



AGENDA
REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
TUESDAY, AUGUST 29, 2023 – 6:00 PM.
BLANCHARD COMMUNITY LIBRARY
119 N. 8TH STREET
SANTA PAULA, CA 93060
www.blanchardlibrary.org

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

1. CALL TO ORDER

2. ROLL CALL

President..... Miriam Zamora
Vice President.... Geraldine Barrows
Clerk Lori Beardsley
Trustee..... Ron Merson
Trustee..... Rick Reyes

3. APPROVAL OF THE ORDER OF THE AGENDA

4. 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.

5. CONSENT AGENDA

- A. Approval of Minutes: Meeting of July 25, 2023
- B. Approval of Financial Reports for July 2023

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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Blanchard / Santa Paula Library District

Board of Trustees Meeting

August 23, 2023

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6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

- A. Status of Remodel Project (information, discussion, possible action)
- B. Status of Building Forward Project (information, discussion, possible action)

8. NEW BUSINESS

9. REPORTS

- A. Staff Reports
 - 1) Adult Services
 - 2) Youth Services
 - 3) Literacy
 - 4) Interim Library Director
- B. Friends of the Library
- C. Board Committees
 - 1) Facilities
 - 2) Finance
 - 3) Fundraising/Grants
 - 4) Human Resources
 - a) Report from August 25 Human Resources Committee meeting
 - 5) Strategic Planning

10. FUTURE AGENDA ITEMS

11. UPCOMING MEETING DATES

- A. Regular Meeting September 26, 2023 at 6:00 PM

12. 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 Justin Formanek, Interim Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email justin.formanek@blanchardlibrary.org. Notification 48 hours before the meeting will enable reasonable arrangements to be made.



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 5**

REPORT: Consent Agenda
PREPARED BY: Justin Formanek

MEETING DATE: August 29, 2023
LOCATION: Blanchard Library

The Consent Agenda adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Agenda for discussion and consideration. Items removed from the Consent Agenda will be considered individually at the end of the Consent Agenda. The entire remaining Consent Agenda is then voted upon by roll call under one motion.

RECOMMENDATION

Staff recommends the Board approve the items in the Consent Agenda, listed below.

1. Approval of Minutes: Regular Meeting of July 25, 2023
2. Approval of Financial Reports for July 2023

Attachments

- Minutes: Meeting of July 25, 2023
- Financial reports for July 2023

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



**MINUTES OF THE REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
TUESDAY, JULY, 25 2023 – 6:00 PM.**

1. CALL TO ORDER

The Meeting was called to order at 6:02 PM by Board President Miriam Zamora.

2. ROLL CALL

Trustees Lori Beardsley, and Ron Merson were in attendance, a quorum established. Interim Library Director Justin Formanek was present. Trustees Geraldine Barrows and Rick Reyes were absent.

3. APPROVAL OF THE ORDER OF THE AGENDA

Trustee Merson made a motion to approve the order of the agenda and Trustee Zamora seconded the motion.

The motion passed unanimously.

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

Trustee Barrows arrived at 6:09 PM.

Trustee Merson made a motion to approve the items on the Consent Agenda and Trustee Beardsley seconded the motion.

The motion passed unanimously.

6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

A. Status of Community Hall Project

Trustee Reyes arrived at 6:29 PM.

Marilyn Appleby from Anderson, Kulwicz, Appleby presented drawings for the proposed Community Hall. After her presentation the board discussed possible changes to the design and decided that the facilities committee would meet to look at these ideas.

B. Status of Remodel Project

Mr. Formanek presented the most recent timeline of the construction project as provided RWC. Construction starts August 1 and curbside service will start August 7.

C. Status of Building Forward Project

Mr. Formanek presented a proposal for a Backup Energy Storage System from Swell Energy, Inc. Trustee Merson made a motion to approve the proposal and Trustee Barrows seconded the motion. **The motion passed unanimously.**

8. NEW BUSINESS

A. Discussion of Recruitment for Library Director

The board discussed options for filling the position at the end of the six month appointment of Mr. Formanek as Interim Director. The Human Resources Committee will meet August 25 for further discussion.

B. Appointment of Acting Director

Mr. Formanek proposed that Youth Services Librarian Olivia Escoto serve as Staff in Charge during his vacation, and that she receive a temporary Out of Class pay increase during that time.

Trustee Barrows made a motion to approve a temporary increase of \$150/week for two weeks; Trustee Merson seconded the motion.

The motion passed unanimously

9. REPORTS

The Board reviewed the department reports for June 2023. Mr. Formanek shared his activities for the month and requested all Board members complete the biennial anti-harassment training as required by SB 1343.

10. FUTURE AGENDA ITEMS

11. UPCOMING MEETING DATES

The next Regular Meeting is August 29, 2023 at 6:00 PM

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:08 PM.

Trustee Merson made a motion to adjourn and Trustee Barrows seconded the motion.

The motion passed unanimously.

Lori Beardsley
Library Clerk

Justin Formanek
Interim Library Director



BUDGET VARIATIONS AND SUMMARIES
YTD as of July 2023 - Month 1 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET	%	
Revenue	Property Taxes	\$0	\$80,036	-100.0%	
	Grants	\$0	\$7,114	-100.0%	
	Donations	\$0	\$2,920	-100.0%	
Expense	Network Services/ILS	\$20,475	\$5,333	283.9%	Quarterly payment, monthly estimate
	AV Materials	\$244	\$400	-39.1%	
	Books	\$478	\$2,410	-80.2%	
	eContent	\$2,515	\$1,000	151.5%	Hoopla prepayment
	Programs	\$6,122	\$2,720	125.1%	Summer Reading programs
	Audit Services	\$1,500	\$1,083	38.5%	Actuarial audit of OPEB
	Legal Fees	\$3,975	\$1,000	297.5%	Black Gold JPA, Construction Documents
	Water and Sewer	\$1,188	\$550	116.0%	June + July

BUDGET SUMMARY

	22-23 YTD Actual	23-24 YTD Actual	23-24 YTD Budget	YTD Variance	23-24 Annual Budget
Income	\$ 244,130	\$ -	\$ 91,170	-100.0%	\$ 1,088,043
Expense	\$ 91,419	\$ 115,193	\$ 90,602	27.1%	\$ 1,087,220

Blanchard/Santa Paula Library District

Balance Sheet

As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010.10 · General Fund	46,837.64
Payroll (Checking Account - Payroll)	27,290.47
Literacy	
1010.30 · Checking - FLAIR	54,442.75
1014.30 · CD - FLAIR	5,406.57
Total Literacy	59,849.32
1020 · Book Trust Account	
1020.10 · Book Trust Account-Unrestricted	5,849.64
1020.20 · Children's Books-Restricted	-214.74
1020.25 · Teen & YA Books-Restricted	1,243.82
1020.35 · Children's Programs-Restricted	1,975.00
1020.40 · Teen SRP-Restricted	2,932.94
1020 · Book Trust Account - Other	1,518.19
Total 1020 · Book Trust Account	13,304.85
1010.20 · County Accounts	1,100,031.41
Investment Accounts	
Raymond James Investment Trust	403,714.41
Total Investment Accounts	403,714.41
Building Fund	427,675.27
1010.40 · Santa Paula City	245,269.05
Blake	12,770.11
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
Total Checking/Savings	2,337,026.43
Other Current Assets	
1063.10 · Prepaid Expenses	33,691.06
Total Other Current Assets	33,691.06
Total Current Assets	2,370,717.49
Fixed Assets	921,513.74
TOTAL ASSETS	3,292,231.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 · Accts Payable - General	101,203.89
Total Accounts Payable	101,203.89
Credit Cards	
Bank of America Platinum Plus	-284.01
Total Credit Cards	-284.01
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	-44,538.78
2510 · Due to Friends of the Library	-76.55
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	-6,360.35
Total Current Liabilities	94,559.53
Total Liabilities	94,559.53
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	2,250,445.33
Net Income	-110,896.99
Total Equity	3,197,671.70
TOTAL LIABILITIES & EQUITY	3,292,231.23

Blanchard/Santa Paula Library District Profit & Loss Budget Performance July 2023

	Jul 23	Budget	Jul 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes					
4100 · Secured	0.00	0.00	0.00	0.00	0.00
Supplemental	0.00	0.00	0.00	0.00	0.00
4200 · Unsecured	0.00	0.00	0.00	0.00	0.00
Special Dist. Assessments	0.00	0.00	0.00	0.00	0.00
Redevelopment Property Tax	0.00	0.00	0.00	0.00	0.00
4300 · Penalties/Delinquent Taxes	0.00	0.00	0.00	0.00	0.00
4400 · Property Tax Interest Earnings	0.00	0.00	0.00	0.00	0.00
Total 4000 · Property Taxes	0.00	0.00	0.00	0.00	0.00
4700 · Grants					
California State Library Grants	0.00	0.00	0.00	0.00	0.00
4705 · Other Grants	0.00	0.00	0.00	0.00	0.00
Total 4700 · Grants	0.00	0.00	0.00	0.00	0.00
4600 · Donations	0.00	0.00	0.00	0.00	0.00
4800 · Library Services	20.00	0.00	20.00	0.00	0.00
4900 · Miscellaneous Income	21.25		21.25		
Interest Income	0.91		0.91		
Total Income	42.16	0.00	42.16	0.00	0.00
Gross Profit	42.16	0.00	42.16	0.00	0.00
Expense					
Salaries & Employee Benefits					
Salaries	42,799.89	0.00	42,799.89	0.00	0.00
Payroll Tax	3,313.58	0.00	3,313.58	0.00	0.00
Retirement	6,148.06	0.00	6,148.06	0.00	0.00
Health Insurance	5,121.58	0.00	5,121.58	0.00	0.00
Insurance- Workers Comp.	246.84	0.00	246.84	0.00	0.00
Total Salaries & Employee Benefits	57,629.95	0.00	57,629.95	0.00	0.00
Services					
Computer Services					
Patron Computers	0.00	0.00	0.00	0.00	0.00
Network Services/ILS	20,475.00	0.00	20,475.00	0.00	0.00
Service/Licensing Agreements	867.54	0.00	867.54	0.00	0.00
Computer Services - Other	0.00	0.00	0.00	0.00	0.00
Total Computer Services	21,342.54	0.00	21,342.54	0.00	0.00
Collection Development					
AV Materials					
Adult AV	243.72	0.00	243.72	0.00	0.00
Young Adult AV	0.00	0.00	0.00	0.00	0.00
Children's AV	0.00	0.00	0.00	0.00	0.00
Total AV Materials	243.72	0.00	243.72	0.00	0.00
Books					
Children's Books	258.53	0.00	258.53	0.00	0.00
General	140.50	0.00	140.50	0.00	0.00
Young adult books	78.56	0.00	78.56	0.00	0.00
Total Books	477.59	0.00	477.59	0.00	0.00
eContent	515.00	0.00	515.00	0.00	0.00
Databases	2,000.00	0.00	2,000.00	0.00	0.00
WiFi Hot Spots	1,503.16	0.00	1,503.16	0.00	0.00
Periodicals	353.80	0.00	353.80	0.00	0.00
Total Collection Development	5,093.27	0.00	5,093.27	0.00	0.00
Library Supplies	17.48	0.00	17.48	0.00	0.00
Memberships & Dues Programs	948.17	0.00	948.17	0.00	0.00

Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
July 2023

	Jul 23	Budget	Jul 23	YTD Budget	Annual Budget
Adult Programs	1,631.55	0.00	1,631.55	0.00	0.00
Young Adult Programs	1,262.78	0.00	1,262.78	0.00	0.00
Children's Programs	2,798.61	0.00	2,798.61	0.00	0.00
Literacy Programs					
Supplies	105.38		105.38		
Literacy Programs - Other	323.99	0.00	323.99	0.00	0.00
Total Literacy Programs	429.37	0.00	429.37	0.00	0.00
Total Programs	6,122.31	0.00	6,122.31	0.00	0.00
Promotion & Public Relations	545.85	0.00	545.85	0.00	0.00
Travel and Meetings	39.33	0.00	39.33	0.00	0.00
Total Services	34,108.95	0.00	34,108.95	0.00	0.00
Administration					
Advertising	0.00	0.00	0.00	0.00	0.00
Bank Charges	142.59	0.00	142.59	0.00	0.00
Insurance	4,920.41	0.00	4,920.41	0.00	0.00
Office Expenses	47.04	0.00	47.04	0.00	0.00
Payroll Processing	342.69		342.69		
Professional Services	5,524.25	0.00	5,524.25	0.00	0.00
Staff Development & Recognition	0.00	0.00	0.00	0.00	0.00
Telephone Expense	328.42	0.00	328.42	0.00	0.00
Administration - Other	21.12		21.12		
Total Administration	11,326.52	0.00	11,326.52	0.00	0.00
Facilities	12,127.31	0.00	12,127.31	0.00	0.00
Total Expense	115,192.73	0.00	115,192.73	0.00	0.00
Net Ordinary Income	-115,150.57	0.00	-115,150.57	0.00	0.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Income)	4,253.58		4,253.58		
Total Other Income	4,253.58		4,253.58		
Other Expense					
Extraordinary Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	4,253.58	0.00	4,253.58	0.00	0.00
Net Income	-110,896.99	0.00	-110,896.99	0.00	0.00

Blanchard/Santa Paula Library District Profit & Loss Prev Year Comparison July 2023

	Jul 23	Jul 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes				
4100 · Secured				
4101 · Current Secured P/T	0.00	228,000.00	-228,000.00	-100.0%
Total 4100 · Secured	0.00	228,000.00	-228,000.00	-100.0%
Supplemental				
4103 · Current Supplemental P/T	0.00	1,639.27	-1,639.27	-100.0%
4104 · Prior Year Supplemental	0.00	396.24	-396.24	-100.0%
Total Supplemental	0.00	2,035.51	-2,035.51	-100.0%
Special Dist. Assessments	0.00	8,398.34	-8,398.34	-100.0%
4300 · Penalties/Delinquent Taxes	0.00	358.33	-358.33	-100.0%
4400 · Property Tax Interest Earnings	0.00	2,104.16	-2,104.16	-100.0%
Total 4000 · Property Taxes	0.00	240,896.34	-240,896.34	-100.0%
4700 · Grants				
4705 · Other Grants	0.00	500.00	-500.00	-100.0%
Total 4700 · Grants	0.00	500.00	-500.00	-100.0%
4600 · Donations	0.00	1,650.00	-1,650.00	-100.0%
4800 · Library Services	20.00	91.00	-71.00	-78.0%
4900 · Miscellaneous Income	21.25	21.25	0.00	0.0%
Interest Income	0.91	971.38	-970.47	-99.9%
Total Income	42.16	244,129.97	-244,087.81	-100.0%
Gross Profit	42.16	244,129.97	-244,087.81	-100.0%
Expense				
Salaries & Employee Benefits				
Salaries	42,799.89	36,823.99	5,975.90	16.2%
Payroll Tax	3,313.58	2,838.00	475.58	16.8%
Retirement	6,148.06	6,286.10	-138.04	-2.2%
Health Insurance	5,121.58	5,164.86	-43.28	-0.8%
Insurance- Workers Comp.	246.84	213.35	33.49	15.7%
Total Salaries & Employee Benefits	57,629.95	51,326.30	6,303.65	12.3%
Services				
Computer Services				
Patron Computers	0.00	3,039.55	-3,039.55	-100.0%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2023

	Jul 23	Jul 22	\$ Change	% Change
Network Services/ILS	20,475.00	15,292.00	5,183.00	33.9%
Service/Licensing Agreements	867.54	902.58	-35.04	-3.9%
Total Computer Services	21,342.54	19,234.13	2,108.41	11.0%
Collection Development				
AV Materials				
Adult AV	149.62	0.00	149.62	100.0%
Young Adult AV	272.15	0.00	272.15	100.0%
Children's AV	0.00	71.10	-71.10	-100.0%
Total AV Materials	421.77	71.10	350.67	493.2%
Books				
Zip Books	0.00	2,534.25	-2,534.25	-100.0%
Children's Books	258.53	1,603.12	-1,344.59	-83.9%
Children's Materials	0.00	522.43	-522.43	-100.0%
General	-46.49	289.77	-336.26	-116.0%
Young adult books	159.71	0.00	159.71	100.0%
Total Books	371.75	4,949.57	-4,577.82	-92.5%
eContent	1,070.22	554.00	516.22	93.2%
Databases	2,000.00	2,370.38	-370.38	-15.6%
WiFi Hot Spots	1,547.96	2,492.85	-944.89	-37.9%
Periodicals	191.18	327.81	-136.63	-41.7%
Total Collection Development	5,602.88	10,765.71	-5,162.83	-48.0%
Library Supplies	0.00	469.17	-469.17	-100.0%
Memberships & Dues	1,777.94	981.17	796.77	81.2%
Programs				
Adult Programs	1,631.55	107.35	1,524.20	1,419.8%
Young Adult Programs	1,262.78	602.92	659.86	109.4%
Children's Programs	3,447.46	1,469.82	1,977.64	134.6%
Literacy Programs				
Supplies	22.59	0.00	22.59	100.0%
Literacy Programs - Other	323.99	110.91	213.08	192.1%
Total Literacy Programs	346.58	110.91	235.67	212.5%
Total Programs	6,688.37	2,291.00	4,397.37	191.9%
Promotion & Public Relations	545.85	329.75	216.10	65.5%
Travel and Meetings	39.33	-10.40	49.73	478.2%
Total Services	35,996.91	34,060.53	1,936.38	5.7%
Administration				
Bank Charges	142.59	63.34	79.25	125.1%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2023

	Jul 23	Jul 22	\$ Change	% Change
Insurance	4,920.41	2,207.19	2,713.22	122.9%
Office Expenses	1,224.49	618.76	605.73	97.9%
Payroll Processing	342.69	359.70	-17.01	-4.7%
Professional Services	1,599.25	1,085.17	514.08	47.4%
Public & Legal Notices	0.00	75.93	-75.93	-100.0%
Telephone Expense	328.42	344.25	-15.83	-4.6%
Administration - Other	21.12	0.00	21.12	100.0%
Total Administration	8,578.97	4,754.34	3,824.63	80.5%
Facilities				
Janitorial Services & Supplies	1,120.23	784.39	335.84	42.8%
Repairs & Maintenance				
Building Maintenance	3,816.47	0.00	3,816.47	100.0%
Grounds Maintenance	610.00	305.00	305.00	100.0%
Pest Control	0.00	122.10	-122.10	-100.0%
Security	224.70	224.70	0.00	0.0%
Total Repairs & Maintenance	4,651.17	651.80	3,999.37	613.6%
Utilities (Utilities)				
Electricity	3,915.90	7,486.14	-3,570.24	-47.7%
Gas	19.13	20.12	-0.99	-4.9%
Trash	286.18	218.28	67.90	31.1%
Water and Sewer	599.62	498.04	101.58	20.4%
Total Utilities (Utilities)	4,820.83	8,222.58	-3,401.75	-41.4%
Facilities - Other	891.72	0.00	891.72	100.0%
Total Facilities	11,483.95	9,658.77	1,825.18	18.9%
Total Expense	113,689.78	99,799.94	13,889.84	13.9%
Net Ordinary Income	-113,647.62	144,330.03	-257,977.65	-178.7%
Other Income/Expense	4,253.58	6,816.20	-2,562.62	-37.6%
Net Income	-109,394.04	151,146.23	-260,540.27	-172.4%

**Blanchard/Santa Paula Library District
General Fund Deposit Detail
July 2023**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		07/05/2023		Deposit	1010.10 · General Fund		10.00
				Deposit	4803 · Lost Card	General Fund	-10.00
TOTAL							-10.00
Deposit		07/12/2023		Deposit	1010.10 · General Fund		10.00
				Deposit	4801 · Books Lost & Paid	General Fund	-10.00
TOTAL							-10.00
Deposit		07/13/2023		Deposit	1010.10 · General Fund		236.25
			State of California	Deposit	4904 · Restitution	General Fund	-21.25
				Puppet Show	Children's Programs	Programs:Children's Programs...	-25.00
				Deposit	4801 · Books Lost & Paid	Books	-50.00
				Books in Honor - Ned Br...	General	Books	-40.00
				Books in Honor - Ned Br...	General	Books	-100.00
TOTAL							-236.25
Deposit		07/13/2023		Wire Transfer	1010.10 · General Fund		125,000.00
			County of Ventura	Wire Transfer	1010.20 · County Accounts	General Fund	-125,000.00
TOTAL							-125,000.00



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7.A**

REPORT: Status of Remodel Project
PREPARED BY: Justin Formanek

MEETING DATE: August 29, 2023
LOCATION: Blanchard Library

Staff will provide a progress update.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7.B**

REPORT: Status of Building Forward Project
PREPARED BY: Justin Formanek

MEETING DATE: August 29, 2023
LOCATION: Blanchard Library

REROOF / INSULATION

No updates.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

AKA and RWC are coordinating with AE Group to ensure new HVAC layout is consistent with current architectural and construction plans.

BATTERY ENERGY STORAGE SYSTEM (BESS)

Swell Energy, Inc. has submitted a contract which is currently under legal review.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

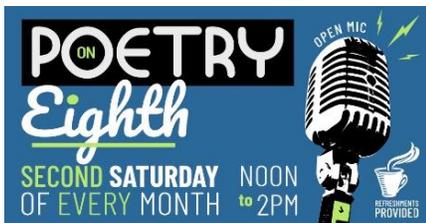


LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A1

REPORT: Adult Services Report
PREPARED BY: Brenda Goldy

MEETING DATE: August 29, 2023
LOCATION: Blanchard Library

Programs & Services



Poetry on Eighth

This monthly two-hour “open mic” for poetry and short fiction is growing. The group was happy to welcome special guest, Councilmember Pedro Chavez. The group's attendance reached its largest number of 15. The group will continue to meet during the library's closure to maintain its momentum.



PHOTO BY PANCHO CHAVEZ.

2023 Adult Summer Reading Program

The Summer Reading Program had 48 registered users, with 30 active participants. There were 186 books logged into Beanstack to earn badges. 11 patrons completed the challenge. There were 14 random prize drawings with each Beanstack badge earning an entry. Patrons were rewarded with an Ice Cream Party, where they could collect their SRP book bag and other prizes they may have won. Prizes will continue to be given out through curbside pickup.



BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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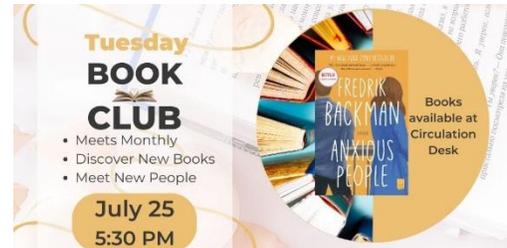


Collecting Your Stories, Find Your Voice

Local author Margo Porras led a workshop on collecting oral histories for personal, cultural, and community enrichment. She shared the importance of stories and offered best practices and tips. Attendees received journals and pencils to help them begin to collect their own stories.

Tuesday Book Club

The Tuesday Book Club continued to meet at the library during the renovation. The dedicated group was happy that it could still meet at the library. Despite most members not liking Backman's style or humor, the dedicated group enjoyed sharing cookies that a member brought.



Program Name	Description	Audience	Attendance	Date	Start	End	Location
Poetry On Eighth	Poetry Reading	Adult	15	8-Jul	12:00 PM	2:00 PM	Classroom 1
A Good Person [R]	Movie	Adult	3	11-Jun	5:00 PM	7:00 PM	Hardison
Collecting Your Stories	Workshop	Adult	7	17-Jun	5:30 PM	6:30 PM	Hardison
End of Summer Reading Party	Party	Adult	5	20-Jul	5:30 PM	6:30 PM	Hardison
Book Club - Anxious People by Fredrick Backman	Book Club	Adult	9	25-Jul	5:30 PM	6:30 PM	Classroom 1

Collection

40 adult-oriented items were added to the collection in July 2023.

Adult Materials Added to Collection

2023-2024	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	9	16	0	0	0	10	5

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



Renovation

Library staff finished shifting the Adult collection so that we could relocate Teen and Large Print books as well as some Children's books to the large Adult stacks. This is to give staff access to these books during the renovation. The Blu-rays/DVDs that were located on the white stands were also moved to the Adult section. Books needed to be removed from the shelving unit that was removed to update the pole it is next to. The California Room was relocated to the top shelves of the Adult section since they do not check out and do not need to be easily accessed.

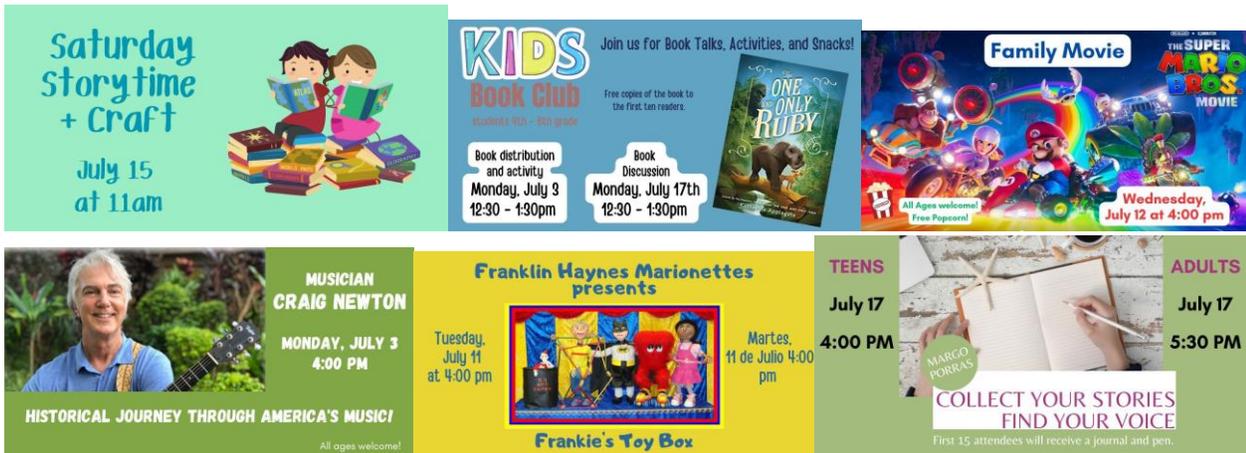


**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9A2**

REPORT: Youth Services Report
PREPARED BY: Olivia Escoto

MEETING DATE: August 29, 2023
LOCATION: Blanchard Library

1. Family Programs-			156
Tuesday, July 3	Craig Newton	36	
Musician		15 adults	21 Children
Tuesday, July 11	Franklyn Haynes	70	
Marionette Puppet Show & Kona Ice Truck		30 adults	50 Children
Wednesday, July 12	Family Movie	50	
Super Mario Brothers		15 adults	35 Children
2. Ongoing Programs –			
a. Storytime			158
Mondays/Bilingual		3 adults	5 children
7/10, 7/17			
Wednesday/Preschool		35 adults	75 children
7/5, 7/12, 7/19			
Saturday		15 adults	25 children
7/1, 7/15			
b. LEGO			115
7/3, 7/5, 7/10, 7/12		35 adults	80 children
c. Reading with PAWS			8
Monday, 7/17		3 adults	5 children
d. Kids Book Club			16
7/3, 7/17			16 children
e. Lunch at the Library			925
7/5, 7/6, 7/10, 7/11, 7/12, 7/13			
7/17, 7/18, 7/19, 7/20			
f. Crafts (Summer, Sharks, Ocean life, ice-cream)			145



Circulation-JUV/YA	Juvenile Fiction	Juvenile Non-Fiction	Total
January	1,342	385	1,727
February	1,152	283	1,435
March	1,438	415	1,853
April	1,426	379	1,805
May	1,427	298	1,725
June	2,254	431	2,685
July 1-20	1,508	313	1,821

New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	Total
January	104	35	11	15	3	168
February	43	22	6	3	31	105
March	62	56	8	2	6	134
April	145	47	90	29	1	312
May	73	18	4	1	0	96
June	138	38	115	40	19	350
July	31	12	5	2	47	97

New Patrons	Adult	Juvenile	E-card	Total
January	34	17	19	70
February	34	13	11	58
March	44	44	18	106
April	44	22	14	80
May	39	9	16	64
June	45	60	19	124
July	30	29	19	78

Discards	Adult Fic	Adult NF	DVD	YA	Juv Fic	Juv NF	Total
January	105	40	0	2	9	2	158
February	120	30	0	41	30	2	223
March	15	300	0	1	2	1	319
April	75	250	3	10	25	50	413
May	150	200	0	15	10	25	400
June	175	300	5	20	25	30	555
July	114	149	4	0	42	25	334

Circulation							
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	Magazines
355	203	44	1	14	4	172	4
State Park Passes	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
9	12	18	11	161	11	0	0

J BKCD	J DVD/ BLURAY	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	Total
17	104	1,308	267	79	35	0	2,829



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9A3**

REPORT: Adult Learning Center Report

MEETING DATE: August 29, 2023

PREPARED BY: Misty Finch

LOCATION: Blanchard Library

Adult Literacy Services

One-To-One Adult Literacy Tutoring:

In July, adult literacy tutors and learners spent a combined total of 168 hours practicing reading and writing skills.

BEST Virtual Book Discussion with Tricia Lemmon:

Participants of our weekly *Best Virtual Book Discussion* are currently reading an abridged version of *Anne of Green Gables*.

Family Literacy Services

Families Connect:

In July, BEST (Building English Skills Together) hosted one *Families Connect Session*. Families enjoyed participating in bilingual story time. Literacy staff read *Where the Wild Things Are* by Maurice Sendak. Crafts followed and each child was provided supplies to create their own story necklace. After the group completed their necklaces, literacy staff encouraged children to share their necklace and retell the story in their own words.



July 2023 Literacy Services Statistics:

One-To-One Tutoring	Adult Literacy Small Groups (ALS)	Families Literacy (FLS)
Active Tutors: 6 Active Learners: 12 Total Tutor Hours: 90 Total Adult Learner Hours: 78 Total Tutoring Hours: 168	BEST Virtual Book Discussion Total participants: 7	Families Connect Total Participants: 15



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9.A:4**

REPORT: Interim Library Director's Report

MEETING DATE: August 29, 2023

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

INTERIM LIBRARY DIRECTOR'S ACTIVITIES

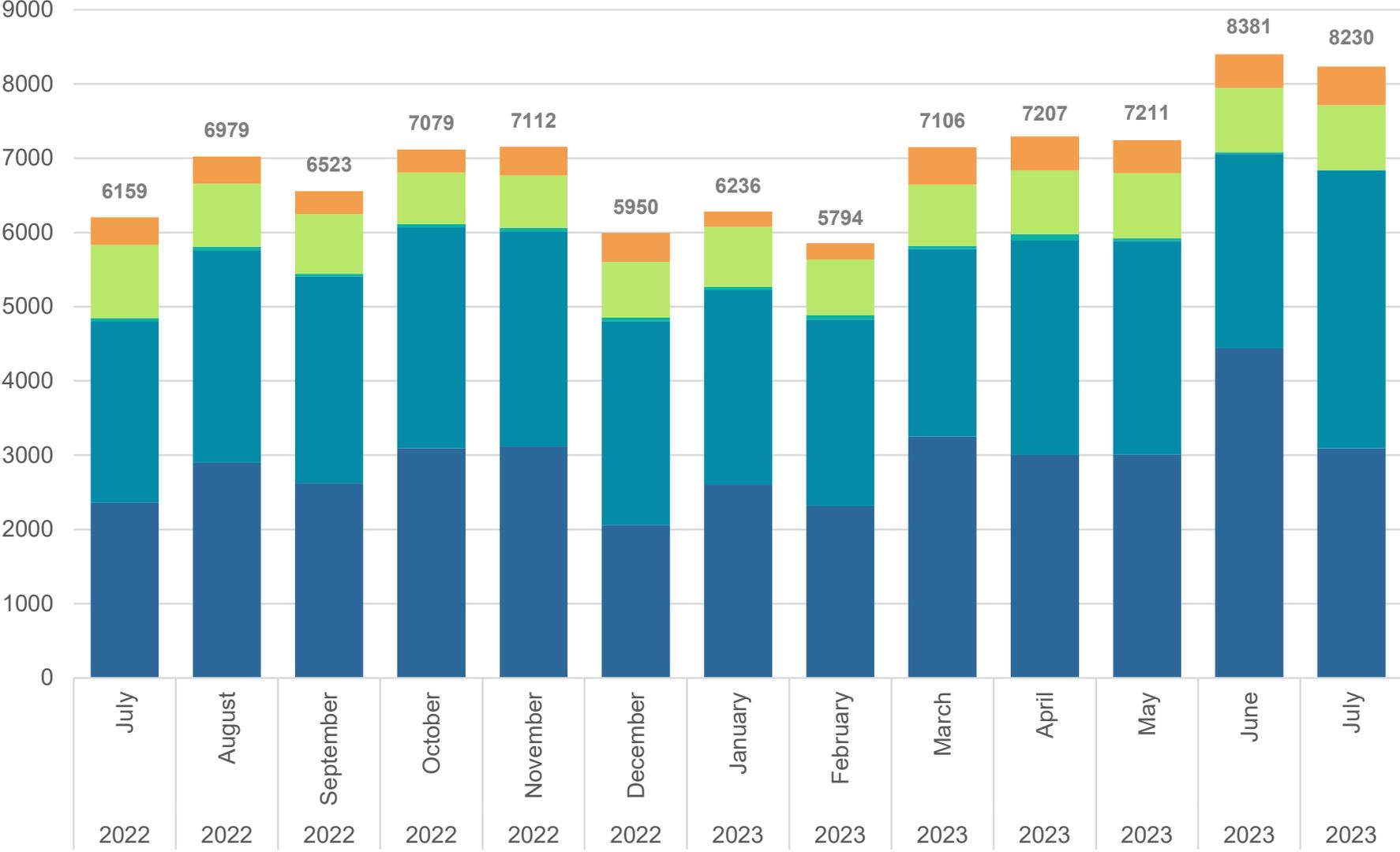
- July 5 — Meeting with Southern California Regional Energy Network (SoCalREN)
- July 12 — Meeting with VC Elections Division regarding use of the Library as a Voting Center during the upcoming election.
- July 16 — Meeting with Bibliotheca (RFID hardware/software) account representative.
- July 20 — Friends of the Library (FoL) Board Meeting.

PERSONNEL CHANGES

Staff is currently in the process of seeking third-party accounting/bookkeeping services following the resignation of the library's part-time Accounting Clerk.

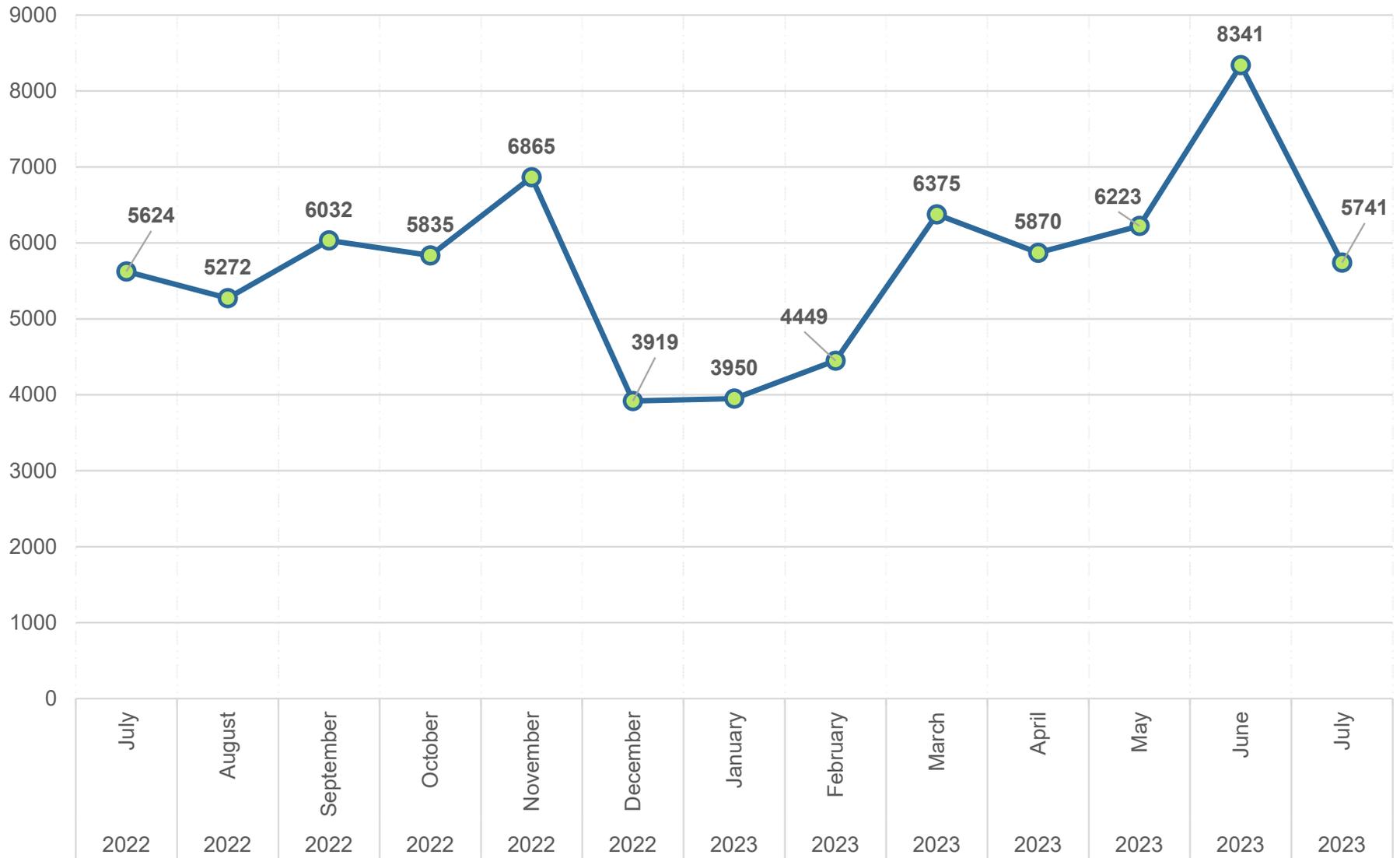
Attachments — Library Statistics for July 2023

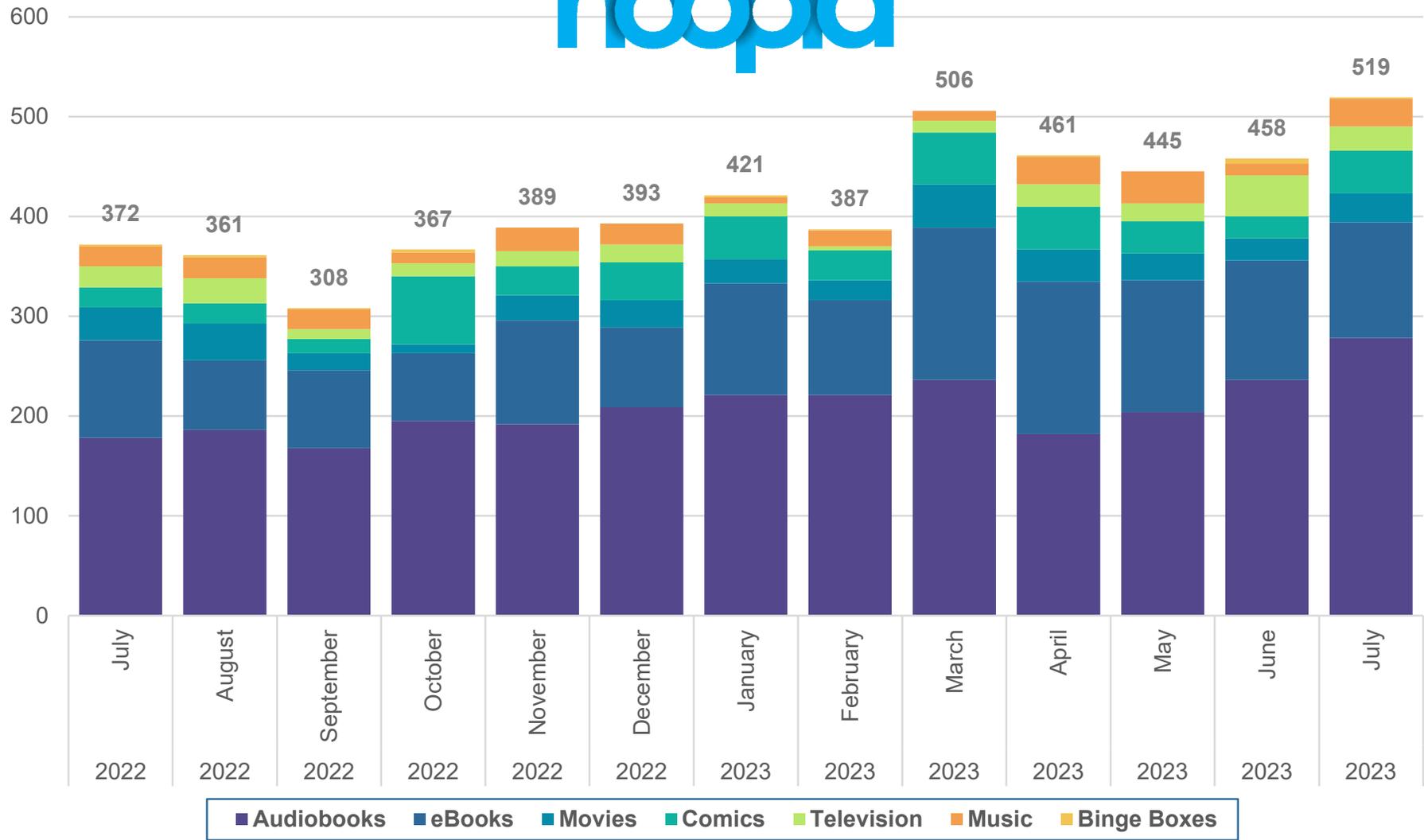
TOTAL CIRCULATION



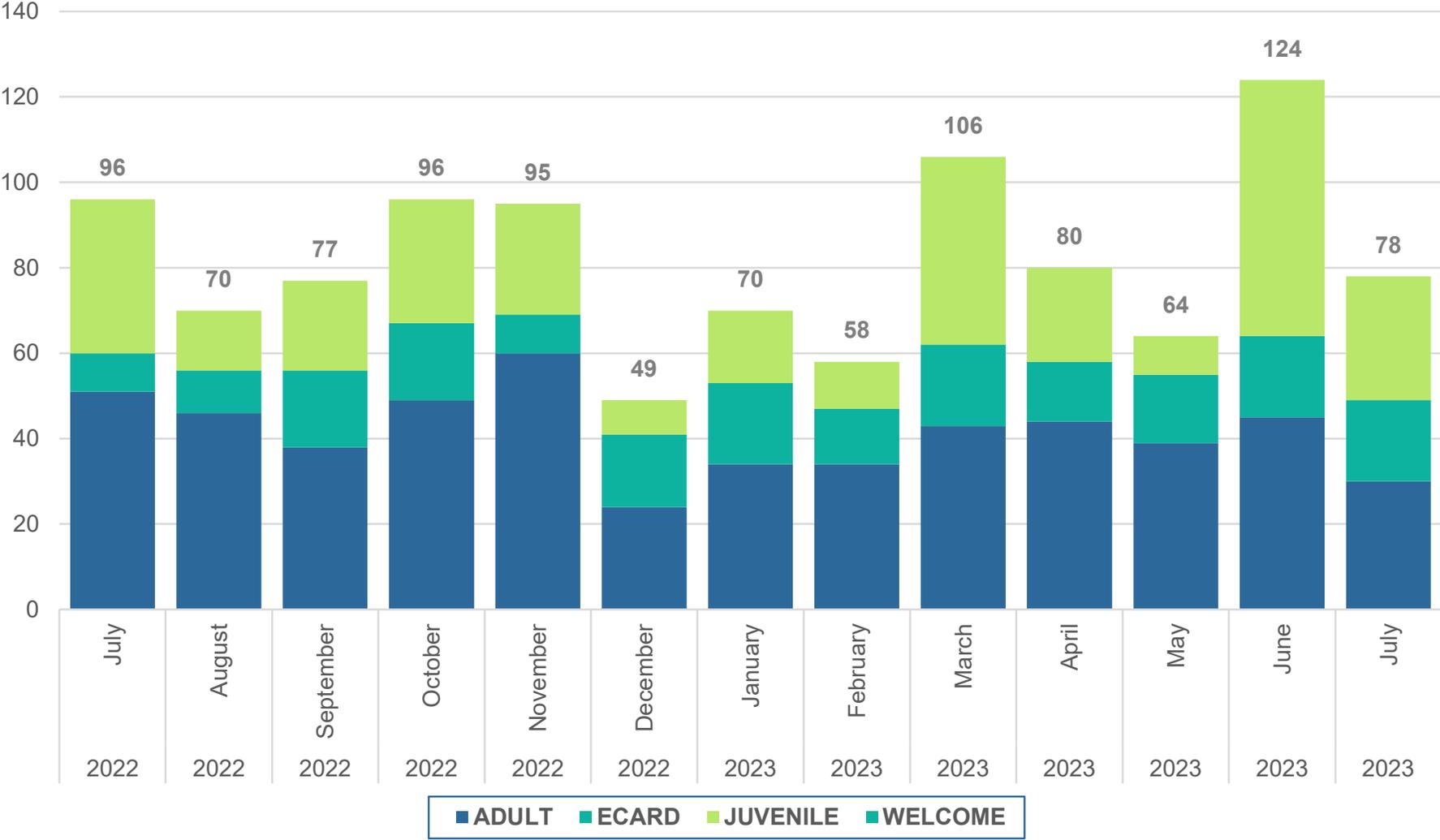
■ 1ST CIRC ■ RENEWAL ■ PERIODICALS ■ OVERDRIVE ■ HOOPLA TOTAL

PATRON COUNT





NEW LIBRARY CARDS





**LIBRARY TRUSTEES UPDATE
FROM THE FRIENDS OF THE BLANCHARD COMMUNITY LIBRARY**

MONTH: July 2023

HOURS WORKED BY VOLUNTEERS: 100 Hours

SPECIAL EVENTS: FOL closed and covered all of our stacks and materials on July 21st in preparation for the Library closure.

SALES: FOL had 9 sales in June and raised \$971.96. We had a clearance sale in the month of June - our entire inventory was 50% off. At the first Saturday sale alone, we raised \$412.00.

DONATIONS TO THE LIBRARY:

In July, FOL wrote a check to the Blanchard Community Library for \$165,169 representing a 50% deposit on the new furniture. In addition, the FOL Board approved providing an additional \$30,337.28 to the Library which will be added to our previous authorization of \$300,000 to cover the balance of the total furniture cost.