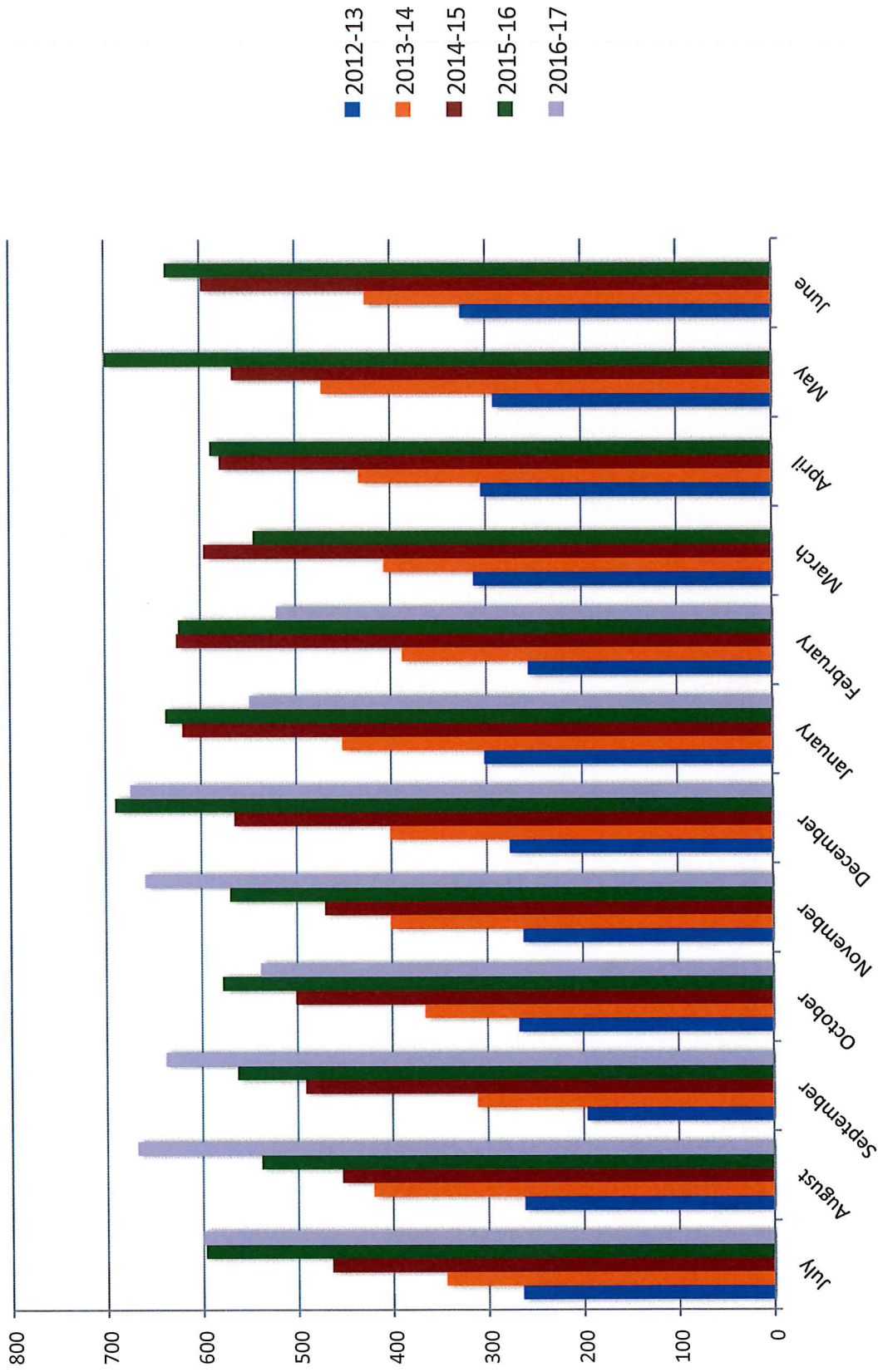
VOLUMES ADDED



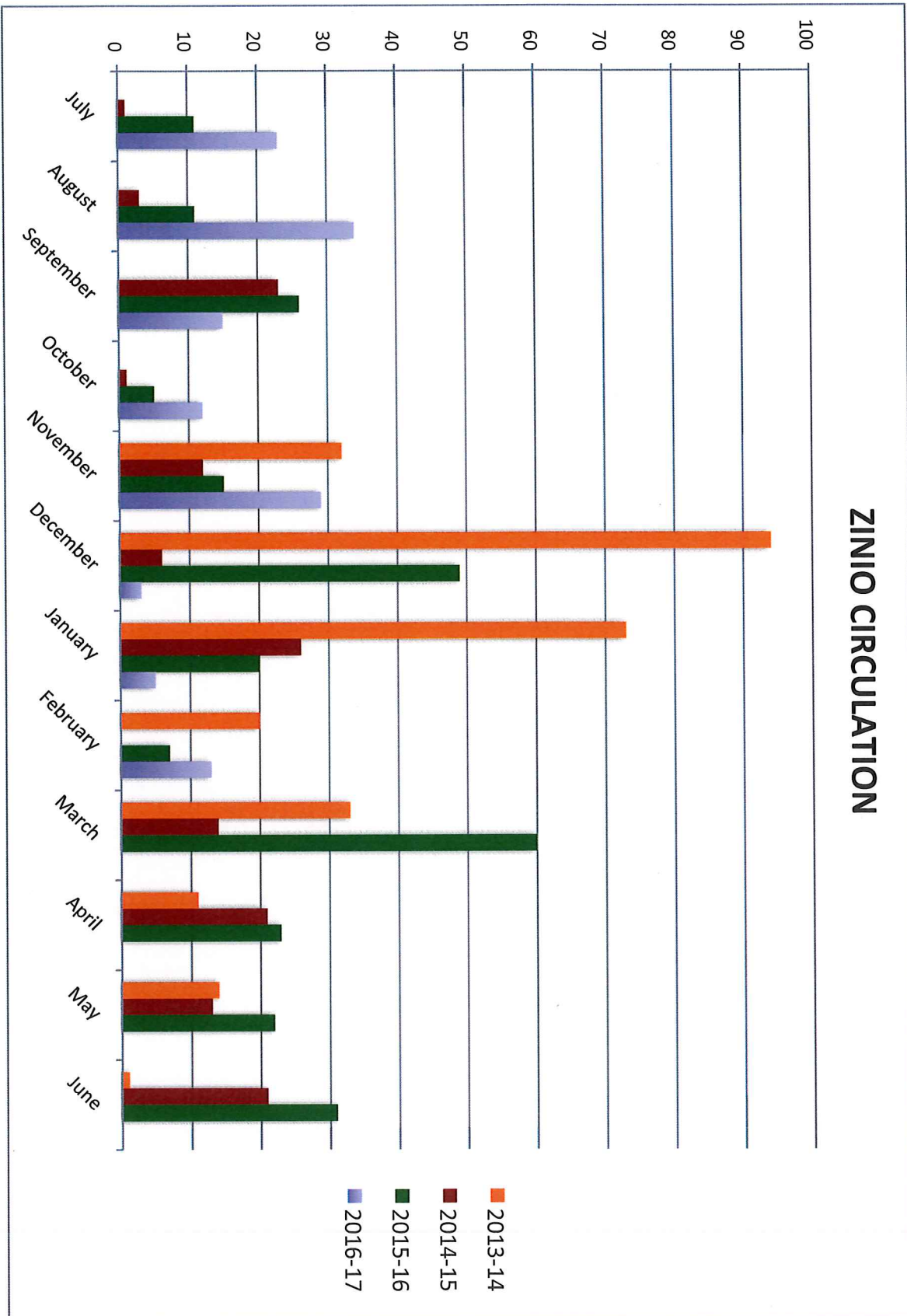
COMPUTER USAGE



eBOOK CIRCULATION



ZINIO CIRCULATION



HOOPLA

