

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Tuesday, August 24, 2021, at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE UNDER THE RULES
ESTABLISHED BY THE GOVERNOR'S EXECUTIVE ORDER N-33-20.

MEMBERS OF THE PUBLIC MAY PARTICIPATE

Join from PC, Mac, Linux, iOS or Android: <https://v.ringcentral.com/join/381392427>

For the best audio experience, please use computer audio.

Or Telephone: +1(650) 419-1505

Meeting ID: 381 39 2427

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. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of July 27, 2021

E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Update on capital projects (information, discussion, possible action)

H. NEW BUSINESS

- a. None

I. 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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting September 28, 2021

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 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF AUGUST 24, 2021
D. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of July 27, 2021

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 27, 2021

CALL TO ORDER---The Teleconference Meeting was called to order at 6:01 PM by Board President Laura Phillips. Trustees Grace Kelly Michael, Ron Merson, and Ricardo Reyes were in attendance, a quorum established. Trustee Miriam Zamora was absent. District Director Ned Branch was present.

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Merson / Michael 4-0).

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

APPROVAL OF MINUTES---The Minutes of the Regular Meeting on June 22, 2021 were unanimously approved (Michael / Reyes, 4-0).

6:17 pm Trustee Miriam Zamora joined the meeting.

REPORTS I ---

a. Director Branch presented the Financial Statements, Significant Variances, and Budget. Financial statements were received and filed (Reyes / Michael, 5-0).

b. Friends of the Library (FOL) - Trustee Phillips: They are doing very well. The first Saturday in August there will be a collectibles sale.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

a. Trustee Zamora asked about the status of Library services. Director Branch reported that the Library opened up in May on a limited basis and they hope to fully open in September or October but it depends on the COVID situation.

b. Trustee Phillips reported that the Art Committee is getting together again to determine the disposition of the Library artwork.

The De Colores event to honor Xavier Montes was very nice.

OLD BUSINESS---

a. Possible Modifications/Cancellation of CalPERS Retirement Program Contract was discussed. A legal opinion regarding CalPERS was reviewed. The Library must have only one retirement system for the employees. To exit CalPERS an estimated \$500,000 one-time payment will need to be made to CalPERS. Discussion was held on possible options including a 401K plan. Director Branch will bring more information back to the Board for review. No action was taken.

b. Prioritization and Timeline for Existing Building Renovation and New Building Construction was discussed. In regards to the roof repairs, a state loan program is sending information and Director Branch is waiting for a structural engineer to submit an analysis.

Possible Developer fees from East Area 1 are still being reviewed by the City.

c. A Leave Donation Program was discussed. No action was taken.

d. Report on the Community Meeting held July 24, 2021: Possible Mission statements were created and eight subject areas were discussed by the groups with ideas/suggestions by the community. The notes will be compiled into a Board Report.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 27, 2021

NEW BUSINESS---

a. The New Contract with the District Director was presented. It was approved with the changes to the effective dates, compensation, and contract signers. (Kelly/Zamora. 5-0)

REPORTS (continued)

a. Literary Services--- Updates were reviewed.

b. Public services--- Updates were reviewed.

c. District Director's Report---

1. Statistics reviewed.

2. Status of library operations as a result of county health orders regarding mitigation of COVID 19/staff vaccinations: New hours will be noon to 7 pm Monday through Thursday and 10 am to 2 pm on Saturday. Curbside checkout is being phased out. The number of people entering the library is low but it is increasing.

3. Betsy Chess Blanchard author book signing will be held Saturday, August 14 1-4 pm.

4. Director Branch is researching how to reach more community members with bilingual communications through the EDDM postal delivery system.

d. Board Committees

i Finance--- None

ii Human Resources--- None

iii Strategic Plan Teams

1. Visioning/Strategic Plan--- See information above.

2. Fundraising/Grants--- None

FUTURE AGENDA ITEMS--- The Board agreed to include the following future Agendas: Building Improvement Timeline.

UPCOMING MEETING DATE--- The next regular meeting will be August 24, 2021 at 6:00 pm.

ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Zamora/Michael, 5-0) at 8:17 PM.

Library Board Clerk

ATTEST:

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 27, 2021

District Director

REGULAR MEETING OF AUGUST 24, 2021, 2021
E(a) REPORTS: FINANCIAL REPORTS

1. Receive and file July 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

Blanchard/Santa Paula Library District
Balance Sheet
As of July 31, 2021

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Payroll (Checking Account - Payroll)	1,250.70
General Fund	14,432.98
County Accounts	1,301,456.05
Investment Accounts	391,123.17
Literacy	13,220.36
Building Fund	106,918.50
Book Trust Account	4,601.59
Santa Paula City	190,287.72
Blake	11,144.19
Petty Cash - General	380.00
Copy Machine Change Fund	31.40
Total Checking/Savings	<u>2,034,846.66</u>
Other Current Assets	<u>79,517.57</u>
Total Current Assets	<u>2,114,364.23</u>
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
Construction In Process	113,055.37
Land	69,309.00
Building	474,710.00
Furniture & Fixtures	292,980.92
Equipment	299,580.69
Improvements	673,252.24
Total Fixed Assets	<u>755,308.22</u>
TOTAL ASSETS	<u><u>2,869,672.45</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	3,811.30
Credit Cards	1,790.65
Other Current Liabilities	
Deferred Revenue	224.98
Total Payroll Liabilities	4,099.45
Due to Friends of the Library	366.05
Compensated Absences	38,030.00
Other Current Liabilities	42,720.48
Current Liabilities	<u>48,322.43</u>
Total Liabilities	48,322.43
Equity	
Total Equity	<u>2,821,350.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,869,672.45</u></u>

Blanchard/Santa Paula Library District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	<u>Jul 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Property Taxes	240,046.81	228,310.00	11,736.81	105.14%
Grants	3,000.00	0.00	3,000.00	100.0%
Donations	5,500.00	4,180.00	1,320.00	131.58%
Library Services	50.25	1,200.00	-1,149.75	4.19%
Interest Income	0.36			
Total Income	<u>248,597.42</u>	<u>233,690.00</u>	<u>14,907.42</u>	<u>106.38%</u>
Gross Profit	248,597.42	233,690.00	14,907.42	106.38%
Expense				
Salaries & Employee Benefits				
Salaries (Wage Account - Employee Gross Pay)	38,662.96	39,530.00	-867.04	97.81%
Total Payroll Tax	3,133.60	3,390.00	-256.40	92.44%
Total Retirement	5,986.97	6,120.00	-133.03	97.83%
Total Health Insurance	4,780.25	4,930.00	-149.75	96.96%
Insurance- Workers Comp.	144.19	670.00	-525.81	21.52%
Total Salaries & Employee Benefits	52,707.97	54,640.00	-1,932.03	96.46%
Services				
Total Computer Services	13,900.73	17,010.00	-3,109.27	81.72%
Collection Development				
Total AV Materials	1,450.20	800.00	650.20	181.28%
Total Books	550.99	4,360.00	-3,809.01	12.64%
Databases	3,911.99	690.00	3,221.99	566.96%
WiFi Hot Spots	432.74	500.00	-67.26	86.55%
Periodicals	1,328.37	210.00	1,118.37	632.56%
Total Collection Development	7,674.29	6,560.00	1,114.29	116.99%
Total Library Supplies	287.18	170.00	117.18	168.93%
Memberships & Dues	250.33	420.00	-169.67	59.6%
Total Programs	849.91	2,640.00	-1,790.09	32.19%
Promotion & Public Relations	29.99	483.30	-453.31	6.21%
Travel and Meetings	0.00	180.00	-180.00	0.0%
Total Services	22,992.43	27,463.30	-4,470.87	83.72%
Administration				
Advertising	0.00	30.00	-30.00	0.0%
Total Bank Charges	50.15	40.00	10.15	125.38%
Insurance	1,844.52	1,840.00	4.52	100.25%

Blanchard/Santa Paula Library District
 Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul 21	Budget	\$ Over Budget	% of Budget
Total Office expenses (Office expenses)	152.71	1,170.00	-1,017.29	13.05%
Total Professional Services	2,017.90	1,420.00	597.90	142.11%
Staff Development & Recognition	0.00	170.00	-170.00	0.0%
Strategic Planning	494.17	0.00	494.17	100.0%
Telephone Expense	319.33	360.00	-40.67	88.7%
Total Administration	4,878.78	5,030.00	-151.22	96.99%
Facilities				
Janitorial Services & Supplies	712.44	840.00	-127.56	84.81%
Total Repairs & Maintenance	1,946.38	3,980.00	-2,033.62	48.9%
Total Utilities (Utilities)	3,813.60	3,000.00	813.60	127.12%
Total Facilities	6,472.42	7,820.00	-1,347.58	82.77%
Total Expense	87,051.60	94,953.30	-7,901.70	91.68%
	161,545.82	138,736.70	22,809.12	116.44%
Other Income				
Extraordinary Income (Extraordinary Income)	0.03			
Total Other Income	0.03			
Total Other Expense	0.00	0.00	0.00	0.0%
	0.03	0.00	0.03	100.0%
	161,545.85	138,736.70	22,809.15	116.44%

Blanchard/Santa Paula Library District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	TOTAL			
	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
Property Taxes	240,046.81	1,178,730.00	-938,683.19	20.37%
Grants	3,000.00	69,323.00	-66,323.00	4.33%
Donations	5,500.00	65,160.00	-59,660.00	8.44%
Library Services	119.57	14,400.00	-14,280.43	0.83%
Interest Income	0.36			
Total Income	248,666.74	1,327,613.00	-1,078,946.26	18.73%
Gross Profit	248,666.74	1,327,613.00	-1,078,946.26	18.73%
Expense				
Salaries & Employee Benefits				
Salaries (Wage Account - Employee Gross Pay)	38,662.96	503,100.00	-464,437.04	7.69%
Total Payroll Tax	3,133.60	80,770.00	-77,636.40	3.88%
Total Retirement	5,986.97	73,800.00	-67,813.03	8.11%
Total Health Insurance	10,655.19	59,160.00	-48,504.81	18.01%
Insurance- Workers Comp.	288.38	2,540.00	-2,251.62	11.35%
Total Salaries & Employee Benefits	58,727.10	719,370.00	-660,642.90	8.16%
Services				
Total Computer Services	14,508.23	76,120.00	-61,611.77	19.06%
Collection Development				
Total AV Materials	1,450.20	9,600.00	-8,149.80	15.11%
Total Books	1,803.44	52,320.00	-50,516.56	3.45%
Databases	3,911.99	8,280.00	-4,368.01	47.25%
WiFi Hot Spots	432.74	6,000.00	-5,567.26	7.21%
Periodicals	1,328.37	2,520.00	-1,191.63	52.71%
Total Collection Development	8,926.74	78,720.00	-69,793.26	11.34%
Total Library Supplies	287.18	2,040.00	-1,752.82	14.08%
Memberships & Dues	250.33	5,040.00	-4,789.67	4.97%
Total Programs	1,840.93	31,680.00	-29,839.07	5.81%
Promotion & Public Relations	59.98	5,800.00	-5,740.02	1.03%
Travel and Meetings	0.00	2,160.00	-2,160.00	0.0%
Total Services	25,873.39	201,560.00	-175,686.61	12.84%
Administration				
Advertising	0.00	360.00	-360.00	0.0%
Total Bank Charges	50.15	480.00	-429.85	10.45%
Insurance	3,689.04	22,080.00	-18,390.96	16.71%

Blanchard/Santa Paula Library District
 Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	TOTAL			
	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Total Office expenses (Office expenses)	424.11	14,040.00	-13,615.89	3.02%
Total Professional Services	2,966.70	30,040.00	-27,073.30	9.88%
Staff Development & Recognition	175.00	2,040.00	-1,865.00	8.58%
Strategic Planning	908.36	3,000.00	-2,091.64	30.28%
Telephone Expense	319.33	4,320.00	-4,000.67	7.39%
Total Administration	8,532.69	76,360.00	-67,827.31	11.17%
Facilities				
Janitorial Services & Supplies	1,412.44	10,080.00	-8,667.56	14.01%
Total Repairs & Maintenance	2,251.38	37,560.00	-35,308.62	5.99%
Total Utilities (Utilities)	4,495.88	36,000.00	-31,504.12	12.49%
Total Facilities	8,159.70	83,640.00	-75,480.30	9.76%
Total Expense	101,292.88	1,080,930.00	-979,637.12	9.37%
	147,373.86	246,683.00	-99,309.14	59.74%
Other Income				
Extraordinary Income (Extraordinary Income)	0.03			
Total Other Income	0.03			
Total Other Expense	0.00	0.00	0.00	0.0%
	0.03	0.00	0.03	100.0%
	147,373.89	230,183.00	-82,809.11	64.03%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2021

	<u>Jul 21</u>	<u>Jul 20</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · Property Taxes	240,046.81	238,072.98	1,973.83	0.83%
4700 · Grants	3,000.00	0.00	3,000.00	100.0%
4600 · Donations	5,500.00	0.00	5,500.00	100.0%
4800 · Library Services	50.25	4.75	45.50	957.9%
Interest Income	0.36	0.36	0.00	0.0%
Total Income	<u>248,597.42</u>	<u>238,078.09</u>	<u>10,519.33</u>	<u>4.42%</u>
Gross Profit	248,597.42	238,078.09	10,519.33	4.42%
Expense				
Salaries & Employee Benefits				
Salaries	38,662.96	35,378.54	3,284.42	9.28%
Payroll Tax	3,133.60	2,798.18	335.42	11.99%
Retirement	5,986.97	5,117.89	869.08	16.98%
Health Insurance	4,780.25	5,206.47	-426.22	-8.19%
Insurance- Workers Comp.	144.19	161.37	-17.18	-10.65%
Total Salaries & Employee Benefits	<u>52,707.97</u>	<u>48,662.45</u>	<u>4,045.52</u>	<u>8.31%</u>
Services				
Computer Services	14,745.73	15,704.83	-959.10	-6.11%
Collection Development	8,233.31	3,515.01	4,718.30	134.23%
Library Supplies	287.18	249.77	37.41	14.98%
Memberships & Dues	851.33	785.00	66.33	8.45%
Programs	790.96	14.67	776.29	5,291.68%
Promotion & Public Relations	29.99	269.75	-239.76	-88.88%
Total Services	<u>24,938.50</u>	<u>20,539.03</u>	<u>4,399.47</u>	<u>21.42%</u>
Administration				
Bank Charges	50.15	1.00	49.15	4,915.0%
Insurance	1,844.52	1,625.38	219.14	13.48%
Office expenses (Office expenses)	405.14	153.35	251.79	164.19%
Professional Services	1,924.17	1,531.50	392.67	25.64%
Strategic Planning	494.17	0.00	494.17	100.0%
Telephone Expense	319.33	319.54	-0.21	-0.07%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
 July 2021

	<u>Jul 21</u>	<u>Jul 20</u>	<u>\$ Change</u>	<u>% Change</u>
Total Administration	5,037.48	3,630.77	1,406.71	38.74%
Facilities				
Janitorial Services & Supplies	712.44	1,069.13	-356.69	-33.36%
Repairs & Maintenance	733.38	3,223.70	-2,490.32	-77.25%
Utilities (Utilities)	3,813.60	3,433.81	379.79	11.06%
Total Facilities	<u>5,259.42</u>	<u>7,726.64</u>	<u>-2,467.22</u>	<u>-31.93%</u>
Total Expense	<u>87,943.37</u>	<u>80,558.89</u>	<u>7,384.48</u>	<u>9.17%</u>
Net Ordinary Income	160,654.05	157,519.20	3,134.85	1.99%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	0.03	0.00	0.03	100.0%
Library Impact Fees	0.00	29,038.49	-29,038.49	-100.0%
Total Other Income	<u>0.03</u>	<u>29,038.49</u>	<u>-29,038.46</u>	<u>-100.0%</u>
Net Other Income	0.03	29,038.49	-29,038.46	-100.0%
Net Income	<u><u>160,654.08</u></u>	<u><u>186,557.69</u></u>	<u><u>-25,903.61</u></u>	<u><u>-13.89%</u></u>

Blanchard/Santa Paula Library District General Fund Deposit Detail July 2021

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		07/13/21		Deposit	General Fund		110,000.00
			Blanchard Community Library	Deposit	1010.10 · Checking - County	General Fund	-110,000.00
TOTAL							-110,000.00
Deposit		07/20/21		Deposit	General Fund		3,000.00
			Pacific Library Partnership	Lunch at the ...	4700 · Grants	Programs:Children's P...	-3,000.00
TOTAL							-3,000.00
Deposit		07/20/21		Black Gold 4...	General Fund		48.85
			Black Gold Cooperative	4th Qtr e-Co...	4802 · Fines	General Fund	-48.85
TOTAL							-48.85
Deposit		07/21/21		Deposit	General Fund		500.00
Sales ...	785	07/15/21	Kiesewetter, Noel & Amy		1499.10 · Undeposited Funds	General Fund	-500.00
TOTAL							-500.00
Deposit		07/31/21		Deposit	General Fund		28.40
				Deposit	4801 · Books Lost & Paid		-28.40
TOTAL							-28.40

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
	07/31/2021		Service Charge	General Fund	
			Service Charge	Credit Card Fees	-50.15
TOTAL					-50.15
EFT	07/14/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 05-30-2021 - 06-12-...	General Fund	
			Classic retirement contribution 05-30-2021 - 06-12-2021	CALPERS (Payee Accou...	-383.99
TOTAL					-383.99
EFT	07/14/2021	Calif. Public Employees' Retirement System	Pepira retirement contribution 05-30-2021 - 06-12-2...	General Fund	
			Pepira retirement contribution 05-30-2021 - 06-12-2021	CALPERS (Payee Accou...	-1,160.74
TOTAL					-1,160.74
EFT	07/14/2021	Calif. Public Employees' Retirement System	July 2021 health insurance	General Fund	
			July 2021 health insurance	PERS Group Health Insu...	-2,970.26
			July 2021 health insurance	Annuitant Health Insurance	-2,338.82
TOTAL					-5,309.08
EFT	07/28/2021	Calif. Public Employees' Retirement System	Pepira retirement contribution 06-13-2021 - 06-26-2...	General Fund	
			Pepira retirement contribution 06-13-2021 - 06-26-2021	CALPERS (Payee Accou...	-2,647.19
TOTAL					-2,647.19
EFT	07/28/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 06-13-2021 - 06-26-...	General Fund	
			Classic retirement contribution 06-13-2021 - 06-26-2021	CALPERS (Payee Accou...	-758.63
TOTAL					-758.63
EFT	07/28/2021	Calif. Public Employees' Retirement System	Late Payment to CalPer	General Fund	
			Late Payment to CalPer	4300 - Penalties/Delinqu...	-5.54
TOTAL					-5.54

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
11137	07/01/2021	SDRMA	Member Number 7054	General Fund	
69770	07/01/2021		2021-22 Workers' Compensation Insurance	1063.10 · Prepaid Expen...	-1,730.19
TOTAL					-1,730.19
11138	07/01/2021	SDRMA	Member Number 7054	General Fund	
70216	07/01/2021		2021 - 2022 Property/Liability Insurance Package	1063.10 · Prepaid Expen...	-22,134.24
TOTAL					-22,134.24
11139	07/01/2021	Bibliotheca	07-03-21 - 07-02-22	General Fund	
07-03-21 - ...	07/03/2021		07-03-21 - 07-02-22 - SUP000002-000-US	1063.10 · Prepaid Expen...	-5,290.00
TOTAL					-5,290.00
11140	07/13/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
1P7D-MY...	07/04/2021		1P7D-MYY1-PLXT	Children's Programs	-39.45
1MTF-G7F...	07/05/2021		1MTF-G7FK-WJNV	Literacy Programs	-41.10
1P7D-MY...	07/05/2021		1P7D-MYY1-WLRQ	Literacy Programs	-30.75
1QMN-3T...	07/05/2021		1QMN-3TNY-7LTV - KEYBOARD COVERS	Patron Computers	-77.73
1QMG-C6...	07/05/2021			Children's Programs	-289.40
1YFL-4K...	07/05/2021		1YFL-4KW1-YGNER - ISOPROPYL ALCOHOL FOR K...	Library Materials - Other	-83.32
TOTAL					-561.75
11141	07/13/2021	Athens Enviromental	A20004977	General Fund	
10620512	07/01/2021		10620512	Trash	-218.28
TOTAL					-218.28
11142	07/13/2021	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
2035961861	06/07/2021		2035961861	Children's Books	-700.14
2035961860	07/01/2021		2035961860	Children's Books	-28.62
TOTAL					-728.76
11143	07/13/2021	Boyd & Associates	9030	General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
247569	07/01/2021		07-01-2021 - 09-30-2021	Security	-206.70
TOTAL					-206.70
11144	07/13/2021	City of Santa Paula (067000-00)	111-067000-00	General Fund	
05-24-21 - ...	07/01/2021		05-24-21 - 06-24-21	Water and Sewer	-338.41
TOTAL					-338.41
11145	07/13/2021	City of Santa Paula (067500-00)	111-067500-00	General Fund	
05-24-21 - ...	07/01/2021		05-24-21 - 06-24-21	Water and Sewer	-82.61
TOTAL					-82.61
11146	07/13/2021	Demco, Inc.	040481488	General Fund	
6970246	07/01/2021		Invoice 6970246	Book Binding/Mending	-96.16
TOTAL					-96.16
11147	07/13/2021	Document Systems	VE3166	General Fund	
167246	06/21/2021		167246	Printing	-78.64
167245	06/21/2021		167245	Printing	-173.79
TOTAL					-252.43
11148	07/13/2021	Kelly Cleaning & Supplies	INV. 489692088	General Fund	
489692088	07/01/2021		INV. 489692088	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11149	07/13/2021	LAFCO	07-01-21 - 06-30-22	General Fund	
07-01-21 - ...	06/28/2021		07-01-21 - 06-30-22	Memberships & Dues	-601.00
TOTAL					-601.00
11150	07/13/2021	Landscape Valley	INVOICE - JULY 2021	General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
JULY 2021	07/01/2021		INVOICE - JULY 2021	Grounds Maintenance	-305.00
TOTAL					-305.00
11151	07/13/2021	LightGabler LLP	INV. 58378	General Fund	
58378	07/07/2021		INV. 58378	Legal Fees	-37.50
TOTAL					-37.50
11152	07/13/2021	Nancy Kierstyn Schreiner	INVOICE 1661	General Fund	
1661	07/01/2021		INVOICE 1661	Legal Fees	-975.00
TOTAL					-975.00
11153	07/13/2021	Ned Branch	Monthly health insurance reimbursement	General Fund	
JULY 2021	07/01/2021		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11154	07/13/2021	OrangeBoy, Inc.	Invoice 3472 - Annual Savannah Subscription	General Fund	
3472	07/01/2021		Invoice 3472 - Annual Savannah Subscription	1063.10 - Prepaid Expen...	-2,000.00
TOTAL					-2,000.00
11155	07/13/2021	SoCalGas	151-414-1668-3	General Fund	
06-02-21 - ...	07/06/2021		06-02-21 - 07-01-21	Gas	-17.30
TOTAL					-17.30
11156	07/13/2021	Stephen McFadden CPA	Invoice 6506 - June 2021	General Fund	
6506	06/30/2021		Invoice 6506 - June 2021	Accounting Fees	-875.50
TOTAL					-875.50
11157	07/13/2021	T-Mobile	968719262	General Fund	
05-21-21 -...	06/21/2021		05-21-21 - 06-20-21	WiFi Hot Spots	-432.74

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-432.74
11158	07/13/2021	Unique Management Services, Inc.	538	General Fund	
603437	07/01/2021		603437	Collection Services	-17.90
TOTAL					-17.90
11159	07/13/2021	Ventura County Star	VC0759927	General Fund	
08-01-21 t...	07/01/2021		08-01-21 to 07-31-22	Periodicals	-466.44
TOTAL					-466.44
11160	07/13/2021	Western Exterminator Company	00093864-7	General Fund	
8294867	06/18/2021		8294867	Pest Control	-112.00
TOTAL					-112.00
11161	07/28/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
17TL-TW7...	07/11/2021		17TL-TW7Y-NXR6	Office Expense	-29.83
1M4R-6FN...	07/19/2021		1M4R-6FN6-YWVY	Children's Books	-522.37
1QMJ-LY...	07/10/2021		1QMJ-LYGW-PGCP - Keyboad covers	Library Materials - Other	-22.93
1JM1-RTK...	07/18/2021		Keyboard covers	Library Materials - Other	-25.70
TOTAL					-600.83
11162	07/28/2021	Andy's Plumbing Place	Invoice 9648-751	General Fund	
9648-751	07/16/2021		Invoice 9648-751	Building Maintenance	-109.68
TOTAL					-109.68
11163	07/28/2021	Angel A. Saucedo	Breathing, In Dust - Book returned after two years	General Fund	
Breathing, ...	07/16/2021		Breathing, In Dust - Book returned after two years	4801 - Books Lost & Paid	-27.00
TOTAL					-27.00
11164	07/28/2021	Black Gold Cooperative Library System		General Fund	
21-225	06/30/2021		Unique	Collection Services	-18.27

Blanchard/Santa Paula Library District Monthly General Fund Check Detail July 2021

Num	Date	Name	Memo	Account	Paid Amount
			Curbside Communicator	Network Services/ILS	-120.00
			WiFi hotspots	WiFi Hot Spots	-178.50
			Hoopla	Databases	-438.77
22-212	07/01/2021		Envisionware annual maintenance	Service/Licensing Agree...	-725.00
			1st QTR 2021-2022	Network Services/ILS	-12,776.00
			eContent	Databases	-865.00
			Hoopla	Databases	-2,725.00
TOTAL					-17,846.54
11165	07/28/2021	Business Card	Credit Card Charges 06-17-21 - 07-16-21	General Fund	
06-17-21 - ...	07/04/2021		Credit Card Charges 06-17-21 - 07-16-21	Bank of America Platinu...	-2,101.92
TOTAL					-2,101.92
11166	07/28/2021	Los Angeles Times	10011275968	General Fund	
10011275...	07/15/2021		10011275968	Periodicals	-112.00
TOTAL					-112.00
11167	07/28/2021	Midwest Tape	VOID: 2000009658	General Fund	
TOTAL					0.00
11168	07/28/2021	Southern California Edison	700501221979	General Fund	
06-18-21 - ...	07/20/2021			Electricity	-3,157.00
TOTAL					-3,157.00
11169	07/28/2021	Sparkletts	26410174648715	General Fund	
4648715-0...	07/15/2021		4648715-071521	Office Expense	-58.14
			June invoice missing	Office Expense	-55.66
TOTAL					-113.80
11170	07/21/2021	Midwest Tape	2000009658	General Fund	
99971006	07/01/2021		99971006	Young Adult AV	-282.21
500240565	07/01/2021		500240565	Young Adult AV	-452.92

10:31 AM

08/19/21

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
July 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
500299161	07/01/2021		500299161	Young Adult AV	-278.67
TOTAL					-1,013.80

REGULAR MEETING OF AUGUST 24, 2021
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF AUGUST 24, 2021
G(a) OLD BUSINESS: UPDATE ON CAPITAL PROJECTS

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF AUGUST 24, 2021
I(a)(i) REPORTS: PUBLIC SERVICES

JULY 2021 ADULT SERVICES REPORT

Programs

The Adult Summer Reading Program ended on July 25. Since the adult version of the annual event started in 2018, participation has increased each year. Individual participation is slightly lower than last year, with participants averaging roughly 4 books read over the course of the program (5.5 in 2020).

Six winners were selected from the participants, with each receiving a new Kindle Fire HD8 tablet. One of the winners was a local mother whose son *also* won a prize through the Teen Summer Reading Program.

Adult Summer Reading Program Participation

YEAR	PARTICIPANTS	LOGGED BOOKS
2018	11	101
2019	23	160
2020	25	139
2021	31	127
	90	527



Collection

74 adult-oriented items were added to the collection in July 2021.

Adult Materials Added to Collection

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	DVD	BLU-RAY
JULY	17	5	0	0	49	3

Youth Services Report
July 2021

Lunch at the Library

June 23- July 29

June 310

July 1,301

1,611 meals served

Summer Reading Program-June & July

Children 72

Teens 32

Adult 31

Free books!

LUNCH LIBRARY **ALMUERZO BIBLIOTECA**

Pick up a free lunch for children and teens 18 and under!
Almuerzo para llevar gratis para niños y adolescentes de 18 años y menor!

Monday - Thursday
11:15 am - 12:30 pm
Lunes - Jueves
11:15 am - 12:30 pm

Blanchard Community Library
319 N 8th Street
Santa Paula, CA 93040



Blanchard Community Library
Summer Reading Program
open to **CHILDREN TEENS & ADULTS** of all ages!
JUNE 5 - JULY 25
register @ blanchardlibrary.beanstack.com



209
People Reached

35
Engagements

Boost Post

4

6 Shares

Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles
	383	144	48	17	177	11	17	25	14

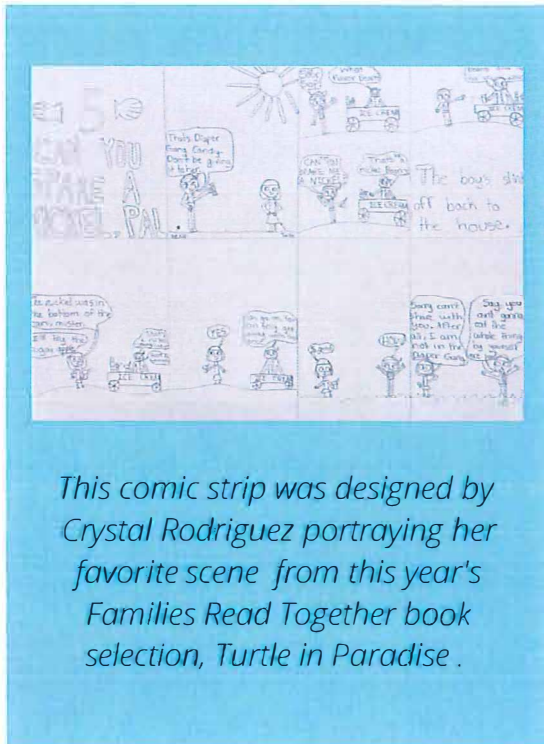
Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	632	160	89	0	4	24	0	5	1750

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	0	0	0	0	0	0	0
New Patron Registrations		Adult	Juvenile		Total		
		21	12		33		

New Books	YA	Juv Fic	Juv Non-Fic	DVD	Total
	19	29	15	5	68
					27

BEST Adult Learning Center

Library Board Report July 2021



This comic strip was designed by Crystal Rodriguez portraying her favorite scene from this year's Families Read Together book selection, Turtle in Paradise.

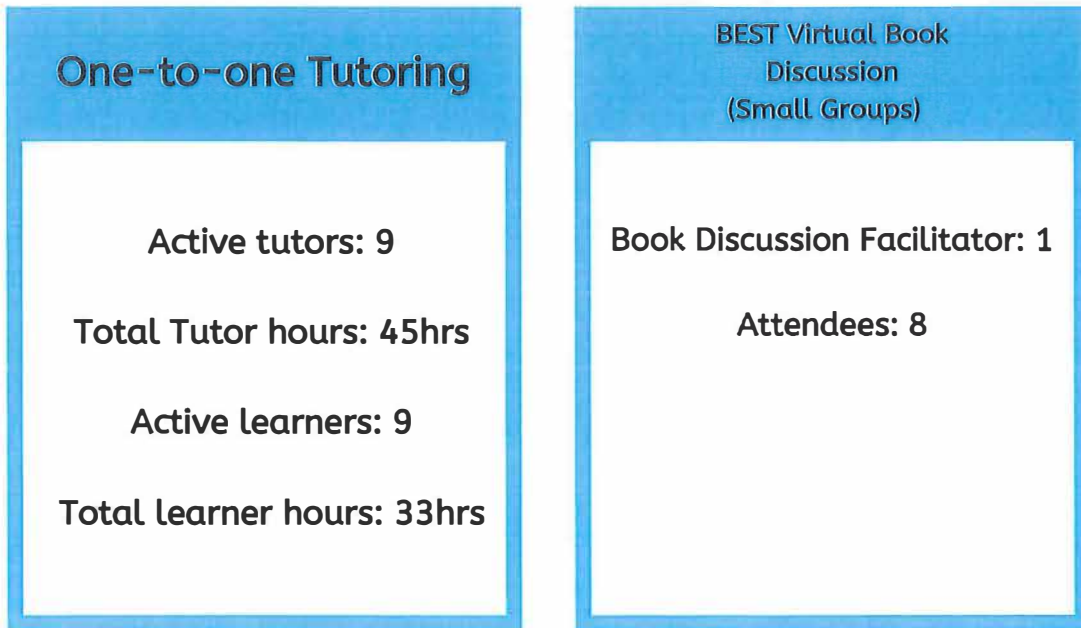
In July adult literacy tutors and learners spent a combined total of 78 hours practicing reading and writing skills. Participants of our weekly BEST Virtual Book Discussion began reading a biography about Thomas Edison. We were also delighted to welcome a new adult learner, Paulino to the adult literacy program. Paulino was matched with an existing literacy tutor who generously offered to take on a second student. Paulino would like to improve his basic literacy skills so he can advance his career as an agriculture mechanic technician.

Families Read Together came to a close on July 8th. The focus of this program was to encourage families to read the same book together during summer and make reading a routine. A total of 10 families enrolled in the program. Literacy staff received great feedback from participants. 100 percent of participants engaged in the reading program and 8 individuals read the entire book. Literacy staff plan on providing Families Read Together next summer based on these favorable outcomes.

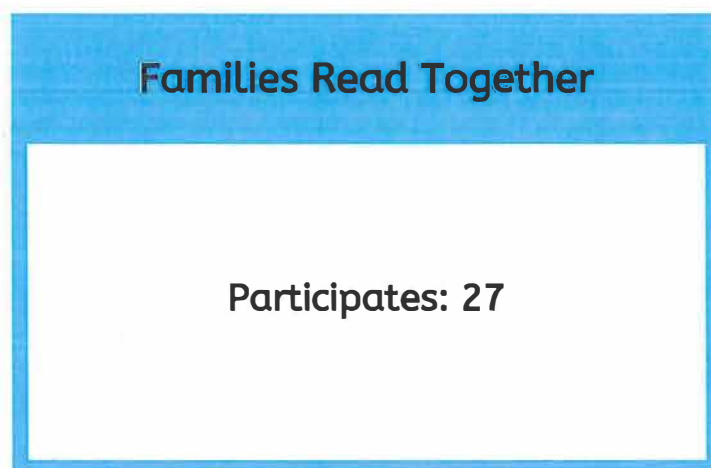
Lastly, director Misty Finch and literacy coordinator Olivia Castillo completed a two month professional development training called Touchpoints. Touchpoints is an evidence-based approach to understanding child development and using family engagement strategies to enhance customer service in libraries – especially for young children, their families, and caregivers. They are both very eager to apply what they have learned from this training to planned family literacy programs this year and provide excellent programs and services to library patrons and their families.

Statistics

July 2021 Adult Literacy Tutoring and Small Groups



July 2021 Family Literacy Programs and Events

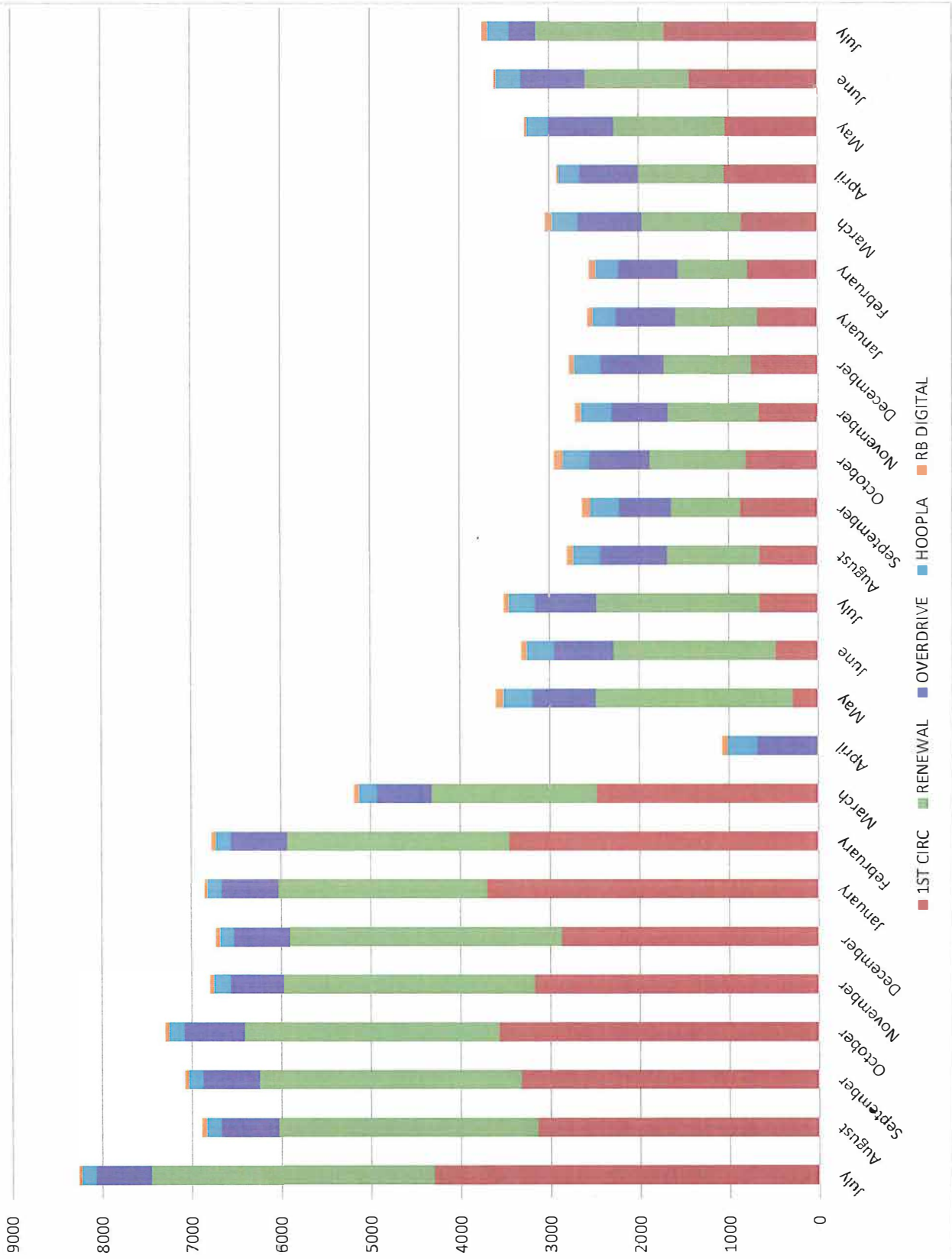


REGULAR MEETING OF AUGUST 24, 2021
I(a)(ii) REPORTS: FACILITIES

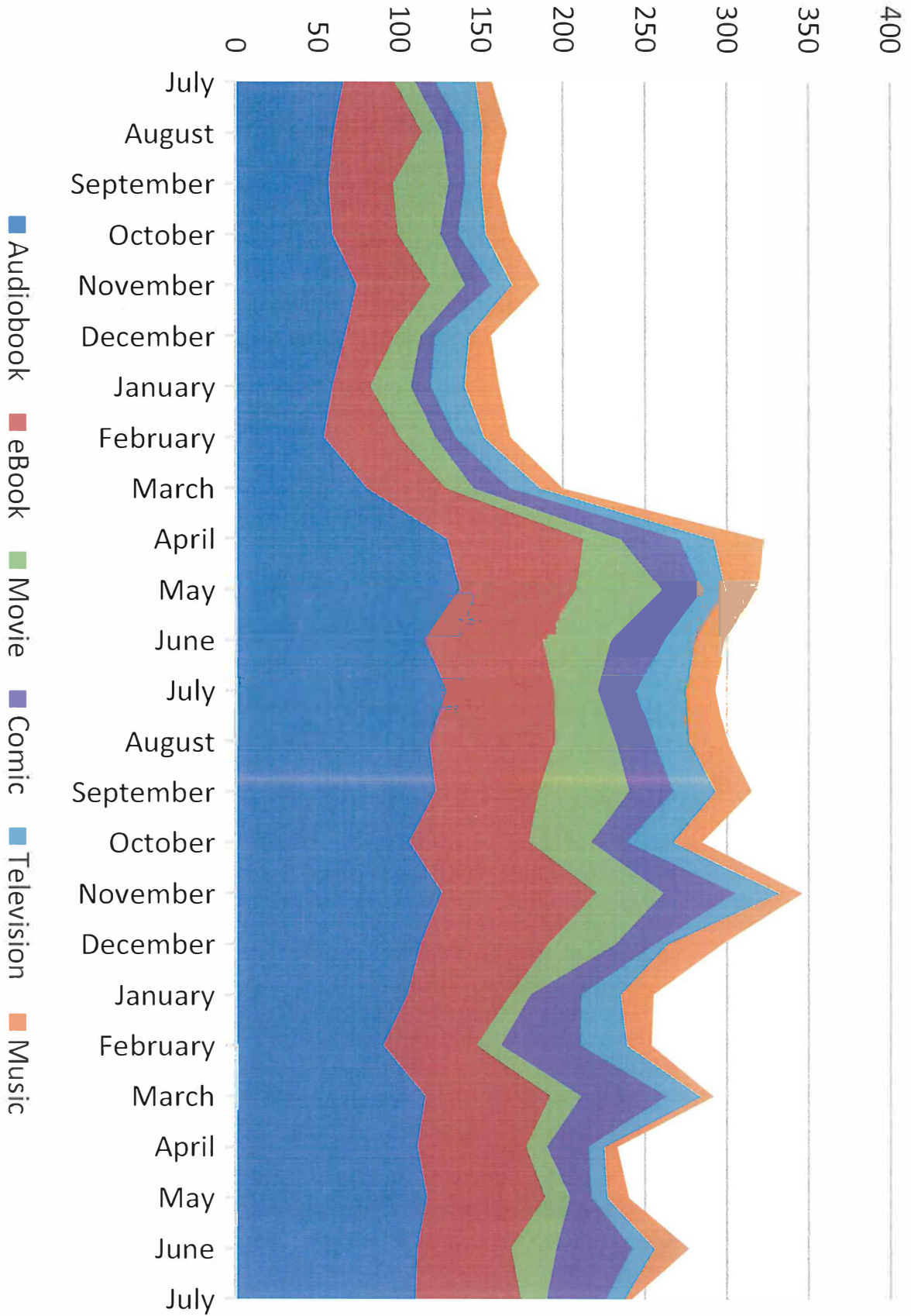
REGULAR MEETING OF AUGUST 24, 2021
I(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination
3. Betsy Blanchard Chess author book signing Saturday, August 14

TOTAL CIRCULATION



hOOPLA



MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 27, 2021



CALL TO ORDER---The Teleconference Meeting was called to order at 6:01 PM by Board President Laura Phillips. Trustees Grace Kelly Michael, Ron Merson, and Ricardo Reyes were in attendance, a quorum established. Trustee Miriam Zamora was absent. District Director Ned Branch was present.

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Merson / Michael 4-0).

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

APPROVAL OF MINUTES---The Minutes of the Regular Meeting on June 22, 2021 were unanimously approved (Michael / Reyes, 4-0).

6:17 pm Trustee Miriam Zamora joined the meeting.

REPORTS I ---

- a. Director Branch presented the Financial Statements, Significant Variances, and Budget. Financial statements were received and filed (Reyes / Michael, 5-0).
- b. Friends of the Library (FOL) - Trustee Phillips: They are doing very well. The first Saturday in August there will be a collectibles sale.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

- a. Trustee Zamora asked about the status of Library services. Director Branch reported that the Library opened up in May on a limited basis and they hope to fully open in September or October but it depends on the COVID situation.
- b. Trustee Phillips reported that the Art Committee is getting together again to determine the disposition of the Library artwork.

The De Colores event to honor Xavier Montes was very nice.

OLD BUSINESS---

- a. Possible Modifications/Cancellation of CalPERS Retirement Program Contract was discussed. A legal opinion regarding CalPERS was reviewed. The Library must have only one retirement system for the employees. To exit CalPERS an estimated \$500,000 one-time payment will need to be made to CalPERS. Discussion was held on possible options including a 401K plan. Direction Branch will bring more information back to the Board for review. No action was taken.
- b. Prioritization and Timeline for Existing Building Renovation and New Building Construction was discussed. In regards to the roof repairs, a state loan program is sending information and Director Branch is waiting for a structural engineer to submit an analysis.
Possible Developer fees from East Area 1 are still being reviewed by the City.
- c. A Leave Donation Program was discussed. No action was taken.
- d. Report on the Community Meeting held July 24, 2021: Possible Mission statements were created and eight subject areas were discussed by the groups with ideas/suggestions by the community. The notes will be compiled into a Board Report.