

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, February 22, 2022 at 6:00 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE UNDER THE RULES  
ESTABLISHED BY AB 361.

MEMBERS OF THE PUBLIC MAY PARTICIPATE

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

For the best audio experience, please use computer audio.

Or Telephone: +1(650) 419-1505

Meeting ID: 381 39 2427

A. CALL TO ORDER

B. CONSIDERATION OF A RESOLUTION PROCLAIMING MEETING IN PERSON WOULD  
PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES  
(information, discussion, possible action)

C. APPROVAL OF THE ORDER OF THE AGENDA

D. 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.

E. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of January 25, 2022

F. REPORTS

- a. Financial Reports—January 2022
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Update on Library Renovation and Request for Approval Architectural and Electrical Engineering Design Fees (information, discussion, possible action)
- b. Possible Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)
- c. Personnel Evaluation—District Direct (information, discussion, possible action)

I. NEW BUSINESS

- a. Resolution Requesting a Contrafund Advance for the 2021-22 fiscal year (information, discussion, possible action)
- b. Resolution to Levy Parcel Tax for the 2021-22 fiscal year (information, discussion, possible action)

J. REPORTS (CONTINUED)

- a. Staff Reports
  - i. Public Services Reports
  - ii. Facilities Report
  - iii. District Director's Report
- b. Board Committees
  - i. Finance
  - ii. Human Resources
  - iii. Strategic Plan Teams
    - 1. Visioning/Strategic Plan
    - 2. Fundraising/Grants

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting March 22, 2022

M. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF FEBRUARY 22, 2022

B. CONSIDERATION OF A RESOLUTION PROCLAIMING MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

California’s Ralph M. Brown Act has been amended to allow fully virtual board meetings during a state of emergency after the Governor signed Assembly Bill 361 into law on September 16, 2021. The new law comes as local public agencies were preparing for the expiration of Executive Orders that currently allow virtual board meetings. AB 361 goes into effect immediately, and it amends Section 54953 of the Brown Act to allow virtual board meetings through January 1, 2024 in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If the Board elects to continue with virtual meetings, AB 361 requires that the Board reconsider its decision every 30 days.

RECOMMENDATION: Staff recommends that the Board determine that, as a result of the emergency, meeting in person would represent imminent risks to the health or safety of attendees and that, if approved, the Board reconsider its decision prior to the November Board meeting.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF FEBRUARY 22, 2022  
E. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Regular Meeting of January 25, 2022

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**CALL TO ORDER**---The Teleconference Meeting was called to order at 6:06 PM by Board President Ron Merson. Trustees Christina Eilar and Laura Phillips were in attendance, a quorum established. District Director Ned Branch was present. Trustee Miriam Zamora joined the meeting at 6:08.

**RESOLUTION** - Unanimously approved resolution proclaiming meeting in person would present imminent risks to the health and safety of the attendees. (Phillips/Eilar 4-0)

**APPROVAL OF THE ORDER OF AGENDA**- Unanimously approved (Phillips/Eilar 4-0).

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

**APPROVAL OF MINUTES**---The Minutes of the Regular Meeting on December 30, 2021 were unanimously approved (Eilar/Zamora, 4-0).

6:15 pm - Ricardo Reyes joined the meeting.

**BOARD COMMITTEE APPOINTMENTS FOR 2022**---

Unanimously approved (Eilar/Reyes 5-0)

Finance – Laura Phillips and Ron Merson

Human Resources – Ricardo Reyes and Miriam Zamora

Visioning / Strategic Planning – Laura Phillips and Christina Eilar

Fundraising – Ron Merson and Miriam Zamora

Facilities – Ricardo Reyes and Christina Eilar

Endowment Liaison – Miriam Zamora

**REPORTS** ---

a. Director Branch presented the Financial Reports for review. Received and filed. (Phillips/Eilar 5-0)

b. Friends of the Library (FOL) - Trustee Phillips: Back Stacks are closed until 2/2 due to Covid. First Saturday sale will be February 5; CDs, DVDs, biographies ½ price

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS** --- None

**OLD BUSINESS**--- Director Branch

a. Library Renovation Update –

i. One bid for about \$350,000 was received for the re-roofing project. Construction Manager Bill Lindsay is working on a final estimate. Trustee Reyes suggested re-advertising to get additional bids.

ii. Proposed design fees of \$21,600 were reviewed for the interior upgrades. Fees were approved pending a review by the construction manager. (Phillips/Reyes 4-0, Trustee Zamora abstained)

b. Changes to the Black Gold Library Cooperative Structure were reviewed. SLO voted to withdraw. SB was voting 1/25, most likely to withdraw as well effective 7/1/22. Lending between SLO and Santa Barbara has been discontinued so there is enough time to get all

borrowed items back to their home library. Director will update the Board on the effect on the remaining libraries at the next meeting.

**NEW BUSINESS** ---

b. Personnel Evaluation –

- i. Changes to the evaluation form were discussed. The HR committee will work on an evaluation form to distribute to the Director’s direct reports. The special meeting to review the performance evaluation of the Director will be scheduled at a future date.

b. The 2022 Meeting Calendar was reviewed and unanimously approved with revisions. (Eilar/Reyes 5-0)

**REPORTS (continued)**

a. Staff Reports

- i. Public services--- Updates were reviewed.
- ii Facilities Report – Reviewed in Old Business
- iii District Director’s Report---
  1. Statistics were reviewed.
  2. Status of library operations.
  3. Staff had an active shooter training session with police chief.

b. Board Committees

- i Finance --- None
- ii Human Resources --- The evaluation report was reviewed. A new 2022 employee handbook was distributed to employees. Director will forward the new handbook to the Board.
- iii Strategic Plan Teams -
  1. Visioning/Strategic Plan --- Work is continuing. The community data collection needs to be completed.
  2. Fundraising/Grants --- None

**FUTURE AGENDA ITEMS**--- The Board agreed to include the following future Agenda items: Re-bid for the re-roofing project, Director evaluation forms, Review of finishes for the library remodel and new community building.

**UPCOMING MEETING DATE**--- The next regular meeting will be February 22, 2022 at 6:00 PM.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 8:07 PM. (Phillips/Reyes)

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**Library Board Clerk**

**ATTEST:**

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**District Director**

REGULAR MEETING OF FEBRUARY 22, 2022  
F(a). REPORTS: FINANCIAL REPORTS

1. Receive and file January 2022 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						



**BUDGET VARIATIONS AND SUMMARIES**  
YTD as of January 2022 - Month 7 of 12

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET		
<b>Income</b>	Property Tax	\$ 639,889	\$ 585,230	9.3%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 82,682	\$ 68,323	21.0%	Larger than expected State Library Literacy grant
	Donations- YTD	\$ 12,194	\$ 14,630	-16.7%	\$5,000 Building Fund donation
<b>Expense</b>	Salaries & Benefits	\$ 331,892	\$ 384,480	-13.7%	One staff member on maternity leave
	Computer Services	\$ 48,858	\$ 55,070	-11.3%	Hoopla no longer categorized as Computer Services; BG has not bill for Q2
	Collection Development	\$ 33,236	\$ 27,860	19.3%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted.
	Memberships & Dues	\$ 5,436	\$ 2,940	84.9%	CSDA annual dues
	Programs	\$ 4,732	\$ 18,480	-74.4%	Delay in resuming congregate programs due to COVID
	Promotion & Public Relations	\$ 273	\$ 3,383	-91.9%	
	Insurance	\$ 14,756	\$ 12,880	14.6%	
	Payroll Processing	\$ 1,901	\$ -		New payroll service previously paid as part of now-discontinued accounting service.
	Professional Services	\$ 17,940	\$ 22,940	-21.8%	Have not received final bills from auditors and from actuary. Accounting service brought in house.
	Building Maintenance	\$ 8,228	\$ 11,530	-28.6%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
Utilities	\$ 24,115	\$ 21,000	14.8%	Summertime cooling costs. Budget is based on monthly average, not actual usage.	

**BUDGET SUMMARY**

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget	Annual Variance Based on Monthly Average
Income	\$ 693,310	\$ 736,089	\$ 668,903	10.0%	\$ 993,873	
Expense	\$ 547,351	\$ 509,599	\$ 584,283	-12.8%	\$ 992,800	

Other

Income	\$ -	\$ -	\$ -		\$ -	
Expense	\$ -	\$ -	\$ 1,500		\$ 18,000	

**Blanchard/Santa Paula Library District**  
**Balance Sheet**  
 As of January 31, 2022

	Jan 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010.10 · General Fund	23,639.13
Payroll (Checking Account - Payroll)	438.28
Literacy	12,190.25
1020 · Book Trust Account	23,831.59
1010.20 · County Accounts	1,313,040.34
Investment Accounts	394,377.30
Building Fund	
1010.40 · Santa Paula City	207,738.28
Blake	35,314.66
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	2,116,262.23
Other Current Assets	
1063.10 · Prepaid Expenses	25,418.86
Total Other Current Assets	25,418.86
Total Current Assets	2,141,681.09
Fixed Assets	763,295.72
<b>TOTAL ASSETS</b>	<b>2,904,976.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	3,354.06
Credit Cards	634.90
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	7,020.40
2510 · Due to Friends of the Library	382.55
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	45,657.93
Total Current Liabilities	49,646.89
Total Liabilities	49,646.89
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	1,558,949.88
Net Income	238,256.68
Total Equity	2,855,329.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,904,976.81</b>

**Blanchard/Santa Paula Library District**  
**Profit & Loss Budget Performance**  
 July 2021 through January 2022

12:32 PM  
 02/14/2022  
 Accrual Basis

	<u>Jul '21 - Jan 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
4000 · Property Taxes	639,888.74	585,230.00	883,230.00
4700 · Grants	82,682.00	68,323.00	69,323.00
4600 · Donations	12,194.00	14,630.00	40,080.00
4800 · Library Services	1,141.65	720.00	1,240.00
4900 · Miscellaneous Income	180.81		
Interest Income	1.33		
<b>Total Income</b>	<u>736,088.53</u>	<u>668,903.00</u>	<u>993,873.00</u>
Gross Profit	736,088.53	668,903.00	993,873.00
Expense			
*Reconciliation Discrepancies	0.00		
Total Salaries & Employee Benefits	331,892.01	384,480.00	680,680.00
Services			
Computer Services	48,858.11	55,070.00	76,120.00
Collection Development			
AV Materials	2,602.72	2,800.00	4,800.00
Books	13,068.76	15,260.00	26,160.00
Databases	8,653.00	4,830.00	8,280.00
WiFi Hot Spots	6,095.25	3,500.00	6,000.00
Periodicals	2,817.04	1,470.00	2,520.00
Collection Development - Other	0.00	0.00	0.00
<b>Total Collection Development</b>	<u>33,236.77</u>	<u>27,860.00</u>	<u>47,760.00</u>
Library Supplies	762.42	1,190.00	2,040.00
Memberships & Dues	5,436.09	2,940.00	5,040.00
Programs			
Adult Programs	206.87	2,660.00	4,560.00
Young Adult Programs	249.12	2,940.00	5,040.00
Children's Programs	1,440.16	8,190.00	14,040.00
Literacy Programs	2,835.56	4,690.00	8,040.00
Programs - Other	0.00	0.00	0.00
<b>Total Programs</b>	<u>4,731.71</u>	<u>18,480.00</u>	<u>31,680.00</u>
Promotion & Public Relations	273.82	3,383.30	5,800.00
Travel and Meetings	48.83	1,260.00	2,160.00
Services - Other	0.00	0.00	0.00
<b>Total Services</b>	<u>93,347.75</u>	<u>110,183.30</u>	<u>170,600.00</u>
Administration			
Advertising	0.00	210.00	360.00

	<u>Jul '21 - Jan 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Bank Charges	464.52	280.00	480.00
Insurance	14,756.16	12,880.00	22,080.00
Miscellaneous	60.00		
Office Expenses (Office expenses)	6,859.65	8,190.00	14,040.00
Payroll Processing	1,900.95		
Professional Services			
Accounting Fees	1,751.00	6,440.00	11,040.00
Audit Services	9,000.00	12,000.00	12,000.00
Collection Services	161.10		
Grant Writing	0.00	1,000.00	1,000.00
Legal Fees	7,027.50	3,500.00	6,000.00
Professional Services - Other	0.00	0.00	0.00
<b>Total Professional Services</b>	<b>17,939.60</b>	<b>22,940.00</b>	<b>30,040.00</b>
Public & Legal Notices	80.20		
Staff Development & Recognition	397.47	1,190.00	2,040.00
Strategic Planning	1,004.90	3,000.00	3,000.00
Telephone Expense	2,229.20	2,520.00	4,320.00
Administration - Other	0.00	0.00	0.00
<b>Total Administration</b>	<b>45,692.65</b>	<b>51,210.00</b>	<b>76,360.00</b>
Facilities			
Janitorial Services & Supplies	6,323.98	5,880.00	10,080.00
Repairs & Maintenance	8,228.11	11,530.00	19,080.00
Utilities (Utilities)	24,115.41	21,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00
<b>Total Facilities</b>	<b>38,667.50</b>	<b>38,410.00</b>	<b>65,160.00</b>
<b>Total Expense</b>	<b>509,599.91</b>	<b>584,283.30</b>	<b>992,800.00</b>
<b>Net Ordinary Income</b>	<b>226,488.62</b>	<b>84,619.70</b>	<b>1,073.00</b>
Other Income/Expense			
Other Income			
Extraordinary Income (Extraordinary Income)	4,079.42		
Library Impact Fees	15,748.64		
<b>Total Other Income</b>	<b>19,828.06</b>		
Other Expense			
Extraordinary Expenses	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>19,828.06</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>246,316.68</b>	<b>84,619.70</b>	<b>1,073.00</b>

					TOTAL			
	Jan 22	Budget	\$ Over Budget	% of Budget	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Total Facilities	3,962.57	5,830.00	-1,867.43	67.97%	38,667.50	38,410.00	257.50	100.67%
Total Expense	84,966.68	94,983.34	-10,016.66	89.45%	509,599.91	584,283.30	-74,683.39	87.22%
Net Ordinary Income	-58,202.35	-79,983.34	21,780.99	72.77%	226,488.62	84,619.70	141,868.92	267.66%
Other Income/Expense								
Other Income								
Extraordinary Income (Extraordinary Income)	0.00				4,079.42			
Library Impact Fees	0.00				15,748.64			
Total Other Income	0.00				19,828.06			
Other Expense								
Extraordinary Expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%	19,828.06	0.00	19,828.06	100.0%
Net Income	<u>-58,202.35</u>	<u>-79,983.34</u>	<u>21,780.99</u>	<u>72.77%</u>	<u>246,316.68</u>	<u>84,619.70</u>	<u>161,696.98</u>	<u>291.09%</u>

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

12:11 PM  
 02/14/2022  
 Accrual Basis

					TOTAL			
	Jan 22	Budget	\$ Over Budget	% of Budget	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
Total 4000 · Property Taxes	7,277.96	810.00	6,467.96	898.51%	639,888.74	585,230.00	54,658.74	109.34%
Total 4700 · Grants	18,900.00	12,000.00	6,900.00	157.5%	82,682.00	68,323.00	14,359.00	121.02%
Total 4600 · Donations	500.00	2,090.00	-1,590.00	23.92%	12,194.00	14,630.00	-2,436.00	83.35%
Total 4800 · Library Services	66.75	100.00	-33.25	66.75%	1,141.65	720.00	421.65	158.56%
4900 · Miscellaneous Income								
Miscellaneous Revenue								
4903 · Other Miscellaneous Revenue	0.00				64.89			
4904 · Restitution	19.32				115.92			
Total Miscellaneous Revenue	19.32				180.81			
Total 4900 · Miscellaneous Income	19.32				180.81			
Interest Income	0.30				1.33			
<b>Total Income</b>	<b>26,764.33</b>	<b>15,000.00</b>	<b>11,764.33</b>	<b>178.43%</b>	<b>736,088.53</b>	<b>668,903.00</b>	<b>67,185.53</b>	<b>110.04%</b>
<b>Gross Profit</b>	<b>26,764.33</b>	<b>15,000.00</b>	<b>11,764.33</b>	<b>178.43%</b>	<b>736,088.53</b>	<b>668,903.00</b>	<b>67,185.53</b>	<b>110.04%</b>
<b>Expense</b>								
*Reconciliation Discrepancies	0.00				0.00			
<b>Salaries &amp; Employee Benefits</b>								
Salaries	38,895.96	44,320.00	-5,424.04	87.76%	235,177.23	281,500.00	-46,322.77	83.54%
Total Payroll Tax	3,568.94	3,640.00	-71.06	98.05%	18,878.77	23,880.00	-5,001.23	79.06%
Total Retirement	5,965.69	6,180.00	-214.31	96.53%	40,308.47	42,900.00	-2,591.53	93.96%
Total Health Insurance	5,234.54	4,930.00	304.54	106.18%	36,598.15	34,510.00	2,088.15	106.05%
Insurance- Workers Comp.	144.19	170.00	-25.81	84.82%	929.39	1,690.00	-760.61	54.99%
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Salaries &amp; Employee Benefits</b>	<b>53,809.32</b>	<b>59,240.00</b>	<b>-5,430.68</b>	<b>90.83%</b>	<b>331,892.01</b>	<b>384,480.00</b>	<b>-52,587.99</b>	<b>86.32%</b>
<b>Services</b>								
Total Computer Services	15,984.30	17,010.00	-1,025.70	93.97%	48,858.11	55,070.00	-6,211.89	88.72%
<b>Collection Development</b>								
Total AV Materials	114.10	400.00	-285.90	28.53%	2,602.72	2,800.00	-197.28	92.95%
Total Books	585.60	2,180.00	-1,594.40	26.86%	13,068.76	15,260.00	-2,191.24	85.64%
Databases	2,430.00	690.00	1,740.00	352.17%	8,653.00	4,830.00	3,823.00	179.15%
WiFi Hot Spots	1,557.28	500.00	1,057.28	311.46%	6,095.25	3,500.00	2,595.25	174.15%

					TOTAL			
	Jan 22	Budget	\$ Over Budget	% of Budget	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Periodicals	233.17	210.00	23.17	111.03%	2,817.04	1,470.00	1,347.04	191.64%
Collection Development - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Collection Development</b>	<b>4,920.15</b>	<b>3,980.00</b>	<b>940.15</b>	<b>123.62%</b>	<b>33,236.77</b>	<b>27,860.00</b>	<b>5,376.77</b>	<b>119.3%</b>
Total Library Supplies	0.00	170.00	-170.00	0.0%	762.42	1,190.00	-427.58	64.07%
Memberships & Dues	446.23	420.00	26.23	106.25%	5,436.09	2,940.00	2,496.09	184.9%
<b>Programs</b>								
Adult Programs	0.00	380.00	-380.00	0.0%	206.87	2,660.00	-2,453.13	7.78%
Young Adult Programs	0.00	420.00	-420.00	0.0%	249.12	2,940.00	-2,690.88	8.47%
Children's Programs	76.06	1,170.00	-1,093.94	6.5%	1,440.16	8,190.00	-6,749.84	17.58%
Total Literacy Programs	437.41	670.00	-232.59	65.29%	2,835.56	4,690.00	-1,854.44	60.46%
Programs - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Programs</b>	<b>513.47</b>	<b>2,640.00</b>	<b>-2,126.53</b>	<b>19.45%</b>	<b>4,731.71</b>	<b>18,480.00</b>	<b>-13,748.29</b>	<b>25.6%</b>
Promotion & Public Relations	29.99	483.34	-453.35	6.21%	273.82	3,383.30	-3,109.48	8.09%
Total Travel and Meetings	6.85	180.00	-173.15	3.81%	48.83	1,260.00	-1,211.17	3.88%
Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Services</b>	<b>21,900.99</b>	<b>24,883.34</b>	<b>-2,982.35</b>	<b>88.02%</b>	<b>93,347.75</b>	<b>110,183.30</b>	<b>-16,835.55</b>	<b>84.72%</b>
<b>Administration</b>								
Advertising	0.00	30.00	-30.00	0.0%	0.00	210.00	-210.00	0.0%
Total Bank Charges	77.52	40.00	37.52	193.8%	464.52	280.00	184.52	165.9%
Insurance	1,844.52	1,840.00	4.52	100.25%	14,756.16	12,880.00	1,876.16	114.57%
Miscellaneous	0.00				60.00			
Total Office Expenses (Office expenses)	212.56	1,170.00	-957.44	18.17%	6,859.65	8,190.00	-1,330.35	83.76%
Payroll Processing	508.70				1,900.95			
Total Professional Services	2,316.85	1,420.00	896.85	163.16%	17,939.60	22,940.00	-5,000.40	78.2%
Public & Legal Notices	0.00				80.20			
Staff Development & Recognition	16.95	170.00	-153.05	9.97%	397.47	1,190.00	-792.53	33.4%
Strategic Planning	0.00				1,004.90	3,000.00	-1,995.10	33.5%
Telephone Expense	316.70	360.00	-43.30	87.97%	2,229.20	2,520.00	-290.80	88.46%
Administration - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Administration</b>	<b>5,293.80</b>	<b>5,030.00</b>	<b>263.80</b>	<b>105.25%</b>	<b>45,692.65</b>	<b>51,210.00</b>	<b>-5,517.35</b>	<b>89.23%</b>
<b>Facilities</b>								
Janitorial Services & Supplies	895.43	840.00	55.43	106.6%	6,323.98	5,880.00	443.98	107.55%
Total Repairs & Maintenance	246.60	1,990.00	-1,743.40	12.39%	8,228.11	11,530.00	-3,301.89	71.36%
Total Utilities (Utilities)	2,820.54	3,000.00	-179.46	94.02%	24,115.41	21,000.00	3,115.41	114.84%
Facilities - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
January 2022**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		01/13/2		Deposit	1010.10 · General Fund		6.25
				Deposit	4804 · Printing & Copying	General Fund	-6.25
TOTAL							-6.25
Deposit		01/14/2		Deposit	1010.10 · General Fund		19.32
			State of California - Victim Restitution	Tammy Ferg...	4904 · Restitution	General Fund	-19.32
TOTAL							-19.32
Deposit		01/14/2		Deposit	1010.10 · General Fund		30.00
				Deposit	4804 · Printing & Copying	General Fund	-30.00
TOTAL							-30.00
Deposit		01/18/2		Deposit	1010.10 · General Fund		15.50
				Deposit	4804 · Printing & Copying	General Fund	-15.50
TOTAL							-15.50
Deposit		01/28/2		Deposit	1010.10 · General Fund		15.00
				Deposit	4804 · Printing & Copying	General Fund	-15.00
TOTAL							-15.00



## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2022

Num	Date	Name	Memo	Account	Paid Amount
	01/03/2022	Merchant	CC / Debit Card Fees	1010.10 · General Fund	
			CC / Debit Card Fees	Credit Card Fees	-77.52
TOTAL					-77.52
EFT	01/12/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 11-28-2021 - 12-11-...	1010.10 · General Fund	
			Classic retirement contribution 11-28-2021 - 12-11-2021	CALPERS (Payee Accou...	-376.18
TOTAL					-376.18
EFT	01/12/2022	Calif. Public Employees' Retirement System	Pepra retirement contribution	1010.10 · General Fund	
			Pepra retirement contribution	CALPERS (Payee Accou...	-1,438.70
TOTAL					-1,438.70
EFT	01/18/2022	Calif. Public Employees' Retirement System	January 2022 Health Insurance	1010.10 · General Fund	
			January 2022 Health Insurance	PERS Group Health Insu...	-3,219.22
			January 2022 Health Insurance	Annuitant Health Insurance	-2,339.05
TOTAL					-5,558.27
11317	01/14/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1JC9-DVF...	01/02/2022		1JC9-DVFC-WGCV	Literacy Programs	-29.15
1RFP-T6G...	01/09/2022		1JC9-DVFC-WGCV	Supplies	-7.49
			1JC9-DVFC-WGCV	Supplies	-60.86
TOTAL					-97.50
11318	01/14/2022	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2036306859	12/15/2021		INV. 2036306859	General	-208.23
2036306858	12/15/2021		INV. 2036306858	Children's Books	-26.88
2036272280	12/15/2021		INV. 2036272280	Children's Books	-16.39
2036272279	12/15/2021		INV. 2036272279	Children's Books	-53.89
2036306857	12/15/2021		INV. 2036306857	Children's Books	-15.21
2036272282	12/15/2021		INV. 2036272282	General	-230.99
2036272281	12/15/2021		INV. 2036272281	Children's Books	-56.11

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-607.70
11319	01/14/2022	Boyd & Associates	9030	1010.10 · General Fund	
261721	01/01/2022		01-01-22 - 03-31-22	Security	-206.70
TOTAL					-206.70
11320	01/14/2022	City of Santa Paula (067000-00)	VOID: 111-067000-00	1010.10 · General Fund	
TOTAL					0.00
11321	01/14/2022	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
11-24-21 - ...	12/16/2021		11-24-21 - 12-24-21	Water and Sewer	-91.70
TOTAL					-91.70
11322	01/14/2022	Kelly Cleaning & Supplies	January 2022	1010.10 · General Fund	
589694887	01/01/2022		January 2022	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11323	01/14/2022	Landscape Valley		1010.10 · General Fund	
December ...	12/01/2021			Grounds Maintenance	-305.00
TOTAL					-305.00
11324	01/14/2022	LightGabler LLP	2787.001	1010.10 · General Fund	
62278	01/07/2022		INV. 62278	Legal Fees	-290.00
TOTAL					-290.00
11325	01/14/2022	Los Angeles Times	10011275968	1010.10 · General Fund	
January 2...	12/15/2021			Periodicals	-134.06
TOTAL					-134.06
11326	01/14/2022	MacLeod Watts Inc.	010322BSPLD	1010.10 · General Fund	

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2022

Num	Date	Name	Memo	Account	Paid Amount
010322BS...	12/28/2021		Post Employment Benefit Program 06-30-2020 - 06-30...	Office Expense	-2,950.00
TOTAL					-2,950.00
11327	01/14/2022	Midwest Tape	2000009658	1010.10 · General Fund	
501418413	12/15/2021		INV. 501418413	Adult AV	-429.22
501487549	12/30/2021		INV. 501487549	Adult AV	-122.21
TOTAL					-551.43
11328	01/14/2022	Nancy Kierstyn Schreiner	INV. 1693	1010.10 · General Fund	
1693	12/31/2021		INV. 1693	Legal Fees	-1,525.00
TOTAL					-1,525.00
11329	01/14/2022	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
JANUARY...	01/01/2022		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11330	01/14/2022	Quadient Finance USA, Inc		1010.10 · General Fund	
7900-0110...	12/19/2021			Postage	-50.00
TOTAL					-50.00
11331	01/14/2022	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-1...	12/30/2021		4648715-123021	Office Expense	-61.66
TOTAL					-61.66
11332	01/14/2022	T-Mobile	968719262	1010.10 · General Fund	
11-21-22 ...	12/19/2021		11-21-22 12-20-21	WiFi Hot Spots	-377.67
TOTAL					-377.67
11333	01/14/2022	Unique Management Services, Inc.	538	1010.10 · General Fund	

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2022

Num	Date	Name	Memo	Account	Paid Amount
609405	01/01/2022		inv. 609405	Collection Services	-26.85
TOTAL					-26.85
11334	01/14/2022	Western Exterminator Company	00093864-7	1010.10 · General Fund	
2985891	12/16/2021		INV. 2985891	Pest Control	-122.10
TOTAL					-122.10
11335	01/14/2022	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
11-24-21 - ...	12/16/2021		11-24-21 - 12-24-21	Water and Sewer	-379.42
TOTAL					-379.42
11336	01/14/2022	SoCalGas	151-414-1668-3	1010.10 · General Fund	
12-03-21 - ...	01/06/2022		12-03-21 - 01-04-22	Gas	-537.80
TOTAL					-537.80
11337	01/27/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1MT6-XPL...	01/07/2022		Friends of the Library	Young adult books	-201.11
TOTAL					-201.11
11338	01/27/2022	Athens Enviromental	A20004977	1010.10 · General Fund	
11546258	01/01/2022		11546258	Trash	-218.28
TOTAL					-218.28
11339	01/27/2022	Black Gold Cooperative Library System	2021 - 2022 - 2nd Qtr	1010.10 · General Fund	
22-257	01/01/2022		2021 - 2022 - 3rd Qtr eContent Hoopla 2021 - 2022 - 3rd Qtr	Network Services/ILS Databases Databases WiFi Hot Spots	-13,625.00 -865.00 -1,565.00 -1,160.00
TOTAL					-17,215.00
11340	01/27/2022	Midwest Tape	2000009658	1010.10 · General Fund	

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2022

Num	Date	Name	Memo	Account	Paid Amount
501509489	01/05/2022		INV. 501509489	Adult AV	-92.74
501535967	01/11/2022		INV. 501535967	Adult AV	-21.36
TOTAL					-114.10
11341	01/27/2022	Santa Paula Chamber of Commerce	2022 Membership	1010.10 · General Fund	
1399	01/01/2022		2022 Membership	Memberships & Dues	-170.00
TOTAL					-170.00
11342	01/27/2022	Santa Paula Police Department	SL9200094	1010.10 · General Fund	
2022 Anna...	01/10/2022		Annual alarm permit	Security	-19.00
TOTAL					-19.00
11343	01/27/2022	SoHo	Web Hosting & Software Maintenance	1010.10 · General Fund	
6411	01/05/2022		Web Hosting & Software Maintenance	Network Services/ILS	-1,500.00
TOTAL					-1,500.00
11345	01/27/2022	Southern California Edison	12-08-21 - 01-19-22	1010.10 · General Fund	
12-18-21 - ...	01/20/2022		12-18-21 - 01-19-22	Electricity	-1,566.42
TOTAL					-1,566.42
11346	01/28/2022	Business Card	Credit Card Charges 12-17-21 - 01-18-22	1010.10 · General Fund	
12-17-21 - ...	12/31/2021		Credit Card Charges 12-17-21 - 01-18-22	Bank of America Platinu...	-969.16
TOTAL					-969.16

REGULAR MEETING OF FEBRUARY 22, 2022  
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF FEBRUARY 22, 2022  
H(a) OLD BUSINESS: UPDATE ON LIBRARY RENOVATION AND REQUEST FOR  
APPROVAL ARCHITECTURAL AND ELECTRICAL ENGINEERING DESIGN FEES

AKA

ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS

854 E Main Street, Suite 100  
Santa Paula, CA 93060

Project No.  
2019-101

# BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

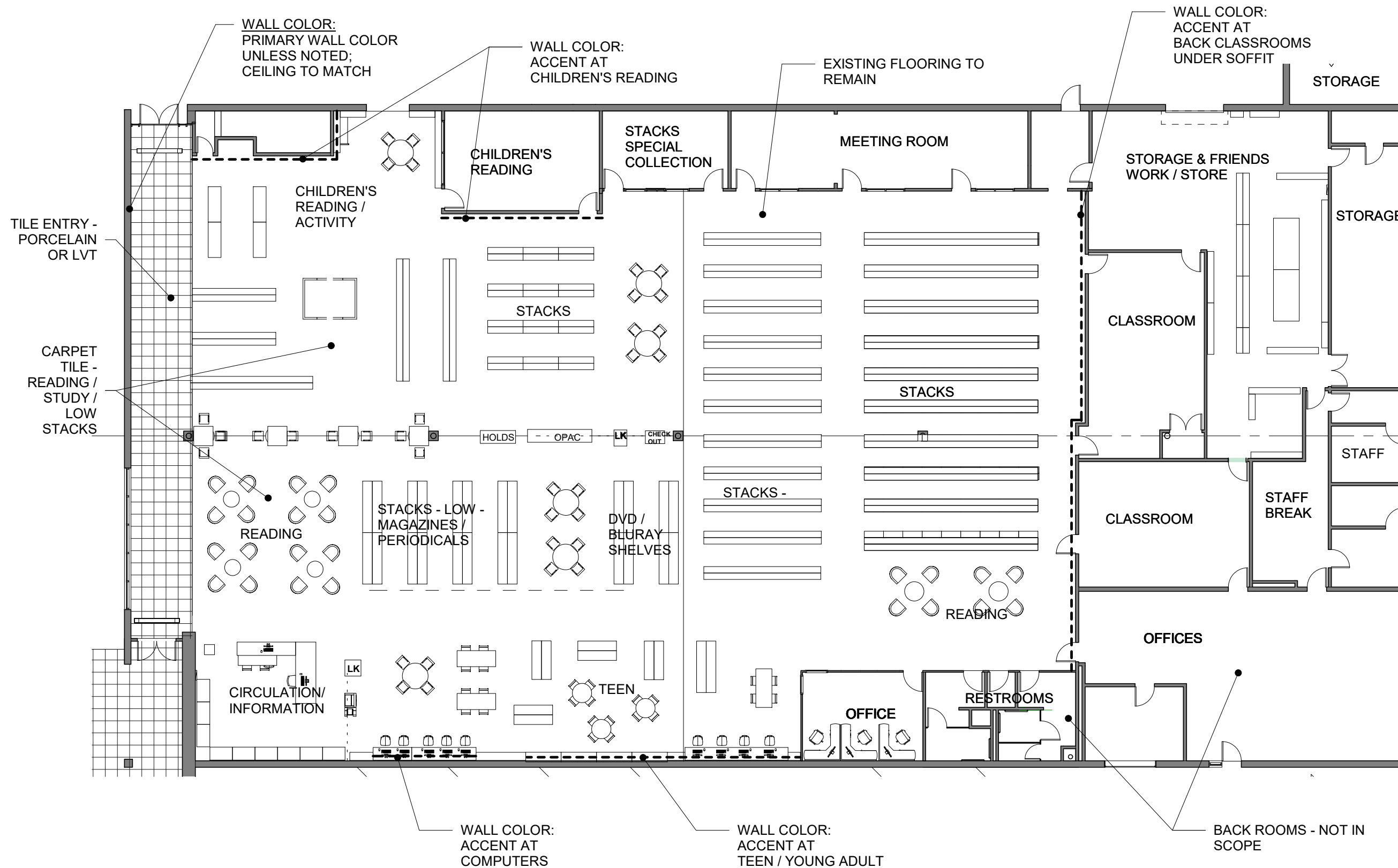
Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

## SD-200

### SPACE DIAGRAM - COLORS & FINISHES

14 FEBRUARY 2022

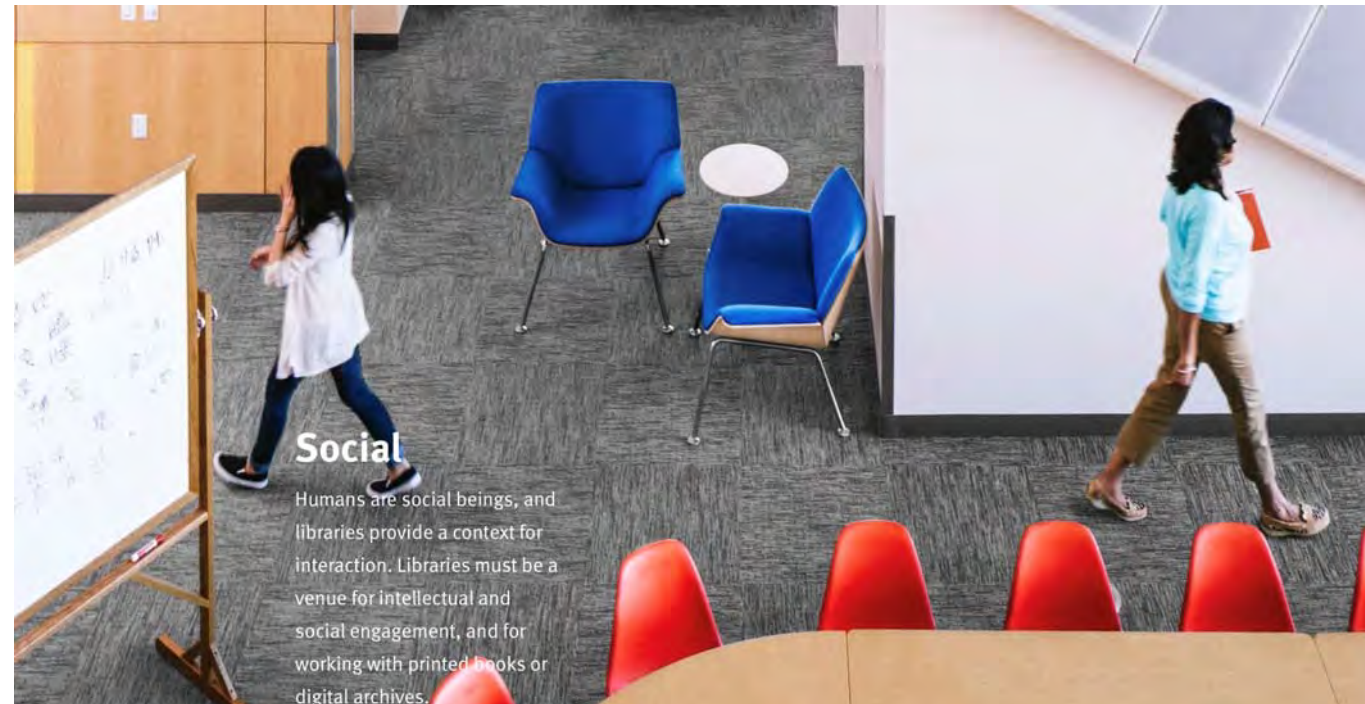


**1** SPACE DIAGRAM - COLORS & FINISHES  
SD-200 1/16" = 1'-0"



# MID CENTURY UPDATED

## INSPIRATION PHOTOS



INTERIORS UPDGRADES -  
COLORS, FINISHES AND  
FURNISHINGS

### MID CENTURAY UPDATED

#### **COLORS**

- PRIMARY - COLORS ARE BRIGHT WHITES, BLUES, ORANGE TONES
- ACCENT WALLS IN BRIGHT COLORS TO DEFINE ZONES
  - NEUTRAL TILE & ALUMINUM
  - POPS OF COLOR
  - SIGNAGE
  - FURNISHINGS

#### **FLOORS**

- PORCELEAN TILE ENTRY
- CARPET SQUARES - MID NEUTRAL GRAYS WITH HINTS OF COLOR TO OFFSET BRIGHT ACCENTS

#### **FURNISHINGS**

- MIX OF WOOD / METAL
- CLASSIC MID CENTURY DESIGNS MIXED WITH CONTEMPORY
- INFORMATION / CIRULATION DESK METAL / WOOD
- EMPHASIS ON FLEXIBILITY
- METAL TABLES WITH WRITABLE TOPS (MARKER BOARDS); BLACK BANDING
- CHAIRS -
  - MID-CENTURY BRIGHT
  - COMFORTABLE COMPUTER
  - READING CHAIRS THAT COMPLEMENT OVERALL MOOD
- SHELVING WOOD / METAL
  - LOW, ROLLING FOR FLEXIBILITY

# AKA

**ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS**

854 E Main Street, Suite 100  
Santa Paula, CA 93060

Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:

**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

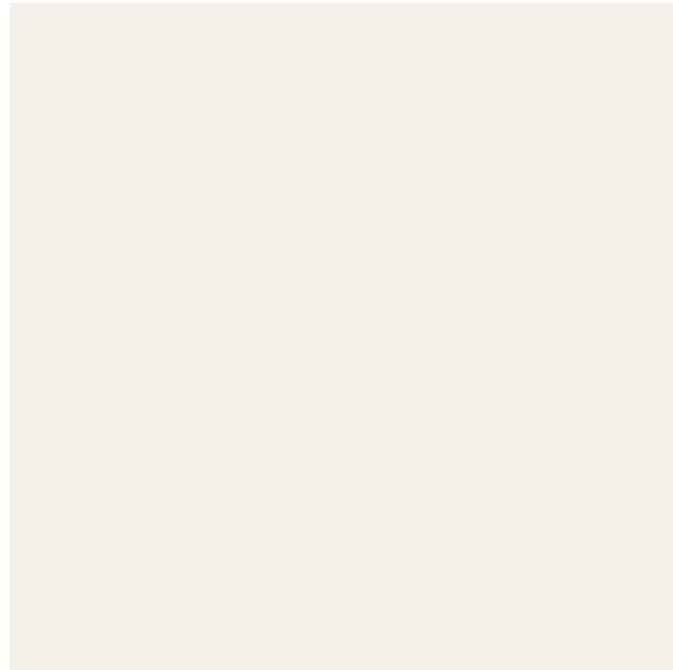
## SD-201

## INTERIOR UPGRADES

14 FEBRUARY 2022

# MID CENTURY UPDATED

## WALL - PAINT COLORS



PRIMARY WALL COLOR:  
**FOSSIL - DE6225**



ACCENT WALL COLOR 1:  
**EAMES FOR BLUE - DET564**



ACCENT WALL COLOR 2:  
**CITRUS SPICE - DE5466**



ACCENT WALL COLOR 3:  
**FALL FOLIAGE - LRV 27**

AKA

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KULWIEC  
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ARCHITECTS

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Santa Paula, CA 93060

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Project No.  
2019-101

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## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

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Owner:  
**Blanchard  
Community  
Library**  
119 North 8th Street  
Santa Paula, CA 93060

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## SD-202

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## COLORS / FINISHES

14 FEBRUARY 2022

# MID CENTURY UPDATED

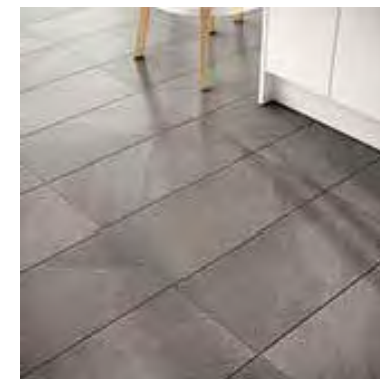
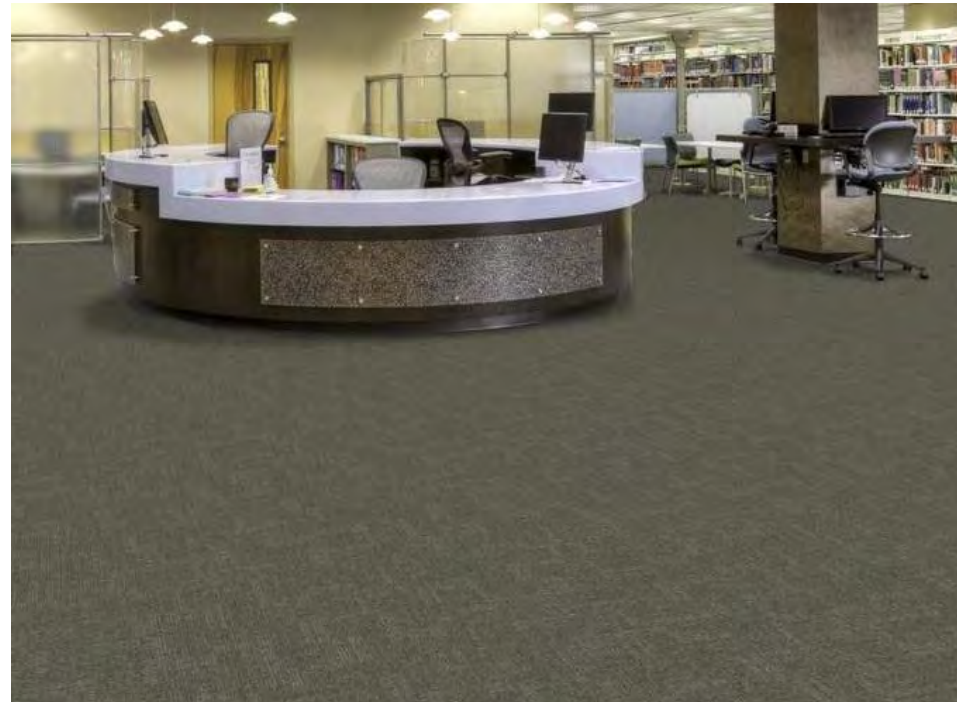
## FLOOR FINISHES



**CARPET - OPTION 1**  
CARPET TILES  
MANUFACTURER: TARKET  
STYLE: GRID OVERLAY II  
COLOR: AGED PEWTER



**ENTRY**  
GLAZED PORCELAIN TILE,  
12 X 24  
MANUFACTURER: MARAZZI  
STYLE: MODERN OASIS  
COLOR: GENTLE RAIN



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KULWIEC  
APPLEBY  
ARCHITECTS

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Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

## SD-203

## COLORS / FINISHES

14 FEBRUARY 2022

# MID CENTURY UPDATED

## FLOOR FINISHES



**CARPET - OPTION 2**  
CARPET TILES  
MANUFACTURER: TARKET  
STYLE: MAELSTROM  
COLOR: GREENWAY



**ENTRY**  
GLAZED PORCELAIN TILE,  
12 X 24  
MANUFACTURER: MARAZZI  
STYLE: MODERN OASIS  
COLOR: GENTLE RAIN



AKA

ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS

854 E Main Street, Suite 100  
Santa Paula, CA 93060

Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

## SD-204

## COLORS / FINISHES

14 FEBRUARY 2022

# HERITAGE VALLEY

INSPIRATION PHOTOS



INTERIORS UPDGRADES -  
COLORS, FINISHES AND  
FURNISHINGS

## HERITAGE VALLEY

### COLORS

PRIMARY - COLOR  
WARM NEUTRAL WHITE

- ACCENT COLORS IN THAT ECHO THE COLORS OF THE ORCHARDS AND CITRUS HERITAGE
  - MID-TONE GREEN
  - WOOD BROWN
  - YELLOW

### FLOORS

- LTV WOOD-LOOK
  - CIRCULATION AREAS
- CARPET SQUARES - DEFINE SEATING & SPECIAL AREAS
  - CHILDRENS
  - TEEN / YOUNG ADULT
  - READING

- PORCELEAN TILE - ENTRY OPTION

### FURNISHINGS

- INFORMATION / CIRULATION DESK IN WOOD / METAL
- WOOD TABLES
- CHAIRS - WOOD / MIXED METAL
- WOOD SHELVING -
  - LOW, ROLLING FOR FLEXIBILITY

AKA

ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS

854 E Main Street, Suite 100  
Santa Paula, CA 93060

Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:

**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

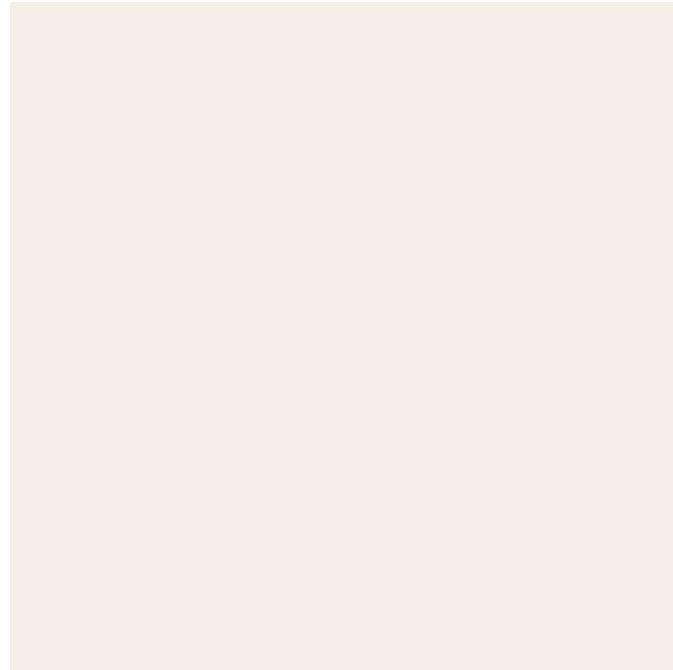
## SD-301

## INTERIOR UPGRADES

14 FEBRUARY 2022

# HERITAGE VALLEY

## WALL - PAINT COLORS



PRIMARY WALL COLOR:  
**LIGHT BEIGE - DE6211**



ACCENT WALL COLOR 1:  
**PALM FROND - DE5522**



ACCENT WALL COLOR 2:  
**WOODEN PEG - DE6215**



ACCENT WALL COLOR 3:  
**GOLDEN RAYS - DE5423**

AKA

  
**ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS**

854 E Main Street, Suite 100  
Santa Paula, CA 93060

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Project No.  
2019-101

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## **BLANCHARD COMMUNITY LIBRARY UPGRADES**

119 North 8th Street  
Santa Paula, CA 93060

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Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

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## **SD-302**

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## **COLORS / FINISHES**

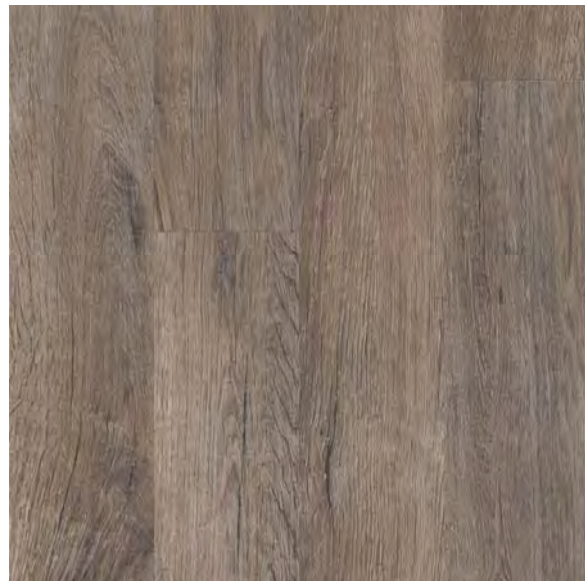
14 FEBRUARY 2022

# HERITAGE VALLEY

## FLOOR FINISHES



**CARPET - OPTION 1**  
CARPET TILES  
MANUFACTURER: TARKET  
STYLE: OVERLAY ACCENT II  
COLOR: SEA SMOKE



**ENTRY - OPTION 1**  
LVT - LUXURY VINYL TILE  
MANUFACTURER: ARMSTRONG  
STYLE: PARALLEL USA 20  
COLOR: GLEN BROOK OAK  
DRIFT SAND



AKA

ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS

854 E Main Street, Suite 100  
Santa Paula, CA 93060

Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

SD-303

COLORS /  
FINISHES

14 FEBRUARY 2022

# HERITAGE VALLEY

## FLOOR FINISHES



**CARPET - OPTION 2**  
CARPET TILES  
MANUFACTURER: TARKET  
STYLE: MAELSTROM  
COLOR: STEEL STRUCTURE



**ENTRY - OPTION 2**  
GLAZED PORCELAIN TILE,  
12 X 24  
MANUFACTURER: MARAZZI  
STYLE: MODERN OASIS  
COLOR: GENTLE RAIN



AKA

ANDERSON  
KULWIEC  
APPLEBY  
ARCHITECTS

854 E Main Street, Suite 100  
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Project No.  
2019-101

## BLANCHARD COMMUNITY LIBRARY UPGRADES

119 North 8th Street  
Santa Paula, CA 93060

Owner:  
**Blanchard  
Community  
Library**

119 North 8th Street  
Santa Paula, CA 93060

## SD-304

## COLORS / FINISHES

14 FEBRUARY 2022



REGULAR MEETING OF JUNE 22, 2021

I(a) NEW BUSINESS: RESOLUTION REQUESTING A CONTRAFUND ADVANCE FOR FISCAL YEAR 2022-23

For a number of years, at the start of the fiscal year, the Library has requested and received from the County an advance against property tax revenues that were expected to be received in December and April. While it may not be necessary, staff recommends that the Board adopt a resolution requesting a pre-apportionment advance for 2022-23.

RECOMMENDATION: Staff recommends adoption of the attached resolution requesting a contrafund advance of \$228,000 for the 2022-23 fiscal year.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**RESOLUTION 2021-22:01**

**RESOLUTION OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REQUESTING A CONTRAFUND ADVANCE FOR THE  
FISCAL YEAR 2022-2023**

**NOW, THEREFORE, BE IT RESOLVED** that the Blanchard/Santa Paula Library District Board of Trustees, at its regular meeting on February 22, 2022, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #O040 for the operations of the Library during the Fiscal Year 2022-23. The amount provided to the District for Fiscal Year 2021-2022 should be sufficient for Fiscal Year 2022-2023

**PASSED, APPROVED, AND ADOPTED** this 22<sup>nd</sup> day of February, 2022.

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

**ATTEST:**

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Library Board President

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Library Board Clerk

REGULAR MEETING OF FEBRUARY 22, 2022

I(b) NEW BUSINESS: RESOLUTION TO LEVY PARCEL TAX FOR 2022-23

In order for the County to add the special assessment of \$40 per parcel to the tax bills for 2022-2023, the Board must pass a resolution authorizing the County Auditor-Controller's Office to do so.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution levying an assessment of \$40 per non-exempt parcel in the Blanchard/Santa Paula Library District for the 2022-2023 fiscal year..

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**RESOLUTION 2021-22:02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT CONFIRMING A SPECIAL ASSESSMENT TO BE LEVIED WITHIN THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT FOR PURPOSES OF GENERAL FUND OPERATIONS FOR BLANCHARD COMMUNITY LIBRARY**

**WHEREAS**, on March 2, 2004, the voters of the Blanchard/Santa Paula Library District passed Measure “B4” with 68.1% of the vote in order to allow a \$40 per parcel special assessment tax in perpetuity;

**NOW, THEREFORE BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES AS FOLLOWS:**

1. That the Blanchard/Santa Paula Library District Board of Trustees confirms, approves, and acknowledges that the \$40 per parcel assessment is to be levied in perpetuity. The success of each of the subsequent four-year elections shall warrant additional resolutions from the Blanchard/Santa Paula Public Library District Board of Trustees in order to continue the \$40 per parcel special assessment tax on Ventura County Tax Rolls, District 14, Zone 03; and
2. That the Blanchard/Santa Paula Library District Board of Trustees confirms and acknowledges that the per parcel special assessment is in conformance with Proposition 218.

**PASSED, APPROVED, AND ADOPTED this 22nd<sup>th</sup> day of February, 2022.**

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

**ATTEST:**

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Library Board President

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Library Board Clerk

REGULAR MEETING OF FEBRUARY 22, 2022  
K(a)(i) REPORTS: PUBLIC SERVICES

## JANUARY 2022 ADULT SERVICES REPORT

### Programs & Services



There were no adult programs in January.

#### **Zip Books Return!**

Zip Books began as a pilot project in 2011 conducted by Butte, Shasta, and Humboldt County Libraries. Beginning in 2015, Zip Books received \$1M in state funds, and the project expanded. The Blanchard Community Library became a participating library in FY 2018-2019, and — despite a several month service gap in FY 2020-2021 during which the facilitation of the program transferred from the NorthNet Library System to the

California State Library — has been offering Zip Books to patrons since.

The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. This is especially true at our library, where we have chosen to add as many requested items to the collection as possible.

In FY 2020-21, Blanchard Community Library received Zip Book requests from **311 unique patrons** and **added a total of 1,068 requested print and audio materials** to the library collection.

The library has received funding equivalent to FY 2020-21 totals.

### Collection

106 adult-oriented items were added to the collection in January 2022.

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	17	5	0	0	0	49	3
AUGUST	48	62	3	6	0	69	3
SEPTEMBER	23	8	1	0	4	28	6
OCTOBER	56	66	4	9	1	19	6
NOVEMBER	49	60	7	4	0	3	1
DECEMBER	34	26	2	7	3	17	7
JANUARY	60	24	2	7	2	9	2

Five of the most popular items added this month were...



Youth Services Report  
January 2022

Winter Craft 121



6/272



New Patron Registrations	Adult	Juvenile	Total
September	30	4	34
October	54	24	78
November	40	19	59
December	41	15	56
January	46	8	54

Circulation	Juvenile Fiction	Juvenile Non-Fiction	Total
September	874	228	1,102
October	1109	249	1,358
November	1040	277	1,317
December	780	170	950
January	1000	252	1252

New Books	YA	YA Non-Fic	Juv Fic	Juv Non-Fic	J DVD	Total
	24	1	87	3	9	124

## Social Media

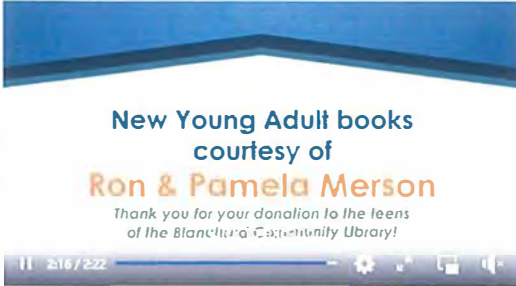
7 new unboxing videos were created and uploaded for newly purchased items.



Blanchard Community Library posted an episode of New Books for Teens! ...  
Published by Blanchard Storytime · January 18 at 4:36 PM ·

New Young Adult Books courtesy of Ron & Pamela Merson!! Thank you for your generous donation!

See what new teen fiction (YA) books have arrived for January 2022! A list of these titles can be found in our catalog at <https://bit.ly/3t8SoJB> for easy placement of holds.  
Monday-Thursday: 12:00pm- 7:00pm  
Saturdays 10:00am - 2:00pm  
805-525-3615 x101



88 People reached 15 Engagements [Boost post](#)



Blanchard Community Library posted an episode of New Books for Kids! ...  
Published by Blanchard Storytime · January 27 at 3:30 PM ·

See what new juvenile fiction books have arrived for January 2022! A list of these titles can be found in our catalog at <https://bit.ly/3qENaL9> for easy placement of holds.

Monday-Thursday: 12:00pm- 7:00pm  
Saturdays 10:00am - 2:00pm  
805-525-3615 x101



53 People reached 3 Engagements [Boost post](#)



Blanchard Community Library posted an episode of New Books for Kids! ...  
Published by Blanchard Storytime · January 28 at 3:10 PM ·

See what new juvenile graphic novels have arrived for January 2022! A list of these titles can be found in our catalog at <https://bit.ly/3tU81wf> for easy placement of holds.

Monday-Thursday: 12:00pm- 7:00pm  
Saturdays 10:00am - 2:00pm  
805-525-3615 x101



45 People reached 2 Engagements [Boost post](#)



Blanchard Community Library posted an episode of New Books for Kids! — at Blanchard Community Library.  
Published by Blanchard Storytime · January 27 at 2:00 PM ·  
Santa Paula, CA ·

See what's new in Children's Picture Books for January 2022! A list of these titles can be found in our catalog at <https://bit.ly/3ryce5A> for easy placement of holds.

Library Hours  
Monday - Thursday 12:00 - 7:00 pm  
Saturday 10:00 - 2:00 pm  
805-525-3615



15 People reached 2 Engagements [Boost post](#)  
[Like](#) [Comment](#) [Share](#)

Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles	Laptops
	448	285	20	15	243	9	2	34	9	20

Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	1000	252	108	6	7	51	0	0	2509

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	357	40	0	0	0	0	397



# January 2022 BEST Learning Center Library Board Report

## Adult Literacy

### One- To-One Adult Literacy Tutoring

In November adult literacy tutors and learners spent a combined total of 113 hours practicing reading and writing skills. We are also delighted to welcome a new tutor pair - Wendy (tutor) and Hilda (student.) Wendy graciously offered to tutor another student and now has two students. Hilda is a homemaker and would like to improve her basic literacy skills to help her find a job to support her family.

### BEST Virtual Book Discussion with Tricia Lemmon

Participants of our weekly *Best Virtual Book Discussion* finished reading the unabridged version of *The Secret Garden* by Frances Hodgson Burnett. This novel was challenging for most of our adult readers but they were able to make it through with diligence, determination, and motivation from each other. It took the group over 3 months to complete the entire novel. What a GREAT accomplishment!

### Tutor Talk:

BEST Adult Learning Center hosted its inaugural *Virtual Tutor Talk*. This virtual meet-up provided adult literacy a chance to meet fellow tutors and share their experiences they've had tutoring their students including, tutoring challenges, success stories, and effective tutoring practices. Literacy staff also provided tutors with program happenings, updates, and current professional development opportunities. Tutor Talks will be arranged quarterly.

### Career Online High School Information Session:

Blanchard Community Library hosted its first outreach event to promote Career Online High School.

Blanchard Community Library's Career Online High School (COHS) offers adults the opportunity to earn an accredited high school diploma and career certificate online. A limited number of scholarships are available to qualified adults looking to advance their careers, prepare for workforce entry, or continue their education.

*Note: Family Literacy and Statistics on page 2*



**Jumpstart  
Your Future!**

**Earn Your Accredited  
High School Diploma  
and a Career Certificate  
FREE THROUGH YOUR LIBRARY**

- 100% online
- Accredited
- Lots of support
- No standardized testing

## Family Literacy:

Families Connect was postponed for the month of January due to the surge in Omicron Covid cases. We plan to resume in-person programming for family literacy in early February.

## Statistics:

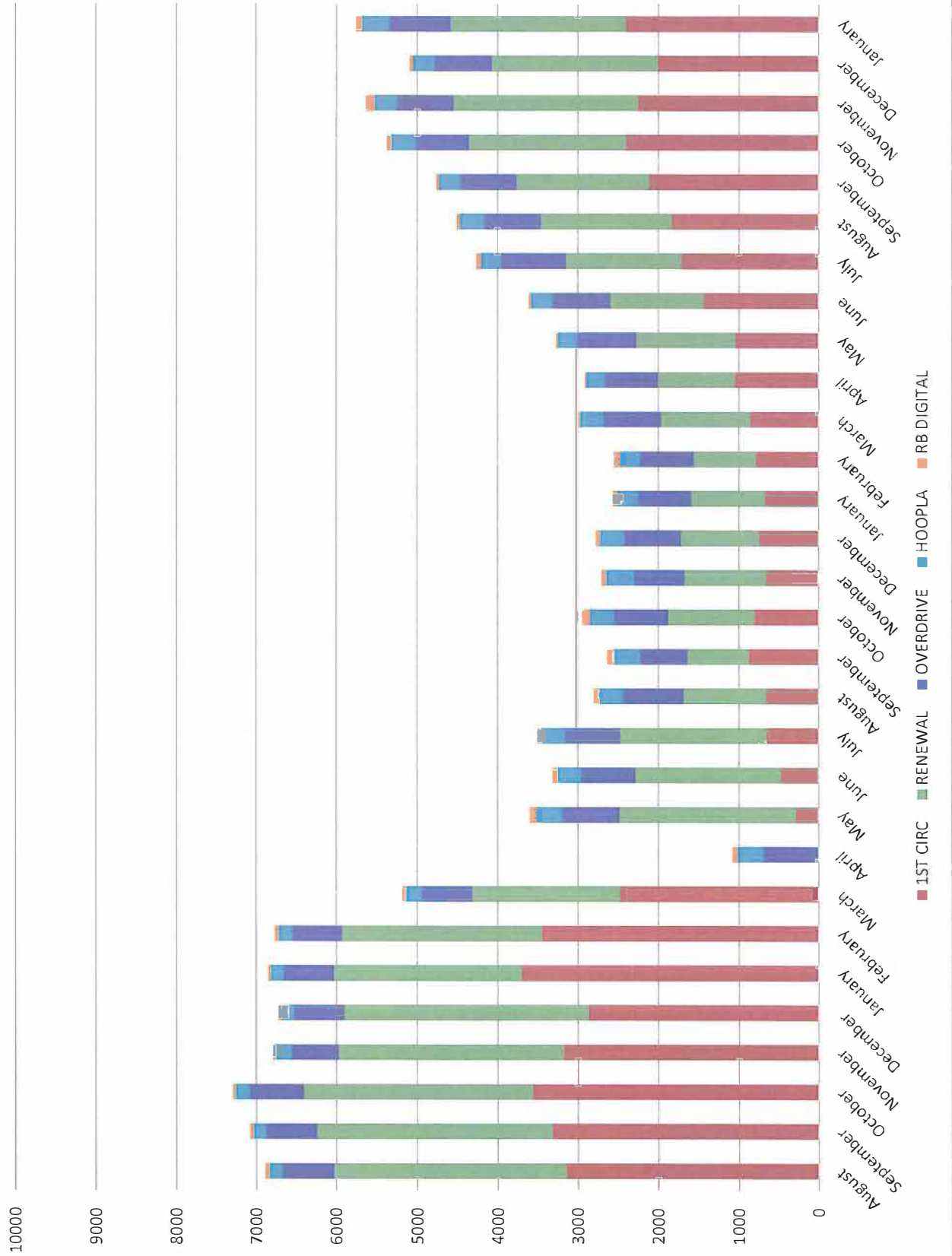
One-To-One Tutoring (ALS)	Adult Literacy Small Groups	Career Online High School Information Session
Active Tutors: 7 Active Learners: 9 Total Learner Hours: 52 hrs. Total Tutor Hours: 61hrs. Total Tutoring Hours: 113 hrs.	BEST Virtual Book Discussion: Total participants: 18  Tutor Talk: Total participants: 1	Total Participants: 8

REGULAR MEETING OF FEBRUARY 22, 2022  
K(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF FEBRUARY 22, 2022  
K(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination.

# TOTAL CIRCULATION



# hOOPLA

