

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, June 25, 2019, 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. PRESENTATIONS
None
- 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: Regular Meeting of May 28, 2019
- F. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- H. OLD BUSINESS
 - a. Final 2019-20 Budget (information, discussion, possible action)
 - b. Update on Art Committee Recommendations for Disposition of Items (information, discussion, possible action)

I. NEW BUSINESS

- a. Professional Services Contract for Library Interior Design Consultant (information, discussion, possible action)
- b. Revisions to Employee Handbook (information, discussion, possible action)
- c. Disposition of Funds from Sale of Art (information, discussion, possible action)

J. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. 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 July 23, 2019

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 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF JUNE 25, 2019
D. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of May 28, 2019

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May 28, 2019

CALL TO ORDER---The Meeting was called to order at 5:36 p.m. by Board Vice President Nancy Nasalroad. Board members Maureen Coughlin, Laura Phillips and Daniel Sandoval were in attendance. Board President Tim Hicks was absent. District Director Ned Branch and Steve McFadden C.P.A. were present. A quorum was established.

APPROVAL OF THE ORDER OF AGENDA---Unanimously approved (Coughlin/Phillips, 4-0).

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

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of April 23, 2019, were unanimously approved as corrected (Coughlin/Phillips, 4-0).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. The Building Fund account was moved to the bottom of the chart. The Financial statements were received and filed. Laura Phillips reported for the *Friends* that the June special will be on travel books, they are looking into using a credit card reader, and may connect with TechLogic for selling books online.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---The Optimist Club donated \$300 for books for the teen reading center and \$200 for the summer reading program. The Library, Friends, Board and Literacy Program shared a booth at the Senior Festival. Required Harrassment training will be on June 6. Trustee Coughlin reported on the Serving with a Purpose Conference noting that the Library is following all the recommendations made in the key note speech. The State Librarian sought out Coughlin to say how impressed he was with Justin Formanek and Olivia Escoto. Director Branch reported on the launch of the Bookmobile, for which the grant runs through August.

UNFINISHED BUSINESS---The *Draft 2019-20 Budget* will be resent with corrections. The major changes are in wages. The *May list of recommendations from the Art Committee* were approved with these changes: Some Don Austin works may be sold if the committee agrees, and a Saenz portrait will be respectfully de-aquisitioned if it can't be returned to the family (Sandoval/Phillips, 4-0).

NEW BUSINESS--- The Board passed a *Resolution Requesting a Contrafund Advance* for 2019-20 (Sandoval/Coughlin, 4-0).

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May 28, 2019

The Board passed a *Resolution to Levy Parcel Tax* for 2019-20 (Coughlin/Phillips, 4-0).

The Board approved the *2018-19 Audit Engagement* (Sandoval/Coughlin, 4-0].

The Board approved the *Website Development Proposal from Dodos Designs* (Coughlin/Phillips, 3-0 with Trustee Sandoval recusing himself).

REPORTS CONT. ---

Literacy Program: Homework help and Student Tutors need to be publicized.

Public Services: The inflatable Planetarium will be returning.

Volunteer Coordinator:

Director's Report: Director Branch is working on questions related to storage of data from the surveillance cameras. New legislation allows sleeping on public property. He may correspond with Maggie Kimball at the Stanford Library before sending out the Yosemite book. He is looking at three possible interior designers. The recommended price will be about \$20,000 which makes the schematics total near \$40,000. He was asked to install the officers for the Santa Paula Art Society. The Library is offering to help provide services for the online Census.

Board Committee Reports:

Finance- none.

Human Resources- Karen Gabler is working on changes to the Employee Handbook.

Strategic Plan Team Reports:

Visioning/Strategic Plan: The First Hardwood Conversation will be on June 5th.

Fundraising / Grants: A small grant was received for 12 chrome books and a cart/charging station.

Volunteerism: (Jeri Mead's report.)

Community Connections:

Publicity/ Public Relations:

Adult Programs:

Facilities:.

Technology:

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas:
Draft Budget, Art Sales Profits to a reserved Fund

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, May 28, 2019

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, June 25, 2019, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 8:08 p.m.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF JUNE 25, 2019
E(a)REPORTS: FINANCIAL REPORTS

1. Receive and file May 2019 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

May 31, 2019

BLANCHARD COMMUNITY LIBRARY

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BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

May 31, 2019

ASSETS

		CURRENT ASSETS	
CASH		\$1,443,547	
RESTRICTED CASH		<u>316,370</u>	
			\$ 1,759,917
PREPAID EXPENSES		<u>2,243</u>	
TOTAL CURRENT ASSETS			\$ 1,762,160
FIXED ASSETS NET OF			
ACCUMULATED DEPRECIATION			<u>731,111</u>
TOTAL ASSETS			<u><u>\$2,493,271</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
DEFERRED REVENUE		\$ 40,000	
ACCOUNTS PAYABLE		3,997	
ACCRUED PAYROLL EXPENSE		<u>4,491</u>	
TOTAL LIABILITIES			\$48,488
		FUND BALANCES	
GENERAL FUND		1,397,934	
FIXED ASSET FUND		731,111	
RESTRICTED FUNDS		<u>315,738</u>	
TOTAL FUND BALANCE			<u>2,444,783</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,493,271</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED MAY 31, 2019
MODIFIED ACCRUAL BASIS

	MAY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$55,453	\$30,000		\$824,363	\$740,132	11.38%
LIBRARY OPERATIONS	663	417	58.99%	12,651	4,583	176.04%
DONATIONS	826	22,083	-96.26%	59,752	42,917	39.23%
GRANTS	\$(40,000)			\$110,460	\$31,000	
	\$16,942	\$52,500	-209.88%	\$1,007,226	\$818,632	23.04%
EXPENSES						
PERSONNEL	\$48,697	\$48,918	-0.45%	\$553,190	\$520,682	6.24%
OPERATIONS	4,684	6,600	-29.03%	123,832	137,600	-10.01%
ADMINISTRATIVE	4,440	3,454	28.55%	52,042	54,996	-5.37%
FACILITIES	5,017	4,704	6.65%	63,203	51,613	22.46%
	\$62,838	\$63,676	-1.32%	\$792,267	\$764,891	3.58%
NET INCOME (LOSS)	\$(45,896)	\$(11,176)		\$214,959	\$53,741	299.99%
NON BUDGETED INCOME (EXPENSES)						
INSURANCE PROCEEDS				13,151		
REIMBURSEMENT DIF		1,667		3,482	\$18,333	
INVESTMENT INTEREST	1,511			3,708		
ELECTIONS				(519)		
BUILDING FUND				1,776		
NET AFTER NON BUDGETED ITEMS	\$ (44,385)	\$(11,176)	-80.73%	\$236,557	\$72,074	228.21%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

5/31//2019

COUNTY	\$963,963	
SANTA PAULA CITY	117,721	1
BUILDING FUND	84,276	1
BLAKE	54,248	1
LITERACY	60,125	1
BOOK TRUST	15,878	
GENERAL FUND	91,860	
WELLS FARGO	371,565	
OTHERS	<u>281</u>	
TOTAL CASH	<u>\$1,759,917</u>	
1 Restricted	316,370	
Other Unrestricted	1,443,547	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE
MODIFIED ACCRUAL BASIS
FOR THE PERIOD ENDED

	5/31/18	5/31/19	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$795,357	\$824,363	\$ 740,132	\$ 740,132
LIBRARY OPERATIONS	14,356	12,651	4,583	5,000
DONATIONS	122,056	59,752	42,917	45,000
GRANTS	45,312	110,460	31,000	31,000
TOTAL REVENUE	<u>\$977,081</u>	<u>\$1,007,226</u>	<u>\$818,632</u>	<u>\$821,132</u>
EXPENSES				
PERSONNEL				
WAGES	384,115	401,803	376,125	407,333
RETIREMENT	51,411	58,742	54,557	56,141
HEALTH INSURANCE	50,708	57,674	57,156	68,250
PAYROLL TAX	34,653	33,269	31,293	33,866
EMPLOYEE BENEFIT	1,177	1,702	1,551	1,692
	<u>522,064</u>	<u>553,190</u>	<u>520,682</u>	<u>567,282</u>
OPERATIONS				
LIBRARY NETWORK	57,779	56,348	60,000	60,000
PUBLICITY	3,184	1,546	4,767	5,200
MEMBERSHIPS	4,621	4,095	2,750	3,000
ACQUISITIONS	27,423	27,808	36,350	39,800
PROGRAMS	18,875	21,289	25,208	27,500
COMPUTER SERVICE	1,036	5,905	4,400	4,800
BOOK BINDING	2,668	1,089	1,833	2,000
ADVERTISING	1,932	1,854		
TRAVEL	2,479	3,898	2,292	2,500
	<u>119,997</u>	<u>123,832</u>	<u>137,600</u>	<u>144,800</u>
ADMINISTRATIVE				
ADVERTISING			229	250
BANK CHARGES	252	374	367	400
COMPUTER NETWORK	2,413	4,358		
INSURANCE	9,063	10,024	9,625	10,500
OFFICE EXPENSE	5,873	5,336	4,583	5,000
TELEPHONE	3,197	2,495	3,667	4,000
POSTAGE	713	747	550	600
PRINTING	1,038	4,322	2,475	2,700
PROFESSIONAL FEES	22,332	24,281	31,667	38,000
STAFF DEVELOPMENT	562	105	1,833	2,000
	<u>45,443</u>	<u>52,042</u>	<u>54,996</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	15,991	24,474	12,833	14,000
JANITORIAL	7,384	7,474	7,333	8,100
UTILITIES	30,331	31,255	31,447	34,350
	<u>53,706</u>	<u>63,203</u>	<u>51,613</u>	<u>56,450</u>
TOTAL EXPENSES	<u>741,210</u>	<u>792,267</u>	<u>764,891</u>	<u>775,532</u>
NET INCOME(LOSS)	<u>\$235,871</u>	<u>\$214,959</u>	<u>\$53,741</u>	<u>\$45,600</u>
NON BUDGETED INCOME (EXPENSES)				
INSURANCE REIMBURSEMENT		13,151		
REIMBURSEMENT DIF	27,772	3,482	18,333	20,000
INVESTMENT INTEREST	6,877	3,708		
ELECTION COSTS		(519)		
BUILDING FUND		1,776		
NET AFTER NON BUDGETED ITEMS	<u>\$270,520</u>	<u>\$236,557</u>	<u>\$72,074</u>	<u>\$65,600</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

May 31, 2019

Due to Friends of the Library	\$	404
Credit Card		3,588
Others		5
Total	\$	<u>3,997</u>

BLANCHARD COMMUNITY LIBRARY
CITY FUNDS TRANSACTION

		BALANCE
	June 30, 2016	\$176,201.02
	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	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	927.07
10.31.18	CHECK	(17,117.00)
1.15.19	INTEREST	632.26
		(58,480.02)
		\$117,721.00

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

RFID	29,019	From network charges
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Blanchard/Santa Paula Library District
General Fund Deposit Detail
 May 2019

4:14 PM
 06/19/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		05/01/2019		Deposit	General Fund		20.01
TOTAL				Deposit	Fines		-20.01
							-20.01
Deposit		05/02/2019		Deposit	General Fund		43.50
TOTAL				Deposit	Fines		-43.50
							-43.50
Deposit		05/03/2019		Deposit	General Fund		36.00
TOTAL				Deposit	Fines		-36.00
							-36.00
Deposit		05/08/2019		Deposit	General Fund		106.89
TOTAL				circulation desk week of 4/29/19	Fines		-89.25
				circulation desk week of 4/29/19	2510 - Due to Friends of the Library (Money receiv...	General Fund	-20.50
				circulation desk week of 4/29/19	Other Donations	Friends of the Library	-1.00
				circulation desk week of 4/29/19	Over/Short	General Fund	-2.14
							-106.89
Deposit		05/15/2019		Deposit	General Fund		9.50
TOTAL				Deposit	Fines		-9.50
							-9.50
Deposit		05/16/2019		Deposit	General Fund		15.25
TOTAL				Deposit	Fines		-15.25
							-15.25
Deposit		05/17/2019		Deposit	General Fund		18.00
TOTAL				Deposit	Fines		-18.00
							-18.00
Deposit		05/20/2019		Deposit	General Fund		525.00
Sales Receipt	245	05/20/2019	Las Pasadas HOA		1499.10 - Undeposited Funds	General Fund	-25.00
Sales Receipt	247	05/20/2019	Optimist Club of Santa Paul...		1499.10 - Undeposited Funds	Programs:Young Adult Progra...	-200.00
Sales Receipt	248	05/20/2019	Optimist Club of Santa Paul...		1499.10 - Undeposited Funds	Books:Young Adult Books	-200.00

**Blanchard/Santa Paula Library District
General Fund Deposit Detail
May 2019**

4:14 PM
06/19/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Sales Receipt	249	05/20/2019	Ronald & Pamela Merson		1499.10 - Undeposited Funds	Books:Young Adult Books	-100.00
TOTAL							-525.00
Deposit	05/22/2019				General Fund		77.15
				Circulation Desk week of 5/6/19	Fines	General Fund	-60.50
				Circulation Desk week of 5/6/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-7.00
				Circulation Desk week of 5/6/19	Other Donations	General Fund	-0.75
				Circulation Desk week of 5/6/19	Over/Short	General Fund	-8.90
TOTAL							-77.15
Deposit	05/22/2019				General Fund		308.80
				Circulation Desk week of 5/13/19	Fines	General Fund	-292.00
				Circulation Desk week of 5/13/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-6.00
				Circulation Desk week of 5/13/19	Printing & Copying	General Fund	-7.80
				Circulation Desk week of 5/13/19	Over/Short	General Fund	-3.00
TOTAL							-308.80
Deposit	05/22/2019				General Fund		1.25
				Deposit	Fines		-1.25
TOTAL							-1.25
Deposit	05/24/2019				General Fund		1.00
				Deposit	Fines		-1.00
TOTAL							-1.00
Deposit	05/28/2019				General Fund		35.00
				Reimb. for Credit Card Expense	Miscellaneous Revenue	General Fund	-35.00
TOTAL							-35.00
Deposit	05/30/2019				General Fund		28.01
				Deposit	Fines		-28.01
TOTAL							-28.01
Deposit	05/30/2019				General Fund		124.35
				Deposit	Other Donations		-124.35
TOTAL							-124.35

Blanchard/Santa Paula Library District
 General Fund Deposit Detail
 May 2019

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 06/19/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		05/31/2019		Deposit	General Fund		6.25
				Deposit	Fines		-6.25
TOTAL							-6.25

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 May 2019

4:15 PM
 06/19/19

Num	Date	Name	Memo	Account	Paid Amount
	05/02/2019		credit card discount	General Fund	
TOTAL			credit card discount	Bank Charges	-29.06
					-29.06
EFT	05/06/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 for the period of 3/24/1...	General Fund	
TOTAL			Cal Pers Classic 817 for the period of 3/24/19 t...	CALPERS (Payee Account - Employee Dedu...	-322.05
					-322.05
EFT	05/06/2019	Calif. Public Employees' Retire...	Cal Pers PEPPRA Contribution for pay period...	General Fund	
TOTAL			Cal Pers PEPPRA Contribution for pay period 03...	CALPERS (Payee Account - Employee Dedu...	-1,218.58
					-1,218.58
EFT	05/06/2019	Calif. Public Employees' Retire...	PERS Health Insurance for May	General Fund	
TOTAL			PERS Health Insurance for May	PERS Group Health Insurance	-5,047.28
					-5,047.28
EFT	05/07/2019	Blanchard Community Library	Funds transfer for payroll pay date 5/9/19	General Fund	
TOTAL			Funds transfer for payroll pay date 5/9/19	Payroll (Checking Account - Payroll)	-17,750.00
					-17,750.00
EFT	05/20/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 for the period of 04/07/...	General Fund	
TOTAL			Cal Pers Classic 817 for the period of 04/07/19...	CALPERS (Payee Account - Employee Dedu...	-306.08
					-306.08
EFT	05/20/2019	Calif. Public Employees' Retire...	Cal Pers PEPPRA Contribution for pay period...	General Fund	
TOTAL			Cal Pers PEPPRA Contribution for pay period 04...	CALPERS (Payee Account - Employee Dedu...	-1,229.54
					-1,229.54
EFT	05/21/2019	Blanchard Community Library	Funds transfer for payroll pay date 5/23/19	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 May 2019

4:15 PM
 06/19/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Funds transfer for payroll pay date 5/23/19	Payroll (Checking Account - Payroll)	-18,500.00
					-18,500.00
EFT	05/28/2019	Calif. Public Employees' Retire...	Cal Pers PEPPRA Contribution for pay period...	General Fund	
TOTAL			Cal Pers PEPPRA Contribution for pay period 04...	CALPERS (Payee Account - Employee Dedu...	-1,216.84
					-1,216.84
EFT	05/28/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPPRA May 2...	General Fund	
TOTAL			Unfunded Accrued Liability PEPPRA May 2019	PERS Retirement (Contribution Account - Re...	-52.30
					-52.30
EFT	05/28/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 May...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 May 2...	PERS Retirement (Contribution Account - Re...	-3,644.85
					-3,644.85
EFT	05/28/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 for the period of 4/21/1...	General Fund	
TOTAL			Cal Pers Classic 817 for the period of 4/21/19 t...	CALPERS (Payee Account - Employee Dedu...	-312.07
					-312.07
10368	05/06/2019	Amazon Capital Services		General Fund	
			Invoice #1TYD-1KVY-6MW7	Patron Computers	-129.84
			Invoice #16GG-K6L1-W696	Patron Computers	-29.88
			Invoice #1VFR-4MQ6-9XNT	Children's Programs	-33.39
			Invoice #1VRM-CFTM-FXDV	Children's Programs	-44.85
			Invoice #1PPF-3JHT-79H4	Children's Programs	-12.62
			Invoice #1VFR-4MQ6-7F4M	Children's Programs	-14.20
			Invoice #6GG-K6L1-J91F	Young Adult Programs	-92.21
			Invoice #1HP3-RTVD-DK1R	Young Adult Programs	-3.29
			Invoice #1HHD-RW9Q-JGPC	Adult Programs	-37.05
			Invoice #1HHD-RW9Q-JW33	Adult Programs	-14.99
TOTAL					-412.32

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06/19/19

Blanchard/Santa Paula Library District Monthly General Fundt Check Detail May 2019

Num	Date	Name	Memo	Account	Paid Amount
10369	05/06/2019	Ned Branch	Monthly health insurance reimbursement	General Fund	
	05/01/2019		Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38
TOTAL					-502.38
10370	05/06/2019	Marcos Garcia-Razo	Refund lost book charge "Life in Ancient Gr...	General Fund	
			Refund lost book charge "Life in Ancient Greece"	Fines	-30.00
TOTAL					-30.00
10371	05/06/2019	Midwest Tape		General Fund	
			Invoice #97297271	Adult AV	-25.80
			Invoice #97277362	Children's AV	-90.01
TOTAL					-115.81
10372	05/06/2019	Sparkletts	26410174648715	General Fund	
			March 27 & April 23 water delivery	Office Expense	-42.76
TOTAL					-42.76
10373	05/06/2019	Nancy Kierstyn Schreiner		General Fund	
			Invoice #1462 April Legal fees	Legal Fees (Outside (non-employee) legal se...	-875.00
			Invoice #1456 March Legal fees	Legal Fees (Outside (non-employee) legal se...	-100.00
TOTAL					-975.00
10374	05/06/2019	Angel Rocha		General Fund	
			Microsoft Office classes for April	Adult Programs	-540.00
TOTAL					-540.00
10375	05/06/2019	Andy's Plumbing Place	Invoice #6635-519	General Fund	
			Invoice #6635-519	Building Maintenance	-226.72
TOTAL					-226.72

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 May 2019

4:15 PM
 06/19/19

Num	Date	Name	Memo	Account	Paid Amount
10376	05/06/2019	Stephen McFadden CPA	Invoice #5713	General Fund Accounting Fees (Outside (non-employee) ac...	-875.50
TOTAL					-875.50
10377	05/06/2019	City of Santa Paula (067000-00)	111-067000-00 water usage 3/24/19 to 4/24/19	General Fund Water and Sewer	-338.42
TOTAL					-338.42
10378	05/06/2019	City of Santa Paula (067500-00)	111-067500-00 Fire service 3/24/19 to 4/24/19	General Fund Water and Sewer	-71.53
TOTAL					-71.53
10379	05/06/2019	Landscape Valley	landscaping for April 2019 landscaping for April 2019	General Fund Grounds Maintenance	-305.00
TOTAL					-305.00
10380	05/06/2019	Collabrative Summer Library Pr...	Invoice #3324 Invoice #3324	General Fund Children's Programs	-30.00
TOTAL					-30.00
10381	05/13/2019	LightGabler LLP	Invoice #42592 Legal services 4/10/19	General Fund Legal Fees (Outside (non-employee) legal se...	-35.00
TOTAL					-35.00
10382	05/13/2019	Andy's Plumbing Place	Invoice #6659-520 men's room repair 5/10/19	General Fund Building Maintenance	-228.74
TOTAL					-228.74
10383	05/13/2019	Unique Management Services, L...	Invoice #553047	General Fund	

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 May 2019

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Num	Date	Name	Memo	Account	Paid Amount
TOTAL			April placements	Collection Services	-53.70
10384	05/13/2019	Western Exterminator Company	Customer #50764666-9	General Fund	
TOTAL			Customer #50764666-9	Pest Control	-106.00
10385	05/13/2019	SoCalGas	Acct #151 414 1668 3	General Fund	
TOTAL			gas usage 4/3/19 to 5/2/19	Gas	-41.48
10386	05/13/2019	Athens Enviromental	A20004977	General Fund	
TOTAL			trash & recycle charges for May 2019	Trash	-176.09
10387	05/13/2019	Craig Newton	June 4 Family Evening	General Fund	
TOTAL			June 4 Family Evening	Children's Programs	-275.00
10388	05/13/2019	Kelly Cleaning & Supplies	Invoice #45290897	General Fund	
TOTAL			Janitorial services for May	Janitorial Services & Supplies	-670.00
10389	05/13/2019	Midwest Tape	Invoice #97274393	General Fund	
TOTAL			Invoice #97274393	Children's AV	-194.89
10390	05/13/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
			Invoice 4012513296	Children's Books	-506.86

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 May 2019

4:15 PM
 06/19/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-806.86
10391	05/13/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
TOTAL			Invoice #4012491958	General	-457.25
10392	05/20/2019	Midwest Tape		General Fund	
TOTAL			Invoice #97369043 Invoice #97369042 Invoice #97363530 Invoice #93634749	Children's AV Children's AV Children's AV Children's AV	-120.48 -21.75 -70.13 -70.46
TOTAL					-282.82
10393	05/20/2019	F M Pearce Company	Invoice SO#2289	General Fund	
TOTAL			Invoice SO#2289	Building Maintenance	-1,441.21
TOTAL					-1,441.21
10394	05/20/2019	Science Tellers	Invoice #10314	General Fund	
TOTAL			Invoice #10314	Children's Programs	-365.00
TOTAL					-365.00
10395	05/20/2019	Frontier Communications	805-525-2384-012885-5	General Fund	
TOTAL			phone service 5/10/19 to 6/9/19	Telephone Expense	-227.80
TOTAL					-227.80
10396	05/20/2019	County of Ventura Information ...	Map order #504	General Fund	
TOTAL			Map order #504	Public & Legal Notices	-77.40
TOTAL					-77.40
10397	05/28/2019	Zosia Shivone	Refund lost book fee "The Life and Adventu...	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 May 2019

4:15 PM
 06/19/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Refund lost book fee "The Life and Adventures...	Fines	-5.00
10398	05/28/2019	Sparkletts	26410174648715	General Fund	
TOTAL			May bottled water	Office Expense	-53.28
10399	05/28/2019	Document Systems	Contract billing 5/23/19 to 6/22/19	General Fund	
TOTAL			Invoice #97437 - Admin Invoice #97436 - Front Area	Printing Printing	-227.05 -708.44
10400	05/28/2019	Southern California Edison	Acct # 203-984-8064	General Fund	
TOTAL			Electricity usage 4/18/19 to 5/20/19	Electricity	-1,341.98

REGULAR MEETING OF JUNE 25, 2019
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JUNE 25, 2019
H(a) OLD BUSINESS: FINAL 2019-20 BUDGET

A copy of the final budget for 2019-20 is attached. Significant differences between the approved budget for 2018-19 and the draft budget for 2019-20 are indicated.

RECOMMENDATION: Approve the 2019-20 budget.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

	GENERAL FUND	LITERACY FUND	2019-20 TOTAL	2018-19 TOTAL
Revenue				
Pro Tx Curr Secured	\$364,000	\$0	\$364,000	\$344,500
Pro Tx Curr Unsecured	\$7,000	\$0	\$7,000	\$25,000
Pro Tx Curr Supplemental	\$6,000	\$0	\$6,000	\$6,000
Pro Tax Prior Secured	\$0	\$0	\$0	\$0
Pro Tx Prior Unsecured	\$0	\$0	\$0	\$0
Pro Tx Prior Supplemental	\$0	\$0	\$0	\$0
Penalties	\$1,306	\$0	\$1,306	\$1,306
Interest	\$932	\$0	\$932	\$932
HOPTR	\$1,300	\$0	\$1,300	\$2,600
RDA Pass Through	\$70,000	\$0	\$70,000	\$50,000
Special Assessment	\$310,000	\$0	\$310,000	\$309,794
	<u>\$760,538</u>	<u>\$0</u>	<u>\$760,538</u>	<u>\$740,132</u>
Endowment	\$15,000	\$0	\$15,000	\$20,000
Donations	\$20,000	\$5,000	\$25,000	\$25,000
Grants	\$1,000	\$60,000	\$61,000	\$31,000
Fines & fees	\$0	\$0	\$0	\$5,000
TOTAL REVENUE	<u>\$798,938</u>	<u>\$65,000</u>	<u>\$863,938</u>	<u>\$821,132</u>
Payroll & Benefits				
Salaries	\$371,984	\$98,000	\$469,984	\$411,440
PERS Retirement	\$71,642	\$2,751	\$74,393	\$59,943
FICA 0.077	\$28,457	\$7,000	\$35,457	\$30,680
PERS Group Health	\$25,558	\$6,786	\$32,344	\$32,344
PERS Group Health Annuitants	\$30,000	\$0	\$30,000	\$30,000
SUI	\$3,000	\$500	\$3,500	\$3,500
PERS 457 Plan	\$0	\$0	\$0	\$0
Insurance--Workers Comp	\$1,795	\$500	\$2,295	\$1,692
	<u>\$532,436</u>	<u>\$115,537</u>	<u>\$647,973</u>	<u>\$569,599</u>
Services				
Communications	\$800	\$0	\$800	\$800
Computer services	\$6,000	\$0	\$6,000	\$4,000
Publicity	\$5,000	\$2,000	\$7,000	\$5,200
Collection development				
Books				
Young adult books	\$3,000	\$0	\$3,000	\$3,000
General	\$16,500	\$0	\$16,500	\$16,500
Children's books	\$6,500	\$0	\$6,500	\$6,500
A/V materials				
Young adult	\$600	\$0	\$600	\$600
General	\$3,000	\$0	\$3,000	\$3,000
Children's	\$1,200	\$0	\$1,200	\$1,200
Databases	\$4,000	\$0	\$4,000	\$4,000
Periodicals	\$5,000	\$0	\$5,000	\$5,000
Library supplies				
Book binding/mending	\$2,000	\$0	\$2,000	\$2,000
Library materials--other	\$0	\$0	\$0	\$0
Memberships & dues	\$5,000	\$0	\$5,000	\$3,000
Network services	\$68,000	\$0	\$68,000	\$60,000
Over/short	\$0	\$0	\$0	\$0
Programs				
Literacy	\$0	\$4,000	\$4,000	\$4,000
Adults	\$4,500	\$0	\$4,500	\$4,500
Children's	\$14,000	\$0	\$14,000	\$14,000
Teens & Young adults	\$5,000	\$0	\$5,000	\$5,000
Travel & meetings	\$3,000	\$2,000	\$5,000	\$2,500
Total Services	<u>\$153,100</u>	<u>\$8,000</u>	<u>\$161,100</u>	<u>\$144,800</u>
Administrative				
Advertising	\$250	\$0	\$250	\$250
Bank charges	\$400	\$0	\$400	\$400
Office expense	\$10,000	\$0	\$10,000	\$5,000
Postage	\$750	\$0	\$750	\$600

Professional services	\$0	\$0	\$0	\$0
Legal	\$6,000	\$0	\$6,000	\$6,000
Accounting	\$10,000	\$0	\$10,000	\$10,000
Audit	\$11,000	\$0	\$11,000	\$10,000
Grant Writing	\$1,000	\$2,000	\$3,000	\$7,000
Insurance	\$13,089	\$0	\$13,089	\$10,500
Printing	\$2,500	\$200	\$2,700	\$2,700
Telephone expense	\$3,000	\$0	\$3,000	\$4,000
Staff development & recognition	\$2,000	\$0	\$2,000	\$2,000
Total	\$65,989	\$2,200	\$68,189	\$58,450
Facilities				
Janitorial services & supplies	\$10,000	\$0	\$10,000	\$8,100
Grounds maintenance	\$5,000	\$0	\$5,000	\$5,000
Building security	\$1,500	\$0	\$1,500	\$1,000
Buidling maintenance	\$12,000	\$0	\$12,000	\$8,000
Utilities				
City of Santa Paula	\$6,500	\$0	\$6,500	\$6,500
SoCal Edison	\$25,000	\$0	\$25,000	\$25,000
The Gas Co.	\$1,200	\$0	\$1,200	\$850
Trash	\$2,250	\$0	\$2,250	\$2,000
Total	\$63,450	\$0	\$63,450	\$56,450
TOTAL OPERATING EXPENSES	\$814,975	\$125,737	\$940,712	\$829,299
OPERATING SURPLUS/(DEFICIT)	-\$16,037	-\$60,737	-\$76,774	-\$8,167
Extraordinary Expenses				
Legal	\$5,000	\$0	\$5,000	\$0
				\$0
NET SURPLUS/(DEFICIT)	-\$21,037	-\$60,737	-\$81,774	-\$8,167
REIMBURSEMENT FROM DIF FUND	\$30,000	\$0	\$30,000	\$20,000
CARRYOVER FROM 2018-19		\$50,000	\$50,000	
TOTAL SURPLUS/(DEFICIT)	\$8,963	-\$10,737	-\$1,774	0
				\$11,833

REGULAR MEETING OF JUNE 25, 2019
H(b) OLD BUSINESS: UPDATE ON ART COMMITTEE RECOMMENDATIONS FOR
DISPOSITION OF ITEMS

A copy of the disposition of art approved at the last Board meeting is attached for your information.

In addition, at the last meeting, the Board indicated that it would like the proceeds from any sales to be deposited in the Blake account. Since an action item to that effect was not on the agenda, the Board could not vote but asked that the item be put on this agenda.

RECOMMENDATION: The Board directs that proceeds from the sale of art from the library’s collection be placed in the Blake account.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

Acquisition Committee Requests for Authorization
Corrected and approved May 28, 2019

The Acquisition Committee is sorting through the art stored in the bookkeeper's office. We are requesting the Board to authorize these assignments:

FOR ASIAN AUCTION HOUSE OR OTHER VENUE:

Kyoto Incense Burner
Two Chinese vases in bookkeeper's office

FOR THE PERMANENT COLLECTION: (many need to be reset and protected)

Mrs. Blanchard portrait
All the Gail Pidduck Art
Some or All of the Don Austin Art,
The Santa Paula Clock Tower by Pramlee Gomez
Painting by Renault
3 watercolors by Chris Lemon: Jacaranda scene, poppies, irises(?)

TO BE DONATED TO A CHARITY:

Large amateur painting of a mountain scene
Large amateur painting of a fence

TO BE SENT TO AUCTION OR SOLD:

(John knows of an estate auction company in Casitas Springs)
Matilija ranch
Map of Chile
Beach Scene by Lance
Librarian by Tink Strother
A 2nd Edition Botke print
The animation cell
Large portrait of a woman by Calderwood
Painting by Baskin
Painting by Davenport
Painting by Iris Sabre
1915 Mission print (in large folder)
2 prints of Watts Towers: John Nichols will sell these for us
Some Don Austin may be sold if the Committee decides.

FOR FRIENDS TO SELL, ETC:

self portrait by Tink Strother (possibly offer this to the art society first)
citrus poster
Giant 'coffee hour' by Morris
Remaining artwork of Chris Lemon

TO BE GIVEN TO FAMILY MEMBERS:

John will give the Dan Robles portrait to Dan's daughter
and the Art by Patti Dickensen to her family
John will try to return a Saenz portrait to the family, or respectfully de-acquisition.

FOR A DOOR PRIZE AT A CHAMBER MIXER:

Print of Blanchard Library

NOTES FOR THE COMMITTEE:

Ned is selling the Paul Grimm

Maureen is selling the Lennart Anderson

John will research the Hopkins

Do something with the Polo portrait, portrait of Saenz.
Can John try to contact family? Respectfully de-acquisition?

We need to reset many pieces with acid free materials, preserve in special quality sleeves,...

REGULAR MEETING OF JUNE 25, 2019
I(a) PROFESSIONAL SERVICES CONTRACT FOR LIBRARY INTERIOR DESIGN
CONSULTANT

Our architects and the staff recommend engaging the services of an interior design consulting firm to advise on the arrangement of spaces within the library and to make recommendations for furniture, fixtures, and equipment. Our first choice to provide these services was unavailable. Staff obtained the names of other firms who have worked on similar projects in conjunction with the State Library. From that list, staff narrowed the selection to four firms and requested proposals. After reviewing the proposals and checking references, staff recommends retaining Anderson Brulé Architects (ABA) at a price of \$20,000. The proposal from ABA is attached. For comparison, the proposed fees for the four firms that were invited to bid were:

Diane Lam	\$14,400
Anderson Brulé Architects	\$20,000
Adrian Gaus	\$21,000
La Cañada Design Group	\$24,990

RECOMMENDATION: Staff recommends retaining Anderson Brulé Architects to provide library interior design services.



A N D E R S O N B R U L É A R C H I T E C T S

EXHIBIT A: SCOPE OF SERVICES

April 18, 2019

TO: Ned Branch, District Director
Blanchard/Santa Paula Library District
119 N. 8th Street
Santa Paula, CA 93060

RE: Blanchard Community Library

Dear Mr. Branch:

Anderson Brulé Architects, Inc. (ABA) is pleased to submit this proposal to the Santa Paula Library District for professional library consultation services.

Context

Blanchard Community Library (BCL) has recently completed a programming study and master space plan for their current library facilities, located in Santa Paula, California. These documents, prepared with the assistance of Anderson Kulwiec Appleby Architects (AKA), and based on input gathered from the community, will serve as a guide to the library's renovation and expansion efforts over the next ten years.

The Library has completed its initial renovation project - conversion of an interior storage room to classroom space. With the further assistance of AKA Architects, BCL is now starting the Schematic Design phase for the second renovation project - the remodel of the library's interior public spaces, including circulation desk, library offices, book stacks, computer areas, and an isolated children's space. Future projects will include the construction of a free-standing community meeting room, exterior courtyards and garden areas, and a free-standing "Friends-of-the-Library" book store.

Approach and Methodology

ABA will review the current programming and master plan, to provide guidance on the suitability and appropriateness of the plan, and to provide ideas and suggestions for ways in which the plan might be improved. The review will include collection analysis, shelving requirements, collection use, library program spaces, staff and support areas, meeting rooms and study spaces, and technology requirements.

The library consultant will also assist AKA Architects with the Schematic Design for the interior library renovation project, particularly to provide recommendations for library furnishings, fixtures, and equipment.

Assumptions

This Proposal is based on the following assumptions:

- 1. ABA can rely on the documentation and drawings provided by the client regarding the existing facilities.
- 2. Client will manage internal scheduling of stakeholders and participants.
- 3. Client will provide collection data including item count and circulation statistics.
- 4. Meetings will be held virtually through either ABA’s or the client’s conferencing service.
- 5. Client will provide CAD or Revit floor plans.

Exclusions

- 1. Facility Assessment
- 2. Construction Documents

Fee Proposal

Task 1: Virtual Work Session and Master Plan Review:	\$ 8,000
Task 2: Schematic Design Layout of Furniture, Fixtures, and Equipment:	\$ 12,000
Proposed Base Services for a Fixed Fee:.....	\$ 20,000

Reimbursables Expenses will be billed as they occur, see Exhibit C.

We welcome this opportunity to work with you.

Sincerely,

ANDERSON BRULÉ ARCHITECTS, INC.



Katherine Rivard
Associate Principal

From: Katherine Rivard <Katherine@aba-arch.com>
Sent: Tuesday, May 7, 2019 5:05 PM
To: ned.branch@blanchardlibrary.org
Cc: Pamela Anderson-Brule; Amy Crawford
Subject: RE: References

Hello Ned,

Below is contact info for a few of our references:

✓ **Eric Howard**, Deputy Librarian
City of Salinas
(831) 758-7311
erich@ci.salinas.ca.us

✓ **Christian Theyer**
Consultant for Southern California Library Cooperative
Principal of Theyer Consulting
(424) 266-0366
christian@theyerconsulting.com

✓ **Meg (Margaret) Bradley**, Head of Schools
Santa Catalina School
(831) 655-9312
meg.bradley@santacatalina.org

Domenic Onorato, Architectural Project Manager
City of San Jose
(408) 535-8407
domenic.onorato@sanjoseca.gov

Let me know if you need anything else. Thanks!

Katherine Rivard Associate Principal
Anderson Brulé Architects, Inc. | D: 408.535.2955 | E: katherine@aba-arch.com

From: ned.branch@blanchardlibrary.org <ned.branch@blanchardlibrary.org>
Sent: Friday, May 03, 2019 9:01 AM
To: Katherine Rivard <Katherine@aba-arch.com>
Cc: ned.branch@blanchardlibrary.org
Subject: References

Kate,

I neglected to ask for references. Can you provide some for previous work you've done on similar projects?

Thanks.

