

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, September 26, 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. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of August 22, 2017
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Space Plan—Report from Facilities Committee (information, discussion, possible action)
 - b. Board Bylaws (information, discussion, possible action)
 - c. Library Art Collection Policy (information, discussion, possible action)
- H. NEW BUSINESS

- a. Checking account signatory policy for amounts under \$1,000 (information, discussion, possible action)
- b. Purchase of RFID equipment (information, discussion, 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

October 24, 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 AUGUST 22, 2017
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of August 22, 2017

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 22, 2017

CALL TO ORDER---The Meeting was called to order at 5:30 p.m. by Board President Laura Phillips. Board members Maureen Coughlin, Tim Hicks, Nancy Nasalroad, 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---None.

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of July 25, 2017, were unanimously approved as corrected (Hicks/Nasalroad).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. The column for Extraordinary Income (Expenses) will be renamed Non-Budgeted Income (Expenses). The CLLS Flair accounts will be referred to as CLLS Literacy. The YTD Budget for Employee Benefits should read \$141, and the large expenditure in Building Maintenance was due in part to weak spots in the AC system that gave way when it was run heavily. In the City Funds statement, a billing of \$96 was included once it was shown that it was not a duplicate. In the Deposit Detail pages, \$225 was notated to write off some stale dated checks. Interest earned is rolled into the Library cd's as they mature and are renewed. Financial statements were unanimously received and filed (Hicks/Nasalroad). Mr. McFadden departed after the report. Dick Eastlake is back with the *Friends* who will be featuring a special on coffee table books at their August First Saturday sale.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS--- Trustee Spink passed on a compliment for the staff about how lively the library was on a recent Saturday, from a former resident and librarian. Trustees Hicks and Nasalroad and Director Branch went to the opening celebration of the Palazzio event center at which José Melgar expressed his appreciation for the use of the Library parking lot.

UNFINISHED BUSINESS--- Ten authors have been invited to the September Chamber Mixer. The Board discussed refreshments and raffle prizes. Director Branch will ask if the Chamber can share the food costs.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 22, 2017

NEW BUSINESS---The Board unanimously agreed to send the draft of the *Board by-laws* back for editing and will relook at it in September (Hicks/Coughlin). Board members will send Director Branch suggestions for a *Library Art Policy* and agreed unanimously to look at it again in September (Hicks/Nasalroad). Director Branch will make copies of the cd's cataloging the art.

REPORTS CONT. --- The *Literacy Program* has a back-log of prospective learners waiting for a tutor, and a wait list for the Daytime ESL students with preschool children. These parents must commit to all four days of class to qualify for the preschool service. Wendy Batstone and her staff are working on reports for the CLLS grant as well as applications to fund the ESL program through June. *Public Services* is considering a series of follow up workshops to the Small Business Administration's bilingual program. Ilene Gavenman distributed 1,000 pairs of eclipse glasses and had 80 attendees at the All American Total Eclipse talk. The teens read a record total of 368,300 pages during their six week summer reading program. The *District Director* presented the statistics and Trustee Spink complimented the staff as many of the books she requests are now coming from our own shelves. Marilyn Appleby has a few facilities ideas on paper to show the staff and then the Facilities Committee. A Volunteer Coordinator position advertisement brought in about twenty responses, with about six strong candidates. The Ventura Arts Council will sponsor a poetry contest with the Library. Black Gold is connected to SCENIC now. The Chamber of Commerce Board will vote to admit Director Branch as a member.

Board Committee Reports: The *Human Resources* Committee will read the Volunteer Coordinator applicant resumés, and then start work on an Adult Librarian position. For *Cmunity Connections*, Board President Phillips is organizing a monthly coffee with the city manager at the Library. Under *Publicity/Public Relations*, Trustee Spink is working with John Nichols to have the Library included in the Art in Santa Paula website, either as a regular feature or to provide a link. For *Adult Programs*, Louis Sanchez will be back in September. The Library will host an Agricultural program and a UFW workshop. Board President Phillips discussed having a weekly veterans' service volunteer with Jerry Olivas, but the VFW post is cutting back on activities. The Senior Center already has a monthly Veterans Service provider. Director Branch is

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, August 22, 2017

researching online Spanish programs, but it would be good to have a conversational Spanish program at the Library.

Strategic Plan Team Reports:

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas: Board By-laws, Art Collection Policy, Facilities Plan

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, September 26, 2017, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 7:58 p.m.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF SEPTEMBER 26, 2017
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file August 2017 financial reports

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

August 31, 2017

BLANCHARD COMMUNITY LIBRARY

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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 August 31, 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
September 15, 2017

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

August 31, 2017

ASSETS

| | CURRENT ASSETS | |
|---|----------------|----------------------------|
| CASH | | \$ 1,544,346 |
| PREPAID EXPENSES | | 14,359 |
| TOTAL CURRENT ASSETS | | <u>1,558,705</u> |
| FIXED ASSETS NET OF ACCUMULATED DEPRECIATION | | <u>556,597</u> |
| TOTAL ASSETS | | <u><u>\$ 2,115,302</u></u> |

LIABILITIES AND FUND BALANCES

| | LIABILITIES | |
|---|---------------|----------------------------|
| ACCOUNTS PAYABLE | \$ 4,407 | |
| ACCRUED PAYROLL EXPENSE | <u>29,985</u> | |
| TOTAL LIABILITIES | | \$ 34,392 |
| | FUND BALANCES | |
| GENERAL FUND | 1,296,849 | |
| FIXED ASSET FUND | 556,597 | |
| RESTRICTED FUNDS | 227,464 | |
| TOTAL FUND BALANCE | | <u>2,080,910</u> |
| TOTAL LIABILITIES AND FUND BALANCE | | <u><u>\$ 2,115,302</u></u> |

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES FOR THE MONTH AND PERIOD ENDED AUGUST 31, 2017

| | AUGUST | | | YEAR TO DATE | | |
|---------------------------------------|--------------------|--------------------|----------|-------------------|-------------------|----------|
| | MONTH ACTUAL | MONTH BUDGET | VARIANCE | YTD ACTUAL | YTD BUDGET | VARIANCE |
| REVENUE | | | | | | |
| PROPERTY TAX | \$ - | \$ 121 | | \$ 240,707 | \$ 228,423 | 5.4% |
| LIBRARY OPERATIONS | 1,125 | 417 | 169.78% | 2,271 | 833 | 172.6% |
| DONATIONS | 800 | 2,083 | -61.59% | 2,378 | 4,167 | -42.9% |
| CLLS LITERACY | \$ - | \$ 18,000 | | | \$ 18,000 | |
| | <u>\$ 1,925</u> | <u>\$ 20,621</u> | -90.7% | <u>\$ 245,356</u> | <u>\$ 251,423</u> | -2.4% |
| EXPENSES | | | | | | |
| PERSONNEL | \$ 59,029 | \$ 44,845 | 31.6% | \$ 99,652 | \$ 91,381 | 9.1% |
| ADMINISTRATIVE | 2,921 | 3,779 | -22.7% | 5,430 | 7,558 | -28.2% |
| FACILITIES | 5,566 | 4,704 | 18.3% | 11,941 | 9,408 | 26.9% |
| OPERATIONS | 5,391 | 6,628 | -18.7% | 26,099 | 28,255 | -7.6% |
| | <u>\$ 72,907</u> | <u>\$ 59,956</u> | 21.6% | <u>\$ 143,122</u> | <u>\$ 136,602</u> | 4.8% |
| NET INCOME (LOSS) | <u>\$ (70,982)</u> | <u>\$ (39,335)</u> | 80.5% | <u>\$ 102,234</u> | <u>\$ 114,821</u> | -11.0% |
| NON BUDGETED INCOME (EXPENSES) | | | | | | |
| REIMBURSEMENT DIF | | 1,667 | | | 1,667 | |
| INVESTMENT INTEREST | 1,015 | | | 1,015 | | |
| CITY IMPACT | | | | | | |
| NET AFTER NON BUDGETED ITEMS | <u>\$ (69,967)</u> | <u>\$ (37,668)</u> | 85.7% | <u>\$ 103,249</u> | <u>\$ 116,488</u> | -11.4% |

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

August 31, 2017

| | | | |
|-------------------|-----------|-------------------------|---|
| COUNTY | \$ | 944,673 | |
| SANTA PAULA CITY | | 184,931 | 1 |
| BLAKE | | 35,664 | 1 |
| LITERACY | | 6,869 | 1 |
| BOOK TRUST | | 9,551 | |
| WELLS FARGO | | 358,950 | |
| OTHERS | | <u>3,708</u> | |
| TOTAL CASH | \$ | <u>1,544,346</u> | |

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

| | 8/31/16 | 8/31/17 | YTD BUDGET | ANNUAL BUDGET |
|---------------------------------------|-------------------|-------------------|-------------------|--------------------|
| REVENUE | | | | |
| PROPERTY TAX | \$ 233,566 | \$ 240,707 | \$ 228,423 | \$ 740,132 |
| LIBRARY OPERATIONS | 7,129 | 2,271 | 833 | 5,000 |
| DONATIONS | 2,416 | 2,378 | 4,167 | 45,000 |
| CLLS LITERACY | | | 18,000 | 27,000 |
| TOTAL REVENUE | <u>\$ 243,111</u> | <u>\$ 245,356</u> | <u>\$ 251,423</u> | <u>\$ 817,132</u> |
| EXPENSES | | | | |
| PERSONNEL | | | | |
| WAGES | 57,070 | 74,778 | 63,722 | 407,333 |
| RETIREMENT | 9,320 | 9,681 | 9,096 | 56,141 |
| HEALTH INSURANCE | 10,198 | 8,978 | 11,376 | 68,250 |
| PAYROLL TAX | 4,605 | 6,013 | 5,445 | 33,866 |
| EMPLOYEE BENEFIT | 216 | 202 | 282 | 1,692 |
| | <u>81,409</u> | <u>99,652</u> | <u>89,921</u> | <u>567,282</u> |
| ADMINISTRATIVE | | | | |
| ADVERTISING | | | 42 | 250 |
| BANK CHARGES | | 108 | 66 | 400 |
| INSURANCE | 1,403 | 1,646 | 1,442 | 8,650 |
| OFFICE EXPENSE | 438 | 964 | 833 | 5,000 |
| TELEPHONE | 558 | 596 | 667 | 4,000 |
| POSTAGE | 181 | 93 | 58 | 350 |
| PRINTING | 278 | 106 | 450 | 2,700 |
| PROFESSIONAL FEES | 5,137 | 1,917 | 3,667 | 38,000 |
| STAFF DEVELOPMENT | | | 333 | 2,000 |
| | <u>8,157</u> | <u>5,430</u> | <u>7,558</u> | <u>61,350</u> |
| FACILITIES | | | | |
| BUILDING MAINTENANCE | 1,111 | 2,131 | 2,333 | 14,000 |
| JANITORIAL | 1,340 | 1,340 | 1,350 | 8,100 |
| UTILITIES | 7,667 | 8,471 | 5,725 | 34,350 |
| | <u>10,118</u> | <u>11,942</u> | <u>9,408</u> | <u>56,450</u> |
| OPERATIONS | | | | |
| LIBRARY NETWORK | 15,388 | 14,766 | 15,000 | 60,000 |
| PUBLICITY | 1,540 | 1,391 | 2,000 | 12,000 |
| MEMBERSHIPS | 510 | 522 | 500 | 3,000 |
| ACQUISITIONS | 1,743 | 4,613 | 4,167 | 30,000 |
| PROGRAMS | 4,187 | 3,725 | 5,038 | 30,230 |
| MATERIALS | | | | |
| COMPUTER SERVICE | | 20 | 800 | 4,800 |
| BOOK BINDING | | | 333 | 2,000 |
| ADVERTISING | 369 | 344 | | |
| TRAVEL | 333 | 716 | 417 | 2,500 |
| | <u>24,070</u> | <u>26,097</u> | <u>28,255</u> | <u>144,530</u> |
| TOTAL EXPENSES | <u>123,754</u> | <u>143,121</u> | <u>135,142</u> | <u>829,612</u> |
| NET INCOME(LOSS) | <u>\$ 119,357</u> | <u>\$ 102,235</u> | <u>\$ 116,281</u> | <u>\$ (12,480)</u> |
| NON BUDGETED INCOME (EXPENSES) | | | | |
| REIMBURSEMENT DIF | | | 3,333 | 20,000 |
| INVESTMENT INTEREST | | 1,015 | | |
| CITY IMPACT | | | | |
| NET AFTER NON BUDGETED ITEMS | <u>\$ 119,357</u> | <u>\$ 103,250</u> | <u>\$ 119,614</u> | <u>\$ 7,520</u> |

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

August 31, 2017

| | | |
|-------------|--|-----------------|
| FOTL | | 359 |
| Credit Card | | 4,055 |
| Others | | <u>(7)</u> |
| Total | | <u>\$ 4,407</u> |

BLANCHARD COMMUNITY LIBRARY
CITY FUNDS TRANSACTION

| | | |
|---------|--------------------|-----------------------------|
| | June 30, 2016 | BALANCE \$ 175,133.01 |
| | 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 | <u>(2,691.96)</u> |
| 7.17.17 | CHECK | (96.00) |
| | TOTAL | <u>9,797.76</u> |
| | | <u><u>\$ 184,930.77</u></u> |
| | BALANCE AT 7.31.17 | |

REGULAR MEETING OF SEPTEMBER 26, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF SEPTEMBER 26, 2017
G(a). SPACE PLAN—REPORT FROM FACILITIES COMMITTEE

The Facilities Committee reviewed the most recent version of a long-term space plan for the library and approved sending it to the full Board for its consideration

In addition, the District Director indicated that, as a first project under the plan, he would like to construct an addition meeting room in the Back Stacks area. The proposed construction will require building permits.

RECOMMENDATION: Staff recommends adopting the space plan on a provisional basis, subject to future modifications as needed. In addition, staff recommends contracting with Anderson, Kulwiec, Appleby, Architects, to prepare construction documents to submit to the Building Department.

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

September 13, 2017

Ned Branch
Blanchard Community Library
119 N. 8th Street
Santa Paula, CA 93060

PROJECT: Blanchard Community Library Classroom Remodel

Dear Ned,

Thank you for contacting **Anderson Kulwiec Appleby Architects (AKA)** to provide architectural services for your project.

AKA will provide the following professional services:

SCOPE OF WORK

PHASE 1 – Construction Documents for new Classroom:

Plan to be based on approved schematic design for classroom remodel shown in Master Plan; through availability of building permit.

1. Client Meetings
2. Floor Plan to show new Classroom
3. New doors to link main library to classrooms
Drawings to include:
 - a. Location / Site Plan
 - b. Floor Plan
 - c. Simplified lighting plan
 - d. Details for construction
4. Meet with City Staff, as required
5. Coordinate with consultants; Lighting / Electrical

Phase 1 services will be performed on a time-and-materials as requested. If the anticipated time exceeds the budget, the Owner will be notified.

You should budget approximately \$2,500 - \$3,000 for this portion of the work.

The following work or services, which may be required to complete the project, are not included in the above Scope of Work, and should be budgeted separately:

1. Structural Engineering
2. Electrical Engineering
3. Title 24 Lighting Report

- 4. Mechanical Engineering
- 5. Civil Engineering
- 6. Soils Investigation
- 7. Hazardous Materials Testing /Abatement
- 8. Document Reproduction
- 9. Agency Fees
- 10. Renderings

Please return one signed copy of this letter to our office as our official Authorization to Proceed.

We are ready to start work immediately upon receipt of your authorization, and look forward to working with you on this project.

If you have any questions, please contact me.

NOTE: For the Purpose of expedition, both parties agree that a facsimile of this agreement shall be used (binding) in lieu of wet signed originals.

Very truly yours,

AUTHORIZATION TO PROCEED:

Marilyn Appleby, AIA, Architect
Principal Architect C-30868

Signature

Tax I.D. #54-2124488
Enclosure: Attachment 'A'

Title Date

AKA

ANDERSON KULWIEC APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula California 93060-2734
T 805-933-0225 F 805-933-6609
www.KulwiecGroup.com

TERMS AND CONDITIONS

The Firm shall perform the services outlined in this agreement for the stated fee arrangement.

Access To Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, sub-contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications, Guarantees and Warranties:

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$25,000. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Standard Hourly Rates:

For professional services performed on an hourly basis by in-house staff, the following rates are effective January 1, 2014. Current hourly rates are subject to a five percent (5%) increase effective January 1st of each year.

| | | | |
|------------------|---------|----------------------|----------|
| Technician I | \$40.00 | Degreed Professional | \$95.00 |
| Design Drafter | \$50.00 | Project Manager | \$100.00 |
| Senior Drafter | \$75.00 | Associate | \$125.00 |
| Project Designer | \$75.00 | Principal | \$150.00 |

Outside Consultants:

Services of outside Consultants (i.e., structural, mechanical, electrical engineering services, etc.), shall be billed to the Client at a multiple of one point two (1.2) times the amount billed to the Firm for such services.

Reimbursable Expenses:

Reimbursable expenses (document reproduction, fees advanced, etc.), shall be billed to the Client at a multiple of one point one five (1.15) times the amount expended by the Firm, the Firm's employees, and outside Consultants in the interest of the Project.

REGULAR MEETING OF SEPTEMBER 26, 2017
G(b). DRAFT OF BOARD BYLAWS

Staff has revised the proposed Bylaws based on the suggestions of Board members.

RECOMMENDATION: Staff recommends that the Board approve the attached draft Bylaws as revised.

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

Blanchard/Santa Paula Library District

Bylaws of the Board of Trustees

Article I: Name

This organization shall be called “Blanchard/Santa Paula Library District”, also referred to as the “Blanchard Community Library,” exercising the powers and authority and assuming the responsibilities delegated to it under Section 18449 of the Education Code.

Article II: Purpose

The Library Board of Trustees (hereinafter “Board”) shall represent the library interests of the citizens of the community by ensuring responsible management of resources to provide free library services within the Library District area. The Board shall support the Library’s participation in resource sharing and networking on regional, state, national, and international levels. They shall also provide a public forum at Library Board meetings for the community to express its views regarding goals and operations of the Blanchard/Santa Paula Library District.

Article III: Membership

Section 1: The Board shall consist of five elected members of the public with staggered four-year terms.

Section 2: All members shall live within the geographic boundary of the Blanchard/Santa Paula Library District.

Section 3: The Board shall serve without compensation.

Section 4: The Board may declare, by majority vote, a position vacant for a member of the Board who has failed to discharge the duties of his or her office for a period of three consecutive months except when prevented by illness or any other reason permitted by law: or when the member manifests a clear intention to abandon the office whether the intention is stated or can be inferred by the member’s conduct.

Article IV: Duties

The Board shall:

- a. Select and appoint a Library District Director who meets the established qualifications and who shall perform the duties noted in the District Director job description;
- b. Conduct an annual performance evaluation of the District Director;
- c. Review annually the Blanchard Community’s Strategic Plan;
- d. Provide a public forum at the Board meetings for the community to express its views regarding goals and operations of the Blanchard Community Library;

Article V: Officers and Elections

Section 1: The officers shall be a Board President and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.

Section 2: The officers remain in office for a term of one year or until their successors are duly elected.

Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.

Section 4: A resignation, death, or other cause creating a vacancy in one of the offices shall be filled in accordance with the requirements of Government Code section 1780.

- Section 5: Duties of the Board President:
- a. presides at all Board of Trustees meetings;
 - b. authorizes calls for any special meetings;
 - c. appoints all Board committees and may create ad hoc committees to perform a specific task;
 - d. works closely with the Director to facilitate effective communication among the Board and community;
 - e. works with the Director in preparing the agenda for all Board of Trustees meetings;
 - f. shall have a vote in all proceedings of the Board of Trustees;
 - g. signs and executes all documents as authorized by the Board.

Duties of the Board Clerk:

- a. in the absence or disability of the President, presides at regular meetings and assumes the duties of the President;
- b. transcribes and/or authenticates the minutes of all regular and special meetings;
- c. shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business;
- d. maintains Closed Sessions Minute Book.

- Section 6: Should the positions of District Director, President of the Board, or Clerk of the Board become vacant during a term, the Board members shall determine how best to proceed in filling the positions.

Article VI: Library Board Meetings

- Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 5:30 at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.
- Section 2: The annual reorganization meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in December of each year.
- Section 3: If all necessary business cannot be concluded at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.
- Section: 4 Seventy-two (72) hours notice shall be given for all regular meetings.
- Section 5: Special meetings may be called by the Board President, or a majority of the Board, ~~or the District Director,~~ providing that notice has been given to all Board members and the news media at least twenty-four (24) hours in advance of the special meeting.
- Section 6 A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

Article VII: Conduct of Business

- Section 1: All business transacted at any meeting of the Library Board shall be in conformance with the Ralph M Brown Act.
- Section 2: Any Board member may request that an item be included on the agenda. The

Board President and the District Director shall set the agenda. The District Director shall issue an agenda of all regular and special meetings, which will be publicly posted on the Library's front door, posted on the Library's web site, and sent to list of people requesting notification of agendas. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location for the meeting.

Section 3: All meetings shall be called to order by the Board President, or in the President's absence, by the Clerk of the Board, or any other Board member in attendance as designated.

Section 4: The order of business for regular meetings shall include, but not be limited to, the following items.

- a. Call to order
- b. Approval of the order of the agenda
- c. Public comment
- d. Closed session when applicable
- e. Consent calendar
- f. Reports (financial, Friends of the Library)
- g. Board Comments/Concerns
- h. Old business
- i. New business
- j. Reports continued: Literacy, Public Services, District Director, and Board Committees.
- k. Future agenda items
- l. Upcoming meeting dates

Section 5: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before them. The Board President or any member of the Board may call for a roll call vote or qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

Section 6: The Board President shall vote on all matters and shall have the right to surrender the position temporarily for purposes of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Board and only as approved by a majority vote of the trustees voting.

Section 8: Meetings shall be conducted according to Rosenberg's Rules of Order.

Section 9: The District Director receives direction from the Board as a whole and not from individual members.

Article VIII: District Director and Staff

Section 1: The District Director shall be the executive and administrative officer of the library on behalf of the Board and shall be subject to its review and direction.

Section 2: The District Director shall develop and recommend proposals and actions to the Board as needed for the enhancement of library services to the community.

Section 3: The District Director shall be responsible to the Board for all duties as stated in the Director's job description.

Section 4: The District Director shall have the authority to appoint and terminate all employees, without prior approval of the Board, provided that any such appointment or termination shall be reported to the Board at its next regular meeting.

Article IX: Committees

- Section 1: The Board President shall appoint committees of one or two Board members for such specific purposes the Board may require from time to time or on an ongoing basis. The committee may be discharged or replaced at any given time, but generally during the reorganization meeting each December.
- Section 2: All committees shall make a progress report to the Board at each of its meetings.
- Section 3: No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article X: General

- Section 1: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment(s) shall have been provided to all members at least five days prior to the meeting at which such actions is proposed to be taken.
- Section 2: Authority rests with a majority decision of the Board. The majority is at least three out of five votes. The Board President nor any other Board member may assume this power.

Blanchard/Santa Paula Library District

Bylaws of the Board of Trustees

Article I: Name

This organization shall be called "Blanchard/Santa Paula Library District", also referred to as the "Blanchard Community Library," exercising the powers and authority and assuming the responsibilities delegated to it under Section 18449 of the Education Code.

Article II: Purpose

The Library Board of Trustees (hereinafter "Board") shall represent the library interests of the citizens of the community by ensuring responsible management of resources to provide free library services within the Library District area. The Board shall support the Library's participation in resource sharing and networking on regional, state, national, and international levels. They shall also provide a public forum at Library Board meetings for the community to express its views regarding goals and operations of the Blanchard/Santa Paula Library District.

Article III: Membership

Section 1: The Board shall consist of five elected members of the public with staggered four-year terms.

Section 2: All members shall live within the geographic boundary of the Blanchard/Santa Paula Library District.

Section 3: The Board shall serve without compensation.

Section 4: The Board may declare, by majority vote, a position vacant for a member of the Board who has failed to discharge the duties of his or her office for a period of three consecutive months except when prevented by illness or any other reason permitted by law or when the member manifests a clear intention to abandon the office whether the intention is stated or can be inferred by the member's conduct.

Article IV: Duties

The Board shall:

- a. Select and appoint a Library District Director who meets the established qualifications and who shall perform the duties noted in the District Director job description;
- b. Conduct an annual performance evaluation of the District Director;
- c. Review annually the Blanchard Community's Strategic Plan;
- d. Provide a public forum at the Board meetings for the community to express its views regarding goals and operations of the Blanchard Community Library;

Article V: Officers and Elections

Section 1: The officers shall be a Board President and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.

Section 2: The officers remain in office for a term of one year or until their successors are duly elected.

Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.

Section 4: A resignation, death, or other cause creating a vacancy in one of the offices shall be filled in accordance with the requirements of Government Code section 1780.

- Section 5: Duties of the Board President:
- a. presides at all Board of Trustees meetings;
 - b. authorizes calls for any special meetings;
 - c. appoints all Board committees and may create ad hoc committees to perform a specific task;
 - d. works closely with the Director to facilitate effective communication among the Board and community;
 - e. works with the Director in preparing the agenda for all Board of Trustees meetings;
 - f. shall have a vote in all proceedings of the Board of Trustees;
 - g. signs and executes all documents as authorized by the Board.

Duties of the Board Clerk:

- a. in the absence or disability of the President, presides at regular meetings and assumes the duties of the President;
- b. transcribes and/or authenticates the minutes of all regular and special meetings;
- c. shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business;
- d. maintains Closed Sessions Minute Book.

- Section 6: Should the positions of District Director, President of the Board, or Clerk of the Board become vacant during a term, the Board members shall determine how best to proceed in filling the positions.

Article VI: Library Board Meetings

- Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 5:30 at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.
- Section 2: The annual reorganization meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in December of each year.
- Section 3: If all necessary business cannot be concluded at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.
- Section: 4 Seventy-two (72) hours notice shall be given for all regular meetings.
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Article VII: Conduct of Business

- Section 1: All business transacted at any meeting of the Library Board shall be in conformance with the Ralph M Brown Act.
- Section 2: Any Board member may request that an item be included on the agenda. The Board President and the District Director shall set the agenda. The District

Director shall issue an agenda of all regular and special meetings, which will be publicly posted on the Library's front door, posted on the Library's web site, and sent to list of people requesting notification of agendas The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location for the meeting.

Section 3: All meetings shall be called to order by the Board President, or in the President's absence, by the Clerk of the Board, or any other Board member in attendance as designated.

Section 4: The order of business for regular meetings shall include, but not be limited to, the following items.

- a. Call to order
- b. Approval of the order of the agenda
- c. Public comment
- d. Closed session when applicable
- e. Consent calendar
- f. Reports (financial, Friends of the Library)
- g. Board Comments/Concerns
- h. Old business
- i. New business
- j. Reports continued: Literacy, Public Services, District Director, and Board Committees.
- k. Future agenda items
- l. Upcoming meeting dates

Section 5: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before them. The Board President or any member of the Board may call for a roll call vote or qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

Section 6: The Board President shall vote on all matters and shall have the right to surrender the position temporarily for purposes of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Board and only as approved by a majority vote of the trustees voting.

Section 8: Meetings shall be conducted according to Rosenberg's Rules of Order.

Section 9: The District Director receives direction from the Board as a whole and not from individual members.

Article VIII: District Director and Staff

Section 1: The District Director shall be the executive and administrative officer of the library on behalf of the Board and shall be subject to its review and direction.

Section 2: The District Director shall develop and recommend proposals and actions to the Board as needed for the enhancement of library services to the community.

Section 3: The District Director shall be responsible to the Board for all duties as stated in the Director's job description.

Section 4: The District Director shall have the authority to appoint and terminate all employees, without prior approval of the Board, provided that any such appointment or termination shall be reported to the Board at its next regular meeting.

Article IX: Committees

- Section 1: The Board President shall appoint committees of one or two Board members for such specific purposes the Board may require from time to time or on an ongoing basis. The committee may be discharged or replaced at any given time, but generally during the reorganization meeting each December.
- Section 2: All committees shall make a progress report to the Board at each of its meetings.
- Section 3: No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article X: General

- Section 1: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment(s) shall have been provided to all members at least five days prior to the meeting at which such actions is proposed to be taken.
- Section 2: Authority rests with a majority decision of the Board. The majority is at least three out of five votes. The Board President nor any other Board member may assume this power.

REGULAR MEETING OF SEPTEMBER 26, 2017
G(c). DISCUSSION DRAFT OF LIBRARY ART COLLECTING POLICY

Staff has revised the Library Art Collection Policy, incorporating suggestions from Board members.

RECOMMENDATION: Staff recommends that the Board adopt the attached Library Art Collection Policy.

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

Blanchard Community Library
Art Collecting Policy

Scope:

The Blanchard Community Library (hereafter "Library") ~~actively encourages the donation of~~ occasionally receives artworks and/or objects, documents, photographs, books, manuscript materials, and the fine and decorative arts which serve our mission to ~~preserve and share the artistic heritage of Santa Paula and the Santa Clara Valley~~ provide cultural opportunities that enrich our diverse community, and which represents them in a suitable artistic manner regarding content and/or creation. The artistic significance of ~~a donation or purchase an item~~ is determined by its provenance, its physical condition and its association with an artistic period, event or individual ~~—~~ as well as its representation of our communities, and its artistic merit and congruity with our standing collections and its alignment with the Library mission.

Priority shall be given to the following when considering ~~an~~ acquisition/acceptance of a donation:

- A. Items having a documented history of creation or use within the geographical boundaries of Santa Paula or Ventura County.
- B. Items from other geographical locations will be considered as they relate to the artistic heritage of Ventura County.

Blanchard Community Library
Statement of Collecting Policy

- C. Items not necessarily of artistic importance to the county but deemed worthwhile ~~to the collection~~ will be considered by the ~~Accessions-Art~~ Committee.
- D. Other materials may be ~~acquired-accepted~~ when they are related to the ~~purposes-mission~~ of the Library.

Policy:

1. The ~~Accessions-Art~~ Committee ~~is shall consist of two Library Trustees, a community volunteer, and the Library Director. The Art Committee will make recommendations-to-recommend~~ to the Board regarding acceptance or rejection of donations offered to the ~~Museum-Library~~ or the de-accession of materials owned by the ~~MuseumLibrary~~. ~~The Accessions-Committee will include one or more members of the Board.~~ Use of an outside expert to resolve questions pertaining to particular donation(s) ~~or de-accession~~ must be approved by the Board.
2. Determination of the donation value is the responsibility of the donor.
3. Unless inconsistent with the terms of acquisition, the title to property acquired for purposes of the Library rests with the Blanchard Community Library. The Library will take reasonable measures to

Blanchard Community Library
Statement of Collecting Policy

provide for the preservation and/or conservation of all donated material, so long as the material remains in possession of the Library.

4. Title to all donated objects ~~acquired for the collections~~ should be obtained free and clear, without restrictions as to use or future disposition.
5. Due to limited space and changing displays, the Library does not, and cannot guarantee the exhibition of any particular object. Objects may be exhibited, reproduced, retained, loaned, traded, sold, or otherwise administered at the sole discretion of the Library except as otherwise agreed to in writing.
6. ~~Exhibition items~~Items must relate to the Library's purposes and mission.
7. An approved registration system shall be followed by promptly recording all objects added to the Library collections.

Acceptance of Items Left to the Museum:

Items left to the Library as the result of a will or bequest may be accepted or rejected. Upon learning that the Library is to become a beneficiary of an estate or trust, it should be determined by the Accessions-Art Committee, in conjunction with the Board and Library Director, if the Library has a significant degree of interest in the potential gift. The possibility of the acceptance or rejection of a gift should be determined

Blanchard Community Library
Statement of Collecting Policy

as quickly as possible to avoid any undue costs or inconvenience to the estate. Items left to the Library by an estate or trust are recorded on the Deed of Gift as other items, with the following exceptions:

- A. Gift from an estate: The donor signature line of the Deed of Gift is signed by the executor or other court-appointed personal representative of the deceased, and must include a copy of letters testamentary issued to the personal representative and/or an order of Preliminary or final Distribution directing the gift of property to the Library.
- B. Gift from a trust: The donor signature line on the Deed of Gift is signed by the actual trustee of the trust. A copy of the trust instrument, or that portion of the trust instrument that specifies who is acting as the trustee, must be obtained and must accompany the Deed of Gift.
- C. In either case, if it is the Library's intention to accept the gift for the purpose of resale ~~within a two-year period~~, the representative of the estate or the trustee should be informed of this intention and made aware that there may be tax implications.

Rejection of Gifts from an Estate or Trust:

California Probate Code Section 275 states, "A beneficiary may disclaim any interest, in whole or in part, by filling a disclaimer as provided in this

Blanchard Community Library
Statement of Collecting Policy

part.” If the Library determines that it will not be accepting a particular gift, the Library may be asked by the attorney for the trust or estate to sign a disclaimer. The disclaimer constitutes written evidence that a beneficiary if a trust has waived or relinquished its right to receive a gift. The actual preparation of the disclaimer document should be handled by the attorney representing the trust or the estate. California Probate Code Section 279 provides that a disclaimer shall be filed within a reasonable time after a person is able to disclaim acquired knowledge of an interest.

Process of De-Accession:

~~A. The philosophy of the Blanchard Community Library will discourage the process of de-accession except for compelling considerations. However, it is recognized that from time to time there is a need to de-accession certain items in the Library collection.~~

B.A. It is recognized that there may be a need to de-accession items in the Library collection. Basic considerations for determining whether or not an item may be removed from the collection of the Library include:

1. The item is no longer relevant or useful to the purposes of the Library.
2. The Library cannot properly care for or store the item.

Blanchard Community Library
Statement of Collecting Policy

~~3.—There is no need to improve or strengthen another area of the collection.~~

4.3. _____ Items outside the scope of the collection as stated on page 1 of this document, may be sold, traded, or even given to institutions that offer a more appropriate setting.

~~C.B.~~ _____ Methods of disposal shall be limited to one of the following categories listed in descending order of priority:

1. The item may be exchanged, donated or sold to another tax-exempt, public, or educational institution.
2. An item may be sold to a private or commercial collector.
3. Items will not be given or sold privately to Library employees, officers, ~~members of the governing authority trustees~~, or to their families or representatives.
4. An item may be destroyed if it is deemed to be in a state of advanced deterioration or contamination, if it cannot be exchanged, donated or sold.

~~D.—Funds realized from de-accessioned art or artifacts will be used for the purchase or preservation of other artwork or artifacts, preferably in the general category from which the funds were realized. The names of the original donors will be kept in permanent records of the Library or transferred to the records of art or materials so acquired.~~

Blanchard Community Library
Statement of Collecting Policy

E.C. ____ The following procedure will be followed in the de-accessioning of an item:

~~1. The Library Art Committee, may select items to be considered for de-accession. The Library Director shall review the Deed of Gift, if any, to determine if there are any restrictions on transfer of the item being considered. After it is determined that the Library holds clear title to the item, and the reason is given in writing for the de-accessioning request, and the item will be presented to the Accessions Committee at a regular meeting for its consideration. The minutes of the meeting shall reflect the action taken with description of the item and method of disposal.~~

~~2.1. ____ The Accessions Committee will recommend to the Board of Directors regarding action to be taken.~~

~~3.2. ____ The Board of Directors Trustees will approve or disapprove the recommendation of the Accessions Art Committee, and report its action to the Director or Librarian and the Accessions Committee Chair.~~

~~4.3. ____ A record will be maintained of all de-accessioned 5.4 items. Governmental Regulations shall be observed.~~

Blanchard Community Library Art Collecting Policy

Scope:

The Blanchard Community Library (hereafter "Library") f occasionally receives artworks and/or objects, documents, photographs, books, manuscript materials, and the fine and decorative arts which serve our mission to provide cultural opportunities that enrich our diverse community. The artistic significance of an item is determined by its provenance, its physical condition and its association with an artistic period, event or individual--as well as its representation of our communities, and its artistic merit and congruity with our standing collections and its alignment with the Library mission.

Priority shall be given to the following when considering acceptance of a donation:

- A. Items having a documented history of creation or use within the geographical boundaries of Santa Paula or Ventura County.
- B. Items from other geographical locations will be considered as they relate to the artistic heritage of Ventura County.
- C. Items not necessarily of artistic importance to the county but deemed worthwhile will be considered by the Art Committee.

Blanchard Community Library

D. Other materials may be accepted when they are related to the mission of the Library.

Policy:

1. The Art Committee shall consist of two Library Trustees, a community volunteer, and the Library Director. The Art Committee will make recommendations to the Board regarding acceptance or rejection of donations offered to the Library or the de-accession of materials owned by the Library. Use of an outside expert to resolve questions pertaining to particular donation(s) or de-accession must be approved by the Board.
2. Determination of the donation value is the responsibility of the donor.
3. Unless inconsistent with the terms of acquisition, the title to property acquired for purposes of the Library rests with the Blanchard Community Library. The Library will take reasonable measures to provide for the preservation and/or conservation of all donated material, so long as the material remains in possession of the Library.
4. Title to all donated objects should be obtained free and clear, without restrictions as to use or future disposition.
5. Due to limited space and changing displays, the Library does not, and cannot guarantee the exhibition of any particular object.

Blanchard Community Library

Objects may be exhibited, reproduced, retained, loaned, traded, sold, or otherwise administered at the sole discretion of the Library except as otherwise agreed to in writing.

6. Items must relate to the Library's purposes and mission.
7. An approved registration system shall be followed by promptly recording all objects added to the Library collections.

Acceptance of Items Left to the Museum:

Items left to the Library as the result of a will or bequest may be accepted or rejected. Upon learning that the Library is to become a beneficiary of an estate or trust, it should be determined by the Art Committee, in conjunction with the Board and Library Director, if the Library has a significant degree of interest in the potential gift. The possibility of the acceptance or rejection of a gift should be determined as quickly as possible to avoid any undue costs or inconvenience to the estate. Items left to the Library by an estate or trust are recorded on the Deed of Gift as other items, with the following exceptions:

- A. Gift from an estate: The donor signature line of the Deed of Gift is signed by the executor or other court-appointed personal representative of the deceased, and must include a copy of letters testamentary issued to the personal representative and/or an order

Blanchard Community Library

of Preliminary or final Distribution directing the gift of property to the Library.

- B. Gift from a trust: The donor signature line on the Deed of Gift is signed by the actual trustee of the trust. A copy of the trust instrument, or that portion of the trust instrument that specifies who is acting as the trustee, must be obtained and must accompany the Deed of Gift.
- C. In either case, if it is the Library's intention to accept the gift for the purpose of resale, the representative of the estate or the trustee should be informed of this intention and made aware that there may be tax implications.

Rejection of Gifts from an Estate or Trust:

California Probate Code Section 275 states, "A beneficiary may disclaim any interest, in whole or in part, by filling a disclaimer as provided in this part." If the Library determines that it will not be accepting a particular gift, the Library may be asked by the attorney for the trust or estate to sign a disclaimer. The disclaimer constitutes written evidence that a beneficiary if a trust has waived or relinquished its right to receive a gift. The actual preparation of the disclaimer document should be handled by the attorney representing the trust or the estate. California Probate Code

Blanchard Community Library

Section 279 provides that a disclaimer shall be filed within a reasonable time after a person is able to disclaim acquired knowledge of an interest.

Process of De-Accession:

A. It is recognized that there may be a need to de-accession items in the Library collection. Basic considerations for determining whether or not an item may be removed from the collection of the Library include:

1. The item is no longer relevant or useful to the purposes of the Library.
2. The Library cannot properly care for or store the item.
3. Items outside the scope of the collection as stated on page 1 of this document, may be sold, traded, or even given to institutions that offer a more appropriate setting.

B. Methods of disposal shall be limited to one of the following categories listed in descending order of priority:

1. The item may be exchanged, donated or sold to another tax-exempt, public, or educational institution.
2. An item may be sold to a private or commercial collector.
3. Items will not be given or sold privately to Library employees, officers, trustees, or to their families or representatives.

Blanchard Community Library

4. An item may be destroyed if it is deemed to be in a state of advanced deterioration or contamination, if it cannot be exchanged, donated or sold.
- C. The following procedure will be followed in the de-accessioning of an item:
1. The Art Committee, may select items to be considered for de-accession. The Library Director shall review the Deed of Gift, if any, to determine if there are any restrictions on transfer of the item being considered. After it is determined that the Library holds clear title to the item, the Accessions Committee will recommend to the Board of Directors regarding action to be taken.
 2. The Board of Trustees will approve or disapprove the recommendation of the Art Committee.
 3. A record will be maintained of all de-accessioned items.
 4. Governmental Regulations shall be observed.

REGULAR MEETING OF SEPTEMBER 26, 2017

H(a). CHECKING ACCOUNT SIGNATURE POLICY FOR AMOUNTS UNDER \$1,000

There have been several occasions during the current year when two or more Board members were out of town or unavailable at the time checks needed to be signed. Many organizations have policies permitting a single signature for checks under a predetermined limit. Such checks bear the legend "Two signatures required for amounts over _____."

RECOMMENDATION: Staff recommends that the Board adopt a policy requiring only one Board member to sign checks, including payroll checks, under \$1,000.

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |

REGULAR MEETING OF SEPTEMBER 26, 2017
H(b). PURCHASE OF RFID EQUIPMENT

In October, the Library will begin affixing Radio Frequency Identification (RFID) tags to books in the collection. The initial impetus for the project came from the other members of the Black Gold Library Cooperative; however, once the tagging is completed, we have the opportunity to streamline the process of patron checkouts, including the installation of self-serve checkouts. It is likely that the Friends of the Library will defray a substantial portion of the costs. The total cost of the equipment, including shipping and installation but excluding sales tax, is \$34,139. See attached proposal from Bibliotheca.

RECOMMENDATION: Staff recommends that the Board approve the expenditure of Development Impact Fee funds to cover the portion of the costs not covered by the Friends of the Library.

| | MOVED | SECONDED | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|----------|-----|----|---------|--------|
| Coughlin | | | | | | |
| Hicks | | | | | | |
| Nasalroad | | | | | | |
| Phillips | | | | | | |
| Spink | | | | | | |



Quote Number: QUO-72967-H2Z6, Rev: 0
 Quote Date: August 04, 2017
 Name: Mason Humphrey
 Email: m.humphrey@bibliotheca.com
 Telephone: 877-207-3127 ext. 312

Quote To

Blanchard Community Library - Main
 Head Branch
 19 N 8th St, 119 N. EIGHTH ST.
 Santa Paula, CA 93060
 United States of America
 head.branch@blanchardlibrary.org
 805-525-3615 Ext. 102

Quote Details:

Full RFID Setup - Based off Black Gold Quote
 ** 2nd year service and software renewal for all products listed comes to \$5,716.36 **

Quote expires sixty (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

| Item ID | Item Type | Quantity | Sale Price | Sub Total |
|------------------|--|----------|-------------|-------------|
| LEA000001-000-US | RFID conversion Station Rental 1 month | 1 | \$500.000 | \$500.00 |
| SWR000002-000-US | Workstation Individual License Purchase your software license and then buy RFID hardware as needed. Software is installed on existing staff workstations or on laptop/computer used with a mobile station. Does not require SIP except for Holds Ticket Returns System. | 3 | \$75.000 | \$225.00 |
| STF000017-001-US | RFID workstation shielded | 3 | \$798.000 | \$2,394.00 |
| SCK500000-000-US | selfCheck 500 full height kiosk | 1 | \$7,089.000 | \$7,089.00 |
| AAA000348-001-US | Comprise smart terminal (retrofit with stand) | 1 | \$1,799.000 | \$1,799.00 |
| GAT400011-001-US | RFID gate Direct mount, 2 aisle | 2 | \$9,890.350 | \$19,780.70 |
| SWR000005-000-US | staffConnect™ gate Individual License (Year 1) Software Renewal \$499/yr | 1 | \$99.000 | \$99.00 |
| SWR000004-000-US | libraryConnect™ Devices subscription - 1 license / device Subsequent renewals after year 1 (SWR000017-000) \$325/yr | 3 | \$125.000 | \$375.00 |
| SHP000001-000-US | Shipping and Handling Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal. | 1 | \$1,877.500 | \$1,877.50 |

Total (Less Sales Tax): \$34,139.20

Grand Total: \$34,139.20

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.
 Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.
 A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.
 Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60 day window.
 After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

Manager Approval: _____

REGULAR MEETING OF SEPTEMBER 26, 2017
I(a) REPORTS: LITERACY SERVICES

14. September, 2017



BEST Adult Learning

Center

Board Report for September, 2017

The **Daytime ESL classes** have gotten off to a good start! The Beginning level is a full 18-20, and the Intermediate level is 10-16. Not all of the students have preschoolers, but we had 16 kids in preschool yesterday. We have made the last ½ hour on Thursdays our special “parent-child time”, where we encourage the parents (or grandparents) to **READ TO THEIR KIDS!!** So Important!

The library received a state grant for **bilingual children’s books**, and Ilene has a plethora of LOVELY new books coming in that are PERFECT for our adult learners to be reading to their children. We are very excited. And this new treasure trove is being “advertised” to First Five and the Headstart programs, as well.

I’ve been reviewing the files of **Learners who have qualified for a Tutor**, and we have quite a backlog (a waitlist of 21). I am working at calling all our present tutors to see if any want a second student. And we will be hosting a New Tutor Orientation on September 28th.

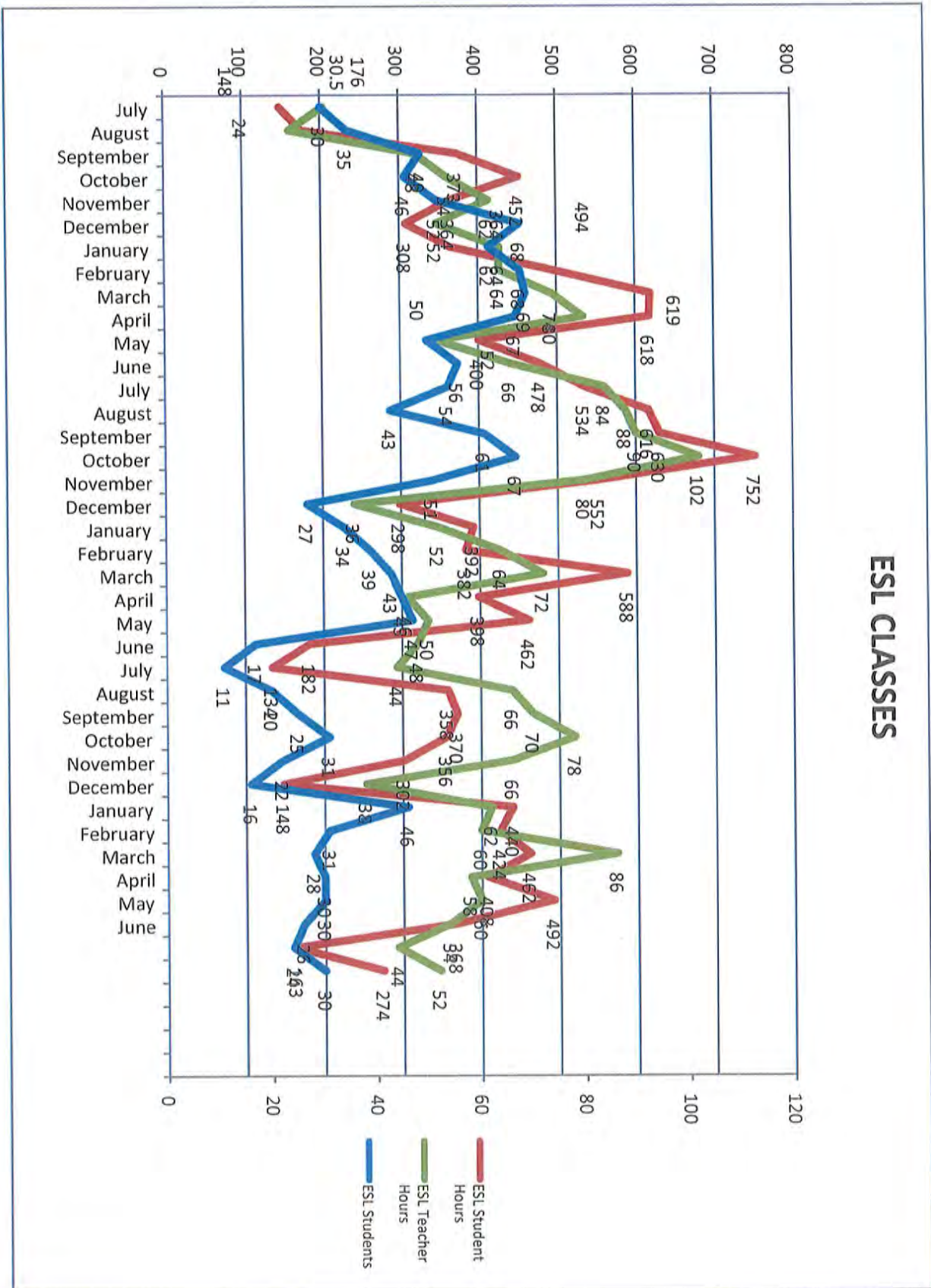
These three characters, Pablo Marín, Michal (Mike) Cossid, and Teodoro Paredes, are standing in front of Pablo’s clothing shop on Main St. They represent a top goal of the BEST program, **TUTEES BECOMING TUTORS!** Teodoro has worked with Mike for 9 years, and she recommended him to become a tutor himself. He’s been working with Pablo faithfully for almost 2 years now, and this helps Pablo, already a Santa Paula businessman for years, be able to better serve the English-speaking community as well. Yay!!



Their stories are going into the *Santa Paula Times* this week, trolling for MORE tutors. Maybe you’ve already seen them!

Meanwhile, Olivia and I are preparing our “**Final Report**” to California Library Literacy Services (CLLS) for Fiscal Year 2016-17.

ESL CLASSES

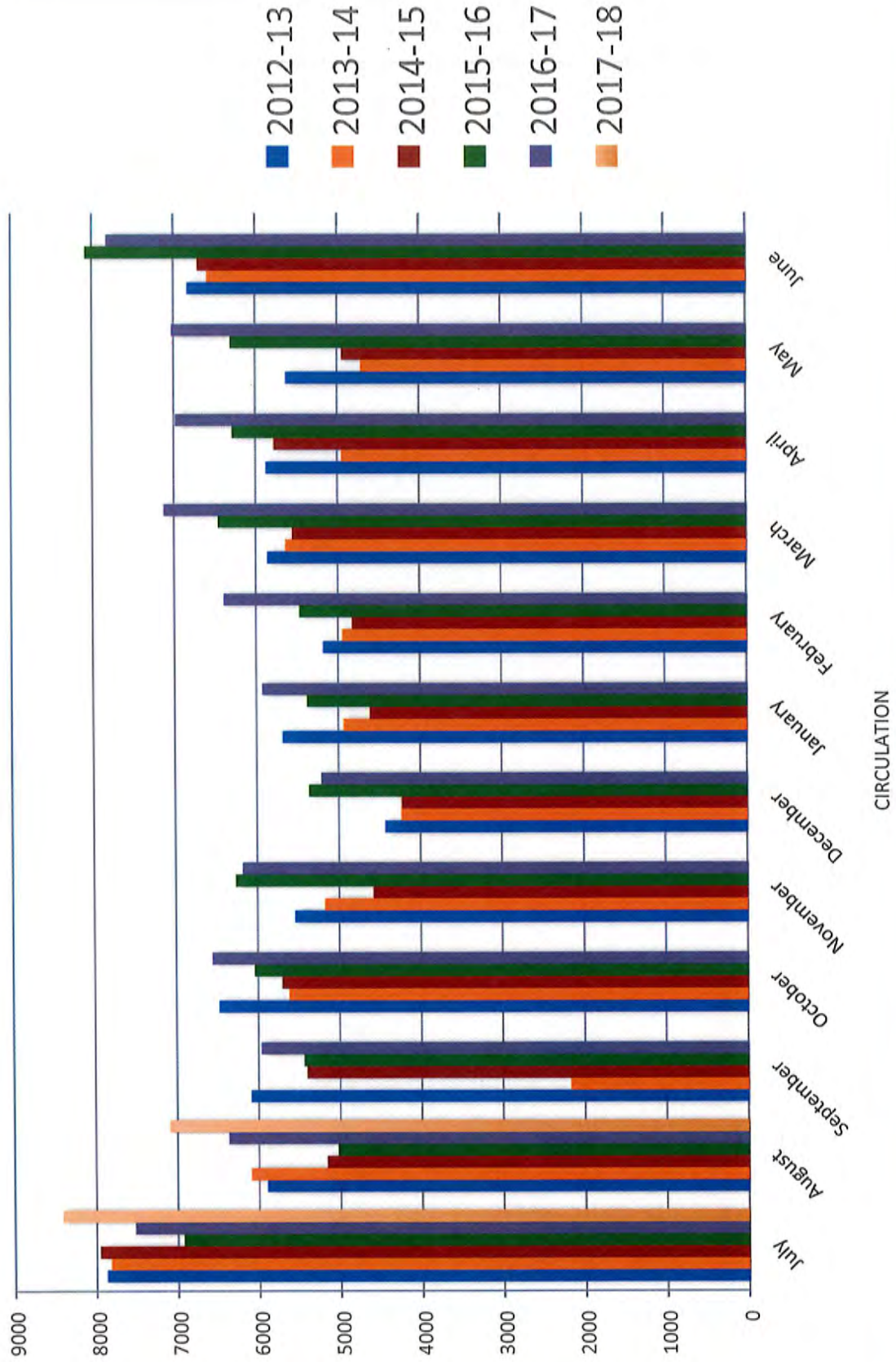


REGULAR MEETING OF SEPTEMBER 26, 2017
I(b) REPORTS: PUBLIC SERVICES

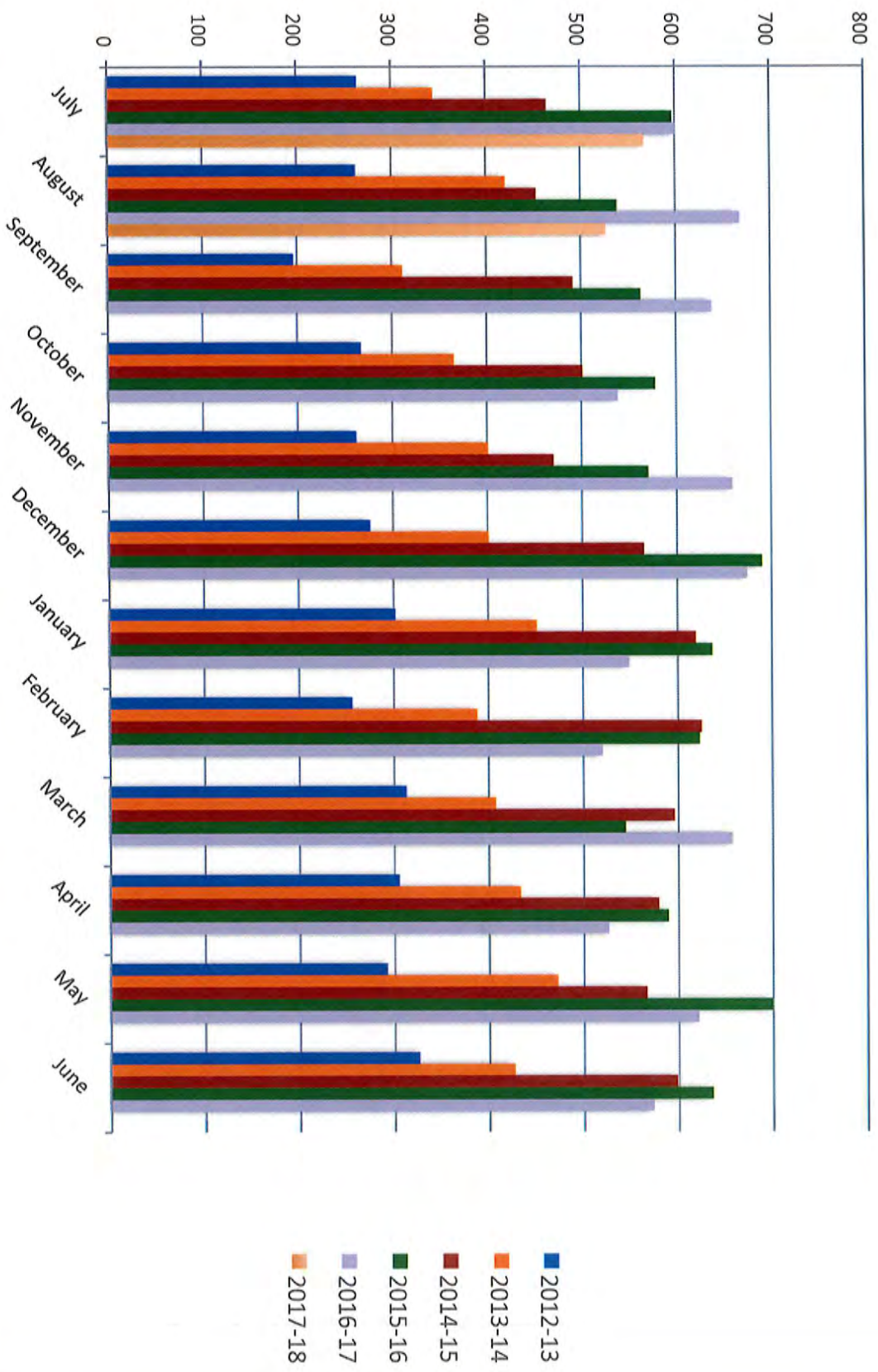
REGULAR MEETING OF SEPTEMBER 26, 2017
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Volunteer Coordinator
3. CENIC Connection
4. Poetry Contest
5. Library Space at Harvest at Limoneira

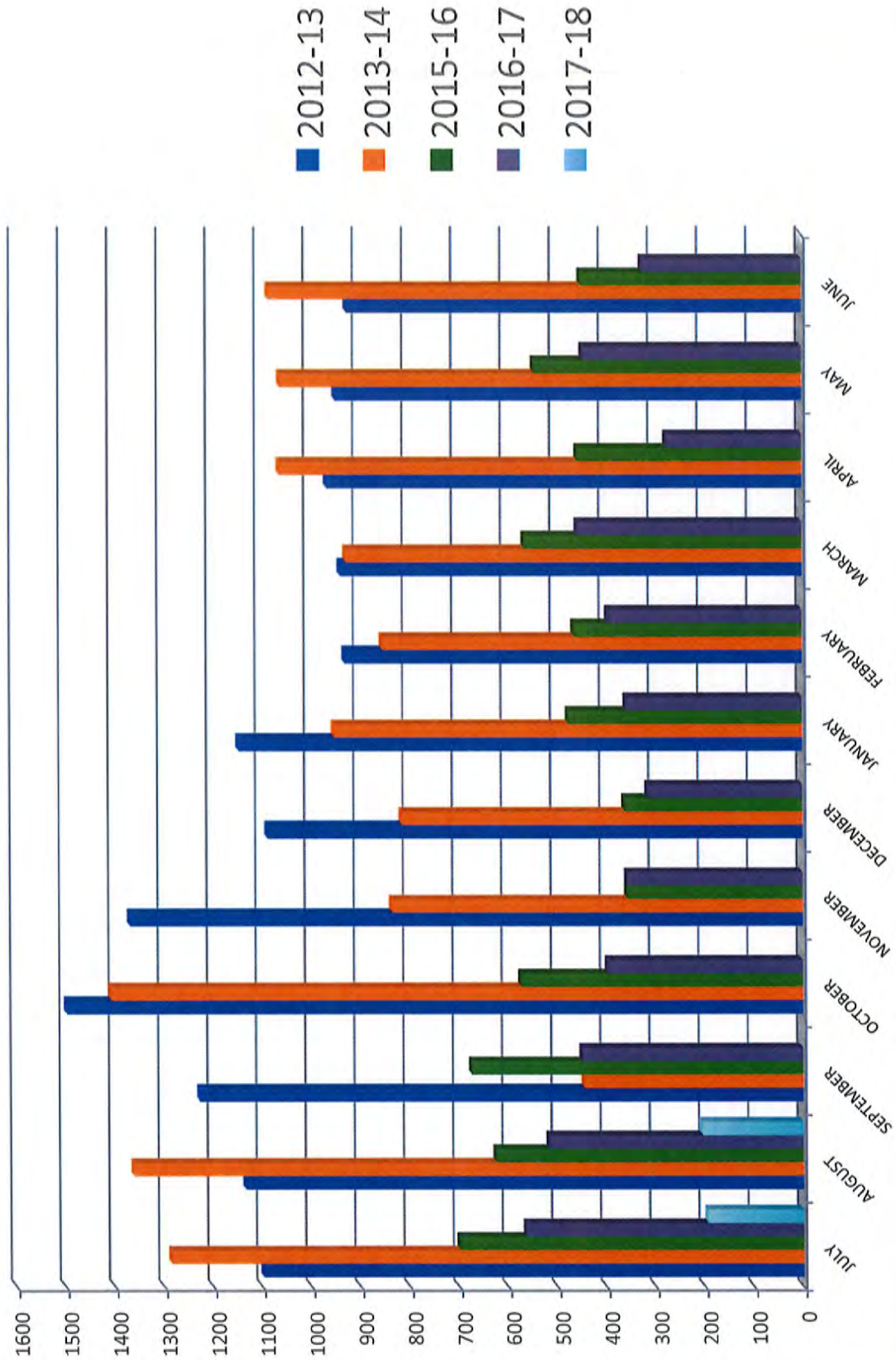
TOTAL CIRCULATION



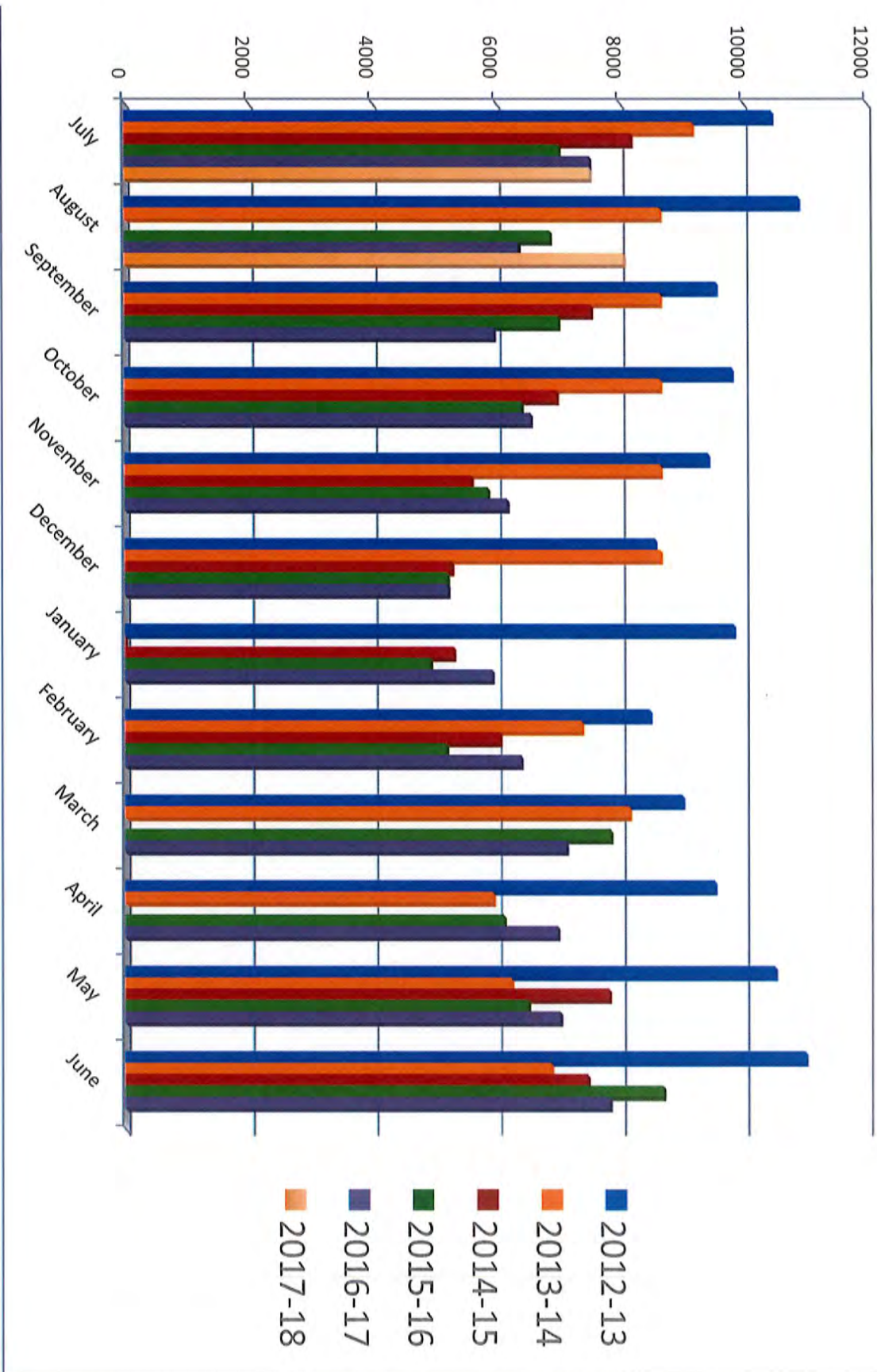
eBOOK CIRCULATION



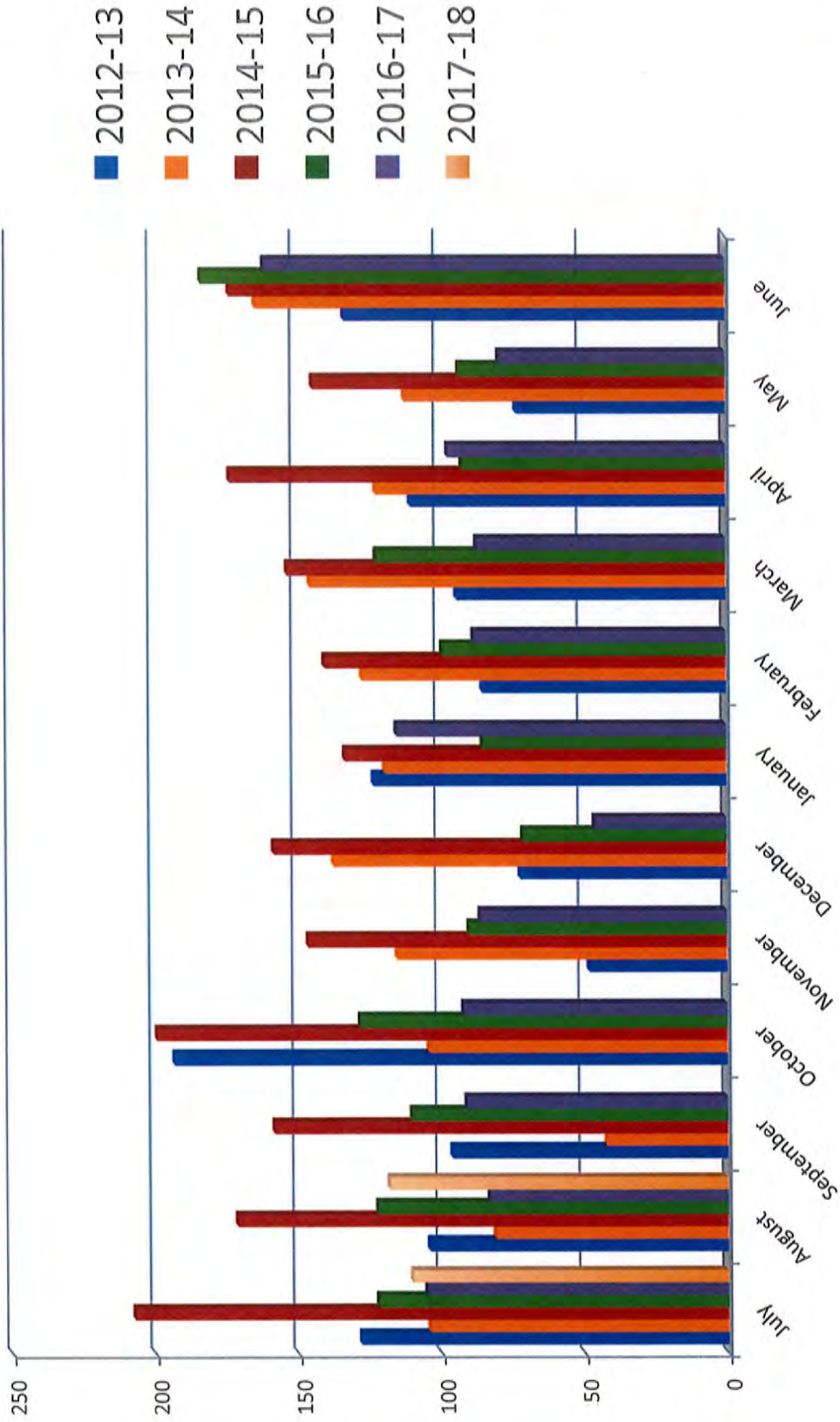
REFERENCE INQUIRIES



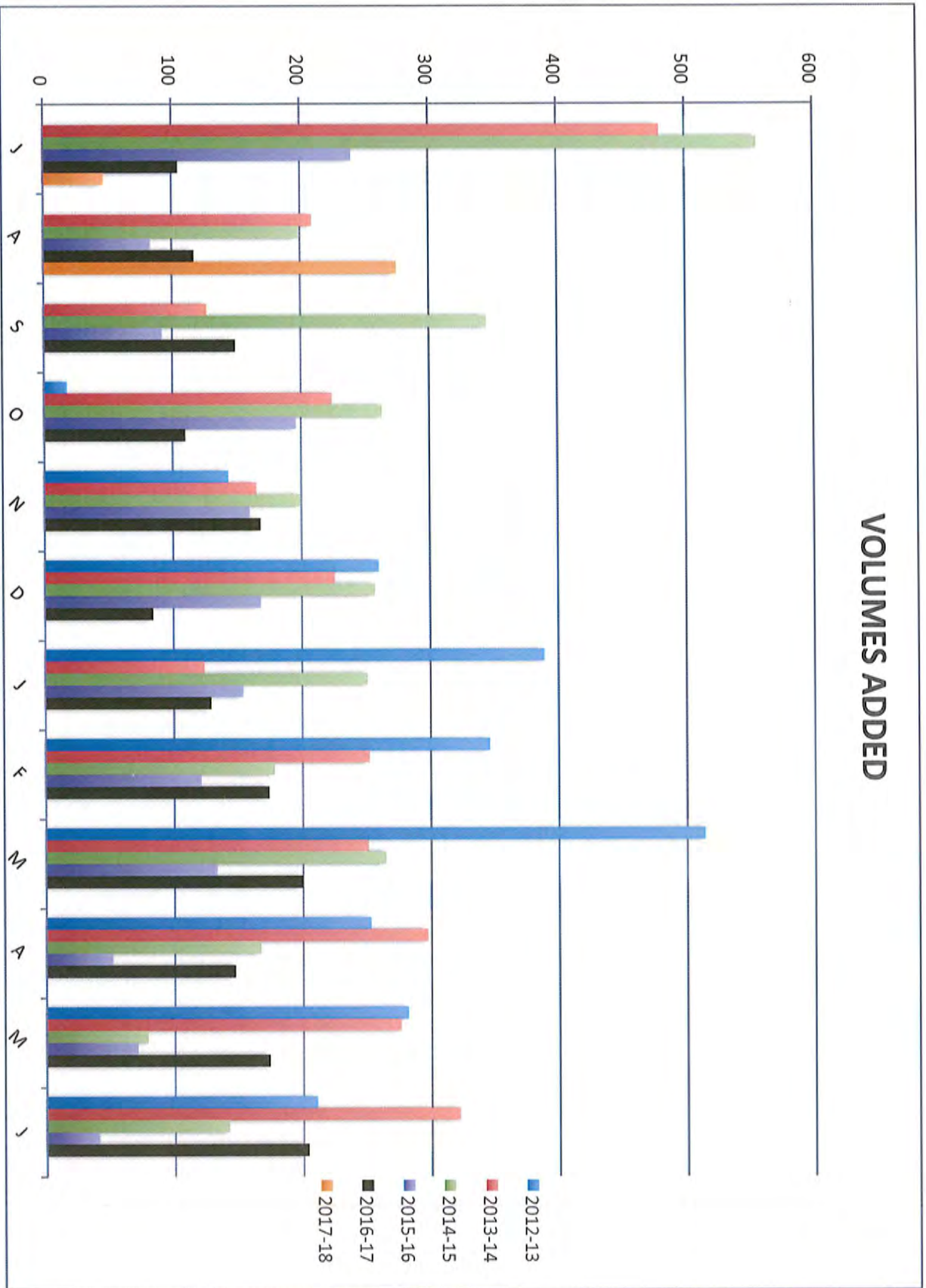
PATRON COUNT



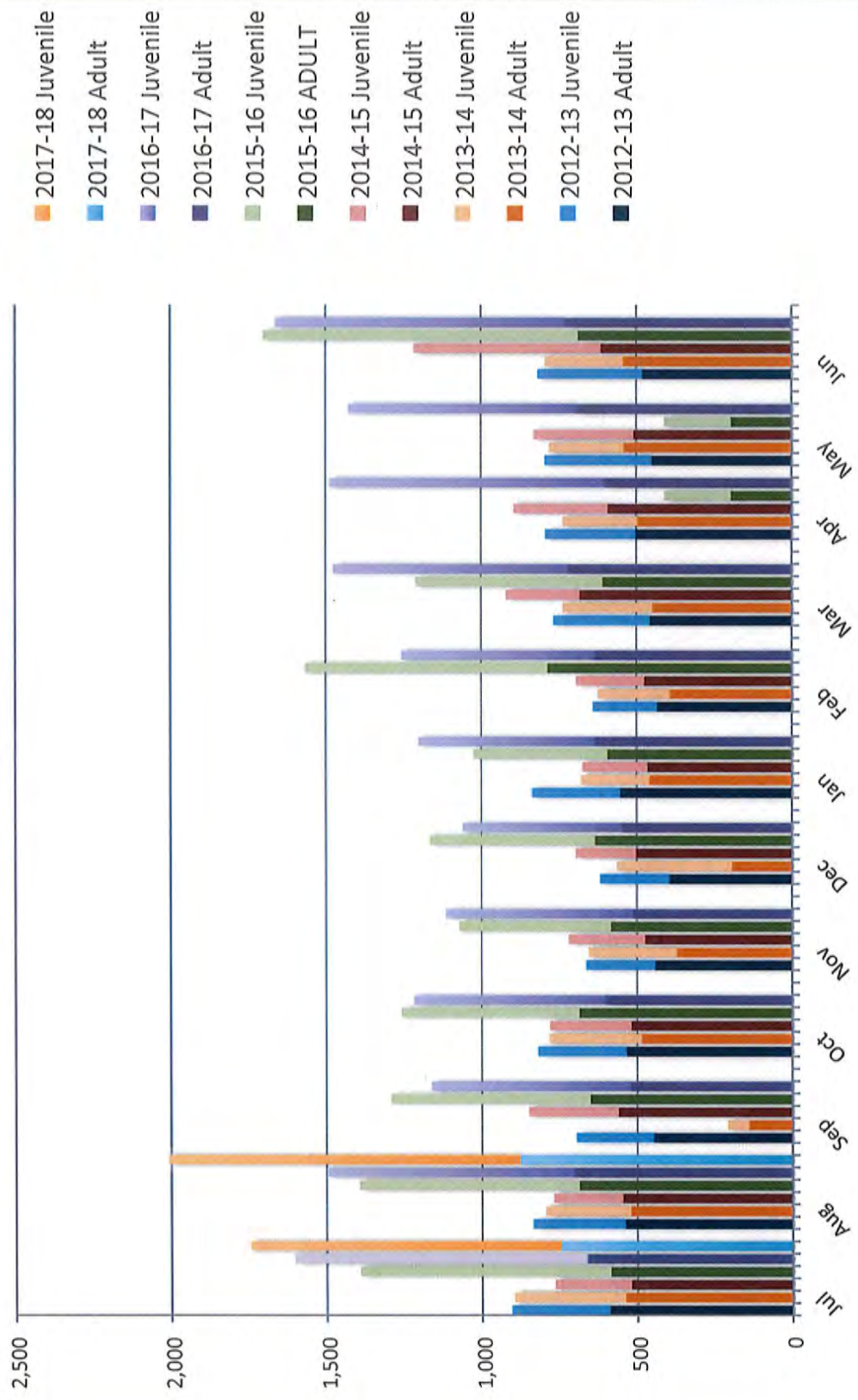
PATRON REGISTRATIONS



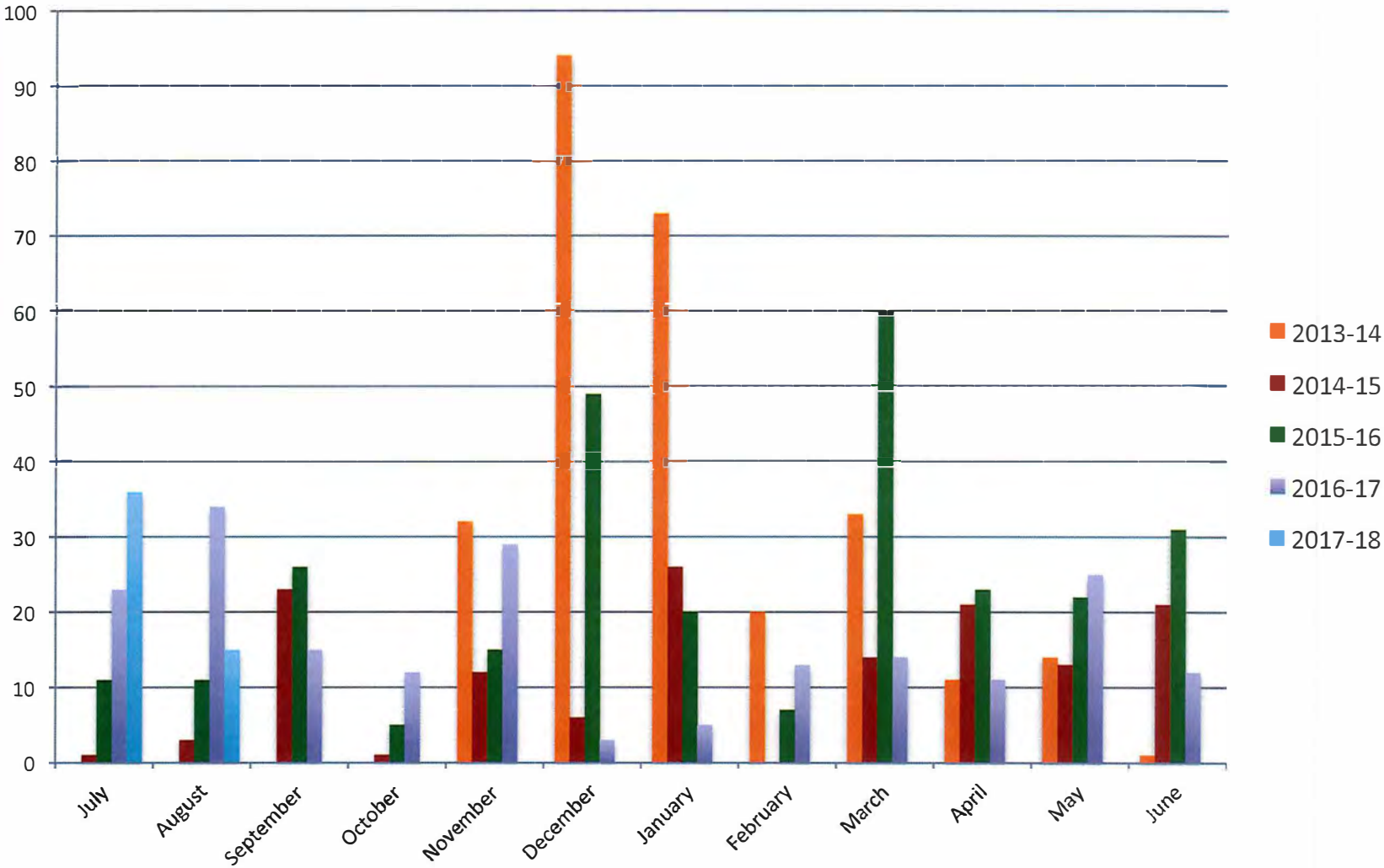
VOLUMES ADDED



COMPUTER USAGE



ZINIO CIRCULATION



HOOPLA

