

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, February 28, 2023, at 6:00 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. PRESENTATION OF A DONATION FROM THE BLANCHARD COMMUNITY LIBRARY ENDOWMENT COMMITTEE

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 24, 2023
- b. Approval of Minutes: Special Meeting of February 16, 2023

F. REPORTS

- a. Financial Reports—January 2023
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Status of Remodel Project (information, discussion, possible action)
- b. Information on Cost of Construction Documents for Community Hall (information, discussion, possible action)
- c. Appointment of Justin Formanek as Interim Library Director (information, discussion, possible action)

I. NEW BUSINESS

- a. Consideration of Revised Proposal for Mechanical Engineering Services (information, discussion, possible action)
- b. Refer Revised Job Descriptions to Human Resources Committee (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 28, 2023

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 28, 2023

E. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Regular Meeting of January 27, 2023
  - b. Special Meeting of February 16, 2023

REVISED MINUTES SEPTEMBER 27, 2022						
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF February 28, 2023  
F(a). REPORTS: FINANCIAL REPORTS

1. Receive and file January 2023 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

**BUDGET VARIATIONS AND SUMMARIES**  
**YTD as of January 2023 - Month 7 of 12**

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET		
<b>Revenue</b>					
	Property Taxes	\$677,806.00	\$615,730.00	10.1%	\$15,000 secured property tax, \$16,000 redevelopment property tax, \$18,000 special assessments
	Grants	\$92,426.00	\$75,860.00	21.8%	\$6,000 CLLS ESL; \$14,826 Zip Boos
	Donations	\$20,243.00	\$14,630.00	38.4%	Building fund donations
<b>Expense</b>					
	Salaries & Benefits	\$ 286,750	\$ 306,140	-6.3%	Two staff on maternity leave earlier in the year
	Retirement	\$ 46,307	\$ 50,020	-7.4%	Unfunded Accrued Liability amortization incorrectly booked
	Computer Services	\$ 47,109	\$ 55,770	-15.5%	
	Collection Development	\$ 36,713	\$ 32,480	13.0%	Adult book purchases were suspended during automated purchasing system set up
	Programs	\$ 9,971	\$ 18,480	-46.0%	
	Office Expenses	\$ 4,333	\$ 8,190	-47.1%	Admin computer expenses less than expected; office supplies less than expected
	Professional Services	\$ 15,336	\$ 23,440	-34.6%	Audit fees not fully invoiced; accounting fees budgeted but not incurred
	Utilities	\$ 28,117	\$ 23,450	19.9%	Summertime cooling costs. Budget is based on monthly average, not actual usage. Over budget

**BUDGET SUMMARY**

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 736,089	\$ 805,781	\$ 710,420	13.4%	\$ 1,050,301
Expense	\$ 500,198	\$ 581,665	\$ 631,750	-7.9%	\$ 1,058,300
Other					
Income	\$ -	\$ 10,423	\$ 10,500		\$ -
Expense	\$ -	\$ -			

**Blanchard/Santa Paula Library District**  
**Balance Sheet**  
 As of January 31, 2023

	Jan 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010.10 · General Fund	59,396.23
Payroll (Checking Account - Payroll)	5,556.05
<b>Literacy</b>	
1010.30 · Checking - FLAIR	86,547.18
1014.30 · CD - FLAIR	5,406.57
<b>Total Literacy</b>	91,953.75
1020 · Book Trust Account	22,540.33
1010.20 · County Accounts	1,312,991.47
Investment Accounts	400,294.84
<b>Building Fund</b>	
1010.40 · Santa Paula City	240,789.38
Blake	34,172.52
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
<b>Total Checking/Savings</b>	2,251,201.74
<b>Other Current Assets</b>	
1063.10 · Prepaid Expenses	48,932.10
<b>Total Other Current Assets</b>	48,932.10
<b>Total Current Assets</b>	2,300,133.84
<b>Fixed Assets</b>	797,246.79
<b>TOTAL ASSETS</b>	<b>3,097,380.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	12,343.82
Credit Cards	1,550.95
<b>Other Current Liabilities</b>	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	5,700.23
2572.10 · Compensated Absences	38,030.00
<b>Total Other Current Liabilities</b>	43,955.21
<b>Total Current Liabilities</b>	57,849.98
<b>Total Liabilities</b>	57,849.98
<b>Equity</b>	
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	1,746,869.02
Net Income	234,538.27
<b>Total Equity</b>	3,039,530.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,097,380.63</b>

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

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Property Taxes	7,243.31	310.00	677,805.83	615,730.00	923,230.00
4700 · Grants					
California State Library Grants	0.00	0.00	77,098.00	71,160.00	74,091.00
4705 · Other Grants	0.00	0.00	15,328.00	4,700.00	5,700.00
<b>Total 4700 · Grants</b>	0.00	0.00	92,426.00	75,860.00	79,791.00
4600 · Donations	560.33	2,090.00	20,243.17	14,630.00	40,080.00
4800 · Library Services	437.06	600.00	2,340.55	4,200.00	7,200.00
4900 · Miscellaneous Income					
Miscellaneous Revenue	21.25		177.50		
4900 · Miscellaneous Income - Ot...	0.00		0.60		
<b>Total 4900 · Miscellaneous Income</b>	21.25		178.10		
Interest Income	0.45		1,007.55		
4950 · City of Santa Paula	0.00		11,779.77		
<b>Total Income</b>	8,262.40	3,000.00	805,780.97	710,420.00	1,050,301.00
<b>Gross Profit</b>	8,262.40	3,000.00	805,780.97	710,420.00	1,050,301.00
<b>Expense</b>					
<b>Salaries &amp; Employee Benefits</b>					
Salaries	39,898.15	44,840.00	286,749.50	306,140.00	530,340.00
Payroll Tax	3,620.47	3,690.00	22,673.79	25,730.00	44,180.00
Retirement	6,325.16	7,180.00	46,307.03	50,020.00	85,920.00
Health Insurance	5,413.28	5,340.00	36,821.49	37,380.00	64,080.00
Insurance- Workers Comp.	0.00	220.00	225.43	2,040.00	3,140.00
Salaries & Employee Benefits - Ot...	0.00		615.93		
<b>Total Salaries &amp; Employee Benefits</b>	55,257.06	61,270.00	393,393.17	421,310.00	727,660.00
<b>Services</b>					
Computer Services	12,436.80	17,110.00	47,109.13	55,770.00	77,320.00
Collection Development					
AV Materials	417.19	400.00	1,939.11	2,800.00	4,800.00
Books	8,033.42	2,180.00	18,600.25	15,260.00	26,160.00
eContent	554.00	1,000.00	1,662.00	7,000.00	12,000.00
Databases	1,500.00	50.00	3,108.50	350.00	600.00
WiFi Hot Spots	1,761.62	800.00	9,729.68	5,600.00	9,600.00
Periodicals	334.45	210.00	1,673.29	1,470.00	2,520.00
<b>Total Collection Development</b>	12,600.68	4,640.00	36,712.83	32,480.00	55,680.00
Library Supplies	108.92	170.00	2,504.27	1,190.00	2,040.00
Memberships & Dues	513.17	420.00	2,774.24	2,940.00	5,040.00
Programs					
Adult Programs	124.64	380.00	2,632.76	2,660.00	4,560.00
Young Adult Programs	168.81	420.00	1,025.39	2,940.00	5,040.00
Children's Programs	166.17	1,170.00	2,796.39	8,190.00	14,040.00
Literacy Programs	591.64	670.00	2,508.80	4,690.00	8,040.00
Programs - Other	1,007.66		1,007.66		
<b>Total Programs</b>	2,058.92	2,640.00	9,971.00	18,480.00	31,680.00
Promotion & Public Relations	1,029.99	500.00	1,807.00	3,300.00	5,800.00
Travel and Meetings	41.40	180.00	464.52	1,260.00	2,160.00
<b>Total Services</b>	28,789.88	25,660.00	101,342.99	115,420.00	179,720.00
<b>Administration</b>					

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

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
Advertising	0.00	30.00	0.00	210.00	360.00
Bank Charges	281.61	40.00	728.24	280.00	480.00
Insurance	2,207.19	2,190.00	15,450.33	15,330.00	26,280.00
Miscellaneous	0.00		60.00		
Office Expenses	883.92	1,170.00	4,332.55	8,190.00	14,040.00
Payroll Processing	565.52		2,970.70		
Professional Services	4,900.00	1,420.00	15,336.00	23,440.00	31,040.00
Staff Development & Recognition	0.00	170.00	105.00	1,190.00	2,040.00
Staff Recognition	0.00		150.85		
Strategic Planning	0.00		0.00	3,000.00	3,000.00
Telephone Expense	319.62	360.00	2,264.49	2,520.00	4,320.00
Administration - Other	21.12		21.12		
<b>Total Administration</b>	<b>9,178.98</b>	<b>5,380.00</b>	<b>41,419.28</b>	<b>54,160.00</b>	<b>81,560.00</b>
<b>Facilities</b>					
Janitorial Services & Supplies	816.44	840.00	6,294.17	5,880.00	10,080.00
Repairs & Maintenance	1,508.70	1,990.00	11,098.42	11,530.00	19,080.00
Utilities (Utilities)	2,652.54	3,350.00	28,117.39	23,450.00	40,200.00
<b>Total Facilities</b>	<b>4,987.68</b>	<b>6,180.00</b>	<b>45,509.98</b>	<b>40,860.00</b>	<b>69,360.00</b>
<b>Total Expense</b>	<b>98,213.60</b>	<b>98,490.00</b>	<b>581,665.42</b>	<b>631,750.00</b>	<b>1,058,300.00</b>
<b>Net Ordinary Income</b>	<b>-89,951.20</b>	<b>-95,490.00</b>	<b>224,115.55</b>	<b>78,670.00</b>	<b>-7,999.00</b>
<b>Other Income/Expense</b>					
Other Income					
Extraordinary Income (Extraordinary...)	339.34		3,606.83		
Library Impact Fees	0.00		6,815.89		
<b>Total Other Income</b>	<b>339.34</b>		<b>10,422.72</b>		
Other Expense					
Extraordinary Expenses	0.00	1,500.00	0.00	10,500.00	18,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>10,500.00</b>	<b>18,000.00</b>
<b>Net Other Income</b>	<b>339.34</b>	<b>-1,500.00</b>	<b>10,422.72</b>	<b>-10,500.00</b>	<b>-18,000.00</b>
<b>Net Income</b>	<b>-89,611.86</b>	<b>-96,990.00</b>	<b>234,538.27</b>	<b>68,170.00</b>	<b>-25,999.00</b>



**Blanchard/Santa Paula Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change	% Change
Ordinary Income/Expense				
Income	805,780.97	736,088.53	69,692.44	9.5%
Gross Profit	805,780.97	736,088.53	69,692.44	9.5%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	286,749.50	275,162.17	11,587.33	4.2%
Payroll Tax	22,673.79	22,227.45	446.34	2.0%
Retirement	46,307.03	41,917.83	4,389.20	10.5%
Health Insurance	36,821.49	35,356.91	1,464.58	4.1%
Insurance- Workers Comp.	225.43	929.39	-703.96	-75.7%
Salaries & Employee Benefits ...	615.93	0.00	615.93	100.0%
Total Salaries & Employee Bene...	393,393.17	375,593.75	17,799.42	4.7%
Services				
Computer Services	47,109.13	47,401.92	-292.79	-0.6%
Collection Development				
AV Materials	1,939.11	2,602.72	-663.61	-25.5%
Books	18,600.25	17,310.43	1,289.82	7.5%
eContent	1,662.00	0.00	1,662.00	100.0%
Databases	3,108.50	8,217.92	-5,109.42	-62.2%
WiFi Hot Spots	9,729.68	6,095.25	3,634.43	59.6%
Periodicals	1,673.29	2,817.04	-1,143.75	-40.6%
Total Collection Development	36,712.83	37,043.36	-330.53	-0.9%
Library Supplies	2,504.27	718.61	1,785.66	248.5%
Memberships & Dues	2,774.24	5,436.09	-2,661.85	-49.0%
Programs				
Adult Programs	2,632.76	278.72	2,354.04	844.6%
Young Adult Programs	1,025.39	249.12	776.27	311.6%
Children's Programs	2,796.39	1,463.79	1,332.60	91.0%
Literacy Programs	2,508.80	3,835.08	-1,326.28	-34.6%
Programs - Other	1,007.66	0.00	1,007.66	100.0%
Total Programs	9,971.00	5,826.71	4,144.29	71.1%
Promotion & Public Relations	1,807.00	1,773.82	33.18	1.9%
Travel and Meetings	464.52	48.83	415.69	851.3%
Total Services	101,342.99	98,249.34	3,093.65	3.2%
Administration				
Bank Charges	728.24	464.52	263.72	56.8%
Insurance	15,450.33	14,756.16	694.17	4.7%
Miscellaneous	60.00	60.00	0.00	0.0%
Office Expenses	4,332.55	3,848.62	483.93	12.6%
Payroll Processing	2,970.70	2,259.18	711.52	31.5%
Professional Services	15,336.00	21,432.03	-6,096.03	-28.4%
Public & Legal Notices	0.00	80.20	-80.20	-100.0%
Staff Development & Recognit...	105.00	397.47	-292.47	-73.6%
Staff Recognition	150.85	0.00	150.85	100.0%
Strategic Planning	0.00	1,004.90	-1,004.90	-100.0%
Telephone Expense	2,264.49	2,229.20	35.29	1.6%
Administration - Other	21.12	0.00	21.12	100.0%
Total Administration	41,419.28	46,532.28	-5,113.00	-11.0%
Facilities				
Janitorial Services & Supplies	6,294.17	6,279.42	14.75	0.2%
Repairs & Maintenance	11,098.42	9,428.11	1,670.31	17.7%

**Blanchard/Santa Paula Library District  
 Profit & Loss Prev Year Comparison  
 July 2022 through January 2023**

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change	% Change
Utilities (Utilities)	28,117.39	24,115.41	4,001.98	16.6%
Total Facilities	45,509.98	39,822.94	5,687.04	14.3%
Total Expense	581,665.42	560,198.31	21,467.11	3.8%
Net Ordinary Income	224,115.55	175,890.22	48,225.33	27.4%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordin...	3,606.83	4,079.42	-472.59	-11.6%
Library Impact Fees	6,815.89	15,748.64	-8,932.75	-56.7%
Total Other Income	10,422.72	19,828.06	-9,405.34	-47.4%
Net Other Income	10,422.72	19,828.06	-9,405.34	-47.4%
Net Income	234,538.27	195,718.28	38,819.99	19.8%

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

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		01/03/2		Deposit	1010.10 · General Fund		259.34
			Friends Of Blanchard Community Li...	Deposit	4601 · Friends of the Library	Friends of the Library	-60.33
				Deposit	4801 · Books Lost & Paid	General Fund	-179.01
				Deposit	4801 · Books Lost & Paid	General Fund	-20.00
TOTAL							-259.34
Deposit		01/13/2		Deposit	1010.10 · General Fund		21.25
			State of California	Tammy Ferg...	4904 · Restitution	General Fund	-21.25
TOTAL							-21.25
Deposit		01/17/2		Deposit	1010.10 · General Fund		75,000.00
			County of Ventura	Deposit	1010.20 · County Accounts	General Fund	-75,000.00
TOTAL							-75,000.00
Deposit		01/19/2		Deposit	1010.10 · General Fund		203.05
				Deposit	4801 · Books Lost & Paid	General Fund	-203.05
TOTAL							-203.05
Deposit		01/24/2		Deposit	1010.10 · General Fund		35.00
				Deposit	4801 · Books Lost & Paid		-35.00
TOTAL							-35.00

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2023

Num	Date	Name	Memo	Account	Paid Amount
	01/03/2023	Merchant	Bank Card fees for November 2022	1010.10 · General Fund	
			Bank Card fees for November 2022	Credit Card Fees	-281.61
TOTAL					-281.61
EFT	01/10/2023	Calif. Public Employees' Retirement Systm	CalPERS Classic retirement contribution	1010.10 · General Fund	
			11-27-22 -12-10-22	CALPERS (Payee Accou...	-382.30
TOTAL					-382.30
EFT	01/10/2023	Calif. Public Employees' Retirement Systm	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 11-27-22 - 1...	CALPERS (Payee Accou...	-1,287.20
TOTAL					-1,287.20
EFT	01/10/2023	Calif. Public Employees' Retirement Systm	January 2023 Health Insurance	1010.10 · General Fund	
			January 2023 Health Insurance	PERS Group Health Insu...	-2,549.82
			January 2023 Health Insurance	Annuitant Health Insurance	-2,322.01
			January 2023 Health Insurance	Administration	-21.12
			January 2023 Health Insurance	PERS Group Health Insu...	-1,528.23
TOTAL					-6,421.18
EFT	01/24/2023	Calif. Public Employees' Retirement Systm	CalPERS Classic retirement contribution	1010.10 · General Fund	
			12-11-22 - 12-24-22	CALPERS (Payee Accou...	-387.19
TOTAL					-387.19
EFT	01/24/2023	Calif. Public Employees' Retirement Systm	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 12-11-22 - 1...	CALPERS (Payee Accou...	-1,300.31
TOTAL					-1,300.31
11660	01/11/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
17T9-FNV...	12/22/2022		17T9-FNVY-1NJK	Children's Books	-68.58
1KMR-MY...	12/27/2022		1H9R-HWJL-MNGP	Children's Books	-5.40
19KH-TQ6...	01/07/2023		1H9R-HWJL-MNGP	Young Adult Programs	-50.69
1H9R-HW...	01/09/2023		1H9R-HWJL-MNGP	Literacy Programs	-24.87
TOTAL					-149.54

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2023

Num	Date	Name	Memo	Account	Paid Amount
11661	01/11/2023	Athens Enviromental	A20004977	1010.10 - General Fund	
13634972	01/01/2023		INV. 13634972	Trash	-286.18
TOTAL					-286.18
11662	01/11/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 - General Fund	
2037209215	12/30/2022			General	-37.98
2037209216	12/30/2022			General	-60.08
2037209214	12/30/2022			General	-62.76
TOTAL					-160.82
11663	01/11/2023	Black Gold Cooperative Library System	2022 - 2023 -3rd QTR	1010.10 - General Fund	
23-346	01/04/2023		2022 - 2023 -3rd QTR eContent Hoopla 2022 - 2023 -3rd QTR	Network Services/ILS eContent Databases WiFi Hot Spots	-12,185.00 -554.00 -1,500.00 -1,235.00
TOTAL					-15,474.00
11664	01/11/2023	Business Card	Credit Card Charges 11-17-22 - 12-16-22	1010.10 - General Fund	
11-17-22 - ...	12/13/2022		Credit Card Charges 11-17-22 - 12-16-22	Bank of America Platinu...	-1,808.12
TOTAL					-1,808.12
11665	01/11/2023	City of Santa Paula (067000-00)	111-067000-00	1010.10 - General Fund	
11-24- 22 -...	12/21/2022			Water and Sewer	-433.64
TOTAL					-433.64
11666	01/11/2023	City of Santa Paula (067500-00)	111-067500-00	1010.10 - General Fund	
11-24-22 - ...	12/28/2022			Water and Sewer	-99.95
TOTAL					-99.95
11667	01/11/2023	Demco, Inc.	040481488	1010.10 - General Fund	
7236284	12/22/2022		INV. 7236284	Book Binding/Mending	-138.38
TOTAL					-138.38

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2023

Num	Date	Name	Memo	Account	Paid Amount
11668	01/11/2023	Kelly Cleaning & Supplies		1010.10 · General Fund	
589702442	01/01/2023			Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11669	01/11/2023	McNaughton Book Service	0417757	1010.10 · General Fund	
M202053	12/28/2022		Subscription upcharge for cutoff increase to available ...	1063.10 · Prepaid Expen...	-236.74
TOTAL					-236.74
11670	01/11/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503118707	12/19/2022		INV. 503118707	Adult AV	-62.45
TOTAL					-62.45
11671	01/11/2023	Nancy Kierstyn Schreiner		1010.10 · General Fund	
1761	12/31/2022			Legal Fees	-1,262.50
TOTAL					-1,262.50
11672	01/11/2023	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
JANUARY...	01/01/2023		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11673	01/11/2023	SoCalGas	12-03-22 - 01-04-23	1010.10 · General Fund	
12-03-22 - ...	01/06/2023		12-03-22 - 01-04-23	Gas	-719.59
TOTAL					-719.59
11674	01/11/2023	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-1...	12/29/2022		4648715-122922	Office Expense	-70.70
TOTAL					-70.70
11675	01/11/2023	T-Mobile	968719262	1010.10 · General Fund	
11-21-22 - ...	12/22/2022		11-21-22 - 12-20-22	WiFi Hot Spots	-431.08
TOTAL					-431.08

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail January 2023

Num	Date	Name	Memo	Account	Paid Amount
11676	01/11/2023	T-Mobile - Literacy	12-01-22 - 12-22-22	1010.10 - General Fund	
12-01-22 - ...	12/22/2022		12-01-22 - 12-22-22	Literacy Programs	-200.20
TOTAL					-200.20
11677	01/11/2023	Western Exterminator Company	00093864-7	1010.10 - General Fund	
29564570	12/27/2022			Pest Control	-135.55
TOTAL					-135.55
11678	01/11/2023	Boyd & Associates	9030	1010.10 - General Fund	
283123	10/01/2022		10-01-22 - 12-31-22	Security	-224.70
TOTAL					-224.70
11679	01/25/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 - General Fund	
17LG-HR...	01/23/2023		1H9R-HWJL-MNGP	Literacy Programs	-23.80
			1H9R-HWJL-MNGP	Literacy Programs	-44.02
TOTAL					-67.82
11680	01/25/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 - General Fund	
2037225377	01/04/2023			General	-43.40
2037225378	01/04/2023			General	-43.91
2037225379	01/04/2023			General	-143.72
2037225380	01/04/2023			General	-76.28
2037165722	01/04/2023			General	-2,073.86
2037181401	01/04/2023			General	-586.30
2037181246	01/13/2023			General	-35.55
2037181247	01/13/2023			General	-46.22
2037181245	01/13/2023			General	-2,018.40
TOTAL					-5,067.64
11681	01/25/2023	Los Angeles Times	10011275968	1010.10 - General Fund	
2022 - 202...	01/04/2023		2022 - 2023 Digital	Periodicals	-162.57
TOTAL					-162.57
11682	01/25/2023	Ned Branch		1010.10 - General Fund	

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 January 2023

Num	Date	Name	Memo	Account	Paid Amount
Mileage	01/20/2023			Travel	-41.40
TOTAL					-41.40
11683	01/25/2023	OrangeBoy, Inc.	Invoice 3953 - Annual Savannah Subscription	1010.10 · General Fund	
3953	01/18/2023		Invoice 3953 - Annual Savannah Subscription	Promotion & Public Relat...	-1,000.00
TOTAL					-1,000.00
11684	01/25/2023	Santa Paula Chamber of Commerce	2023 Membership	1010.10 · General Fund	
1514	01/01/2023		2023 Membership	Memberships & Dues	-150.00
TOTAL					-150.00
11685	01/25/2023	SoHo	Web Hosting & Software Maintenance	1010.10 · General Fund	
6511	01/15/2023		Web Hosting & Software Maintenance	1063.10 · Prepaid Expen...	-1,500.00
TOTAL					-1,500.00



REGULAR MEETING OF February 27, 2023  
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF FEBRUARY 27, 2023  
H(b OLD BUSINESS: INFORMATION ON COST OF CONSTRUCTION DOCUMENTS FOR  
COMMUNITY HALL

At the Board’s January meeting, it approved the proposal from Anderson, Kulwiec, Appleby Architects (AKA) for construction documents for the proposed Community Hall. Trustee Reyes objected saying that the service contract should be competitively bid, Government Code section 4526 exempts architectural services, among others, from the requirement for competitive bidding.

Nonetheless, in order to determine whether the AKA proposal was fair and reasonable, staff requested a bid for the remaining architectural phases from another architectural firm with experience designing libraries. The firm declined to bid (see the attached email).

Staff asked the firm for an estimate of the cost if they were to start from scratch. Based on their “rule of thumb” for estimating architectural fees, the cost would most like be approximately \$250,000. For comparison, the library has paid AKA \$5,737.50 to date for the pre-design and schematic phases. The proposal from AKA that the Board approved was for the amount of \$183,332. The total of fees paid to AKA to date and their proposed fees total \$189,069.50, which is more than \$50,000 less than the second firm’s estimate.

Staff concludes that the proposal from AKA is fair and reasonable.

The Board has the options of reversing its decision made at the January meeting or letting it stand.

RECOMMENDATION: Staff recommends the Board take no further action.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

**From:** [Sarah Grace](#)  
**To:** [ned.branch@blanchardlibrary.org](mailto:ned.branch@blanchardlibrary.org)  
**Subject:** RE: Blanchard Community Library  
**Date:** Tuesday, February 14, 2023 4:35:26 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Hi Ned – I’m glad to hear from you again! I’m happy to share some ROM numbers to keep in mind.

Very big picture, we typically charge 8-10% of the construction cost for new builds and 11-13% for renovations. These rates are for “basic” services only (architecture, structural engineering, civil engineering, landscape design, etc.) and do not include services such as FF&E, surveys, AV/IT consulting, and other “additional” services which vary by project.

We also offer another type of service which we believe would be particularly well suited for the Blanchard Library, called master planning. During the master planning process, we engage with you, the library staff, the community, and other stakeholders to identify current conditions, future needs, and possibilities of how to develop the site within your current and future budgets. At the end, we provide a detailed report summarizing a development plan that can be implemented in phases and addresses needs for the next decade and beyond. Here is a link to the [Final Report](#) for the last master plan that we completed for a library and community center, so you get a sense of what it looks like. Master planning services typically cost around \$300k and take place over the course of about six months.

Considering the valuable asset that the Blanchard Library has in the form of the land it sits on, we would recommend starting with a master plan to either confirm the planned investments, or to chart an alternate path forward. We would likely advise against investing in a former grocery store, to serve as a community library and civic asset.

I hope this gives you a better idea of the possibilities. I’m happy to get on the phone and discuss further, if you’d like.

Best,  
Sarah

**SARAH GRACE**  
MANAGING DIRECTOR



5898 BLACKWELDER STREET  
CULVER CITY, CA 90232  
T: 310.559.5720 | F: 310.559.8220  
<http://www.johnsonfavaro.com>

[sgrace@johnsonfavaro.com](mailto:sgrace@johnsonfavaro.com)

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**From:** Ned Branch <ned.branch@blanchardlibrary.org>  
**Sent:** Monday, February 13, 2023 1:17 PM  
**To:** Sarah Grace <sgrace@johnsonfavaro.com>  
**Subject:** RE: Blanchard Community Library

Good afternoon, Sarah,

I have reflected on your comments and understand your position. Can you give me a rough order of magnitude of the cost if we were to start over using your services?

Ned Branch  
District Director  
Blanchard/Santa Paula Library District  
805.329.4114 (direct)  
805.525.3615 (main)  
[ned.branch@blanchardlibrary.org](mailto:ned.branch@blanchardlibrary.org)



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**From:** Sarah Grace <[sgrace@johnsonfavaro.com](mailto:sgrace@johnsonfavaro.com)>  
**Sent:** Wednesday, February 8, 2023 1:15 PM  
**To:** [ned.branch@blanchardlibrary.org](mailto:ned.branch@blanchardlibrary.org)  
**Subject:** RE: Blanchard Community Library

Hi Ned – Thanks again for reaching out and my apologies that I didn't get back to you sooner.

Thank you so much for the inquiry and sending the project information, which we have reviewed. We do love libraries and always are interested in hearing about new projects, but unfortunately must decline this opportunity. Our track record for excellent outcomes and the benefit of our experience starts at the beginning of every project with the programming and schematic design phases. We particularly enjoy those early phases of all projects and I believe our clients do as well, and so, we are not the best team to pick up and complete the work that you have already made a significant investment in.

Again, thank you for reaching out and we wish you the best of luck.

**SARAH GRACE**  
MANAGING DIRECTOR



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**From:** Ned Branch <[ned.branch@blanchardlibrary.org](mailto:ned.branch@blanchardlibrary.org)>  
**Sent:** Friday, February 3, 2023 9:37 AM  
**To:** Sarah Grace <[sgrace@johnsonfavaro.com](mailto:sgrace@johnsonfavaro.com)>  
**Subject:** Blanchard Community Library

Good morning, Sarah,

To summarize our conversation yesterday, the library is seeking a proposal from Johnson Favaro to complete the architectural work for a proposed new community center to be located adjacent to the existing library building. We have completed the pre-design and schematic phases, the copies of which are attached.

Please provide us the your proposal to complete 1) design development, 2) construction documents, 3) building permit, 4) bidding, and 5) construction phases. Please include a breakdown of your charges and the charges of any additional professional design subcontractors such as structural, mechanical, electrical, fire, civil, landscaping, and any other areas you deem necessary.

As we discussed, we are anticipating being able to commence constructions sometime in 2024-2025 time period. I am sure you will have additional questions after looking over the attachments.

Thank you for your assistance. I hope you have a pleasant weekend.

Ned Branch  
District Director  
Blanchard/Santa Paula Library District  
805.329.4114 (direct)  
805.525.3615 (main)  
[ned.branch@blanchardlibrary.org](mailto:ned.branch@blanchardlibrary.org)



REGULAR MEETING OF FEBRUARY 27, 2023  
H(c) OLD BUSINESS: APPOINTMENT OF INTERIM LIBRARY DIRECTOR

At the Special Meeting held on February 16, 2023, the Board discussed the possible appoint of Justin Formanek as the Interim Library Director as of the effective date of the resignation of Ned Branch. However, as the agenda item was not clearly identified, the matter was continued to the February Regular Meeting for formal ratification. The Board should also determine the amount of Mr. Formanek’s compensation during the time of his holding the position.

RECOMMENDATION: Staff recommends that Justin Formanek be appointed as the Interim Library Director as of the effective date of Ned Branch’s resignation and that he receive a 10% increase in his hourly compensation while acting as the Interim Library Director.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF FEBRUARY 27, 2023

I(a) NEW BUSINESS: CONSIDERATION OF REVISED PROPOSAL FOR MECHANICAL ENGINEERING SERVICES

The project determining the specifications for the scope of work for the bid for the installation of new HVAC equipment has become more complicated because of recommended changes to the design of the HVAC system to include using heat pumps instead of gas-fired units and adding additional units to adequately ventilate the meeting rooms. Consequently, the mechanical engineering firm has submitted a revised proposal, which is attached.

RECOMMENDATION: Staff recommends that the Board approve the revised proposal, the cost of which will be partially covered by the Building Forward grant received from the California State Library..

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF FEBRUARY 27, 2023

I(b) NEW BUSINESS: REFERAL OF PROPOSED JOB DESCRIPTION CHANGES TO HUMAN RESOURCES COMMITTEE FOR ITS RECOMMENDATION

The District Director and senior library staff have drafted revised job descriptions for the Library Assistant I, Library Assistant II, and the Library Assistant III positions and drafted a new job description for the proposed new position of Assistant Librarian.

RECOMMENDATION: Staff recommends that the revised job descriptions and the proposed new job description be referred to the Human Resources Committee for review and to formulate recommendations to the full Board at its next meeting.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



## LIBRARY ASSISTANT I

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

### **Job Summary:**

Under direct supervision, performs basic library support work assisting patrons and keeping the library orderly, neat and clean.

### **Essential Duties and Responsibilities:**

- Checks library materials out and in; issues library cards and updates library patron records; enters and verifies data in a computerized system and prepares periodic standard reports from provided data; collects fines and fees at the counter.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves as directed.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares meeting rooms for programs by setting up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Updates Accelerated Reader (AR) lists.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

### **Education and Experience:**

Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.

Experience working in a library and knowledge of the Dewey Decimal Classification System is desirable.

**Job Knowledge, Skills and Abilities:**

- General knowledge of basic library operations.
- Ability to alphabetize and numerically sort materials.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

**Supervisory Responsibilities:**

None

**Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

**Work Environment:**

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on October 27, 2015. Prior job descriptions repealed.)*

## LIBRARY ASSISTANT II

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up-to-date item records; weed and mend worn materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- Coordinates and assists in children's programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays in the library.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assists patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Reconcile cash and checks with receipts and turns into finance office.
- Opens and/or closes the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

### **Education and Experience:**

- Two-year college degree in library science or information technology or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.

- Two or more years of experience working in a library

### **Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

### **Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

### **Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

### **Work Environment:**

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on October 27, 2015. Prior job descriptions repealed.)

## LIBRARY ASSISTANT III

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:**
- Coordinates and assists in children's programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- **Reference:** Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Supervises Library Assistants I and II and Library Pages.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.

### **Education and Experience:**

- Four-year college degree in liberal arts or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- Three or more years experience working in a library

### **Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

### **Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

### **Physical Demands:**

- Lift, move, and carry library book and materials up to 5 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

### **Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT

## ASSISTANT LIBRARIAN

FLSA Category: non-exempt	Reports to: Library Services Supervisor
Rev Date: January 2023	Approved by:

### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:** Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Coordinates and assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Conducts reference interviews.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Resolves conflicts patrons have with the library..
- Supervises Library Assistants I, II and III and Library Pages.
- Analyzes library data and makes recommendations.



- Engages with the public to increase public utilization of library resources.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.

**Education and Experience:**

- Four-year college degree in library science or liberal arts or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- Three or more years of experience working in a library

**Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

**Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

**Physical Demands:**

- Lift, move, and carry library book and materials up to 5 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

**Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(i) REPORTS: PUBLIC SERVICES

# JANUARY 2023 ADULT SERVICES REPORT

## Programs & Services



### Computer Classes for Seniors

Our Computer Basics for Seniors continues this month with the start of our Intermediate-level sessions. Composed of students who participated in previous sessions, this series aims to give a more in-depth review of Windows 10 and its features, as well as advanced tips and techniques for internet use and PC security.

### Poetry on Eighth presents: Angelina Leños

As an extension of the popular monthly *Poetry on Eighth* open-mic events, the library hosted a reading by 2020-2021 Ventura County Youth Poet Laureate Angelina Leños. As a high school student, she won the Poetry Out Loud competition at both the school and county levels, and is currently a student at Cal Lutheran. Leños was joined by 2019-2020 Youth Poet Laureate Genesis Perez, who also read from their body of work.

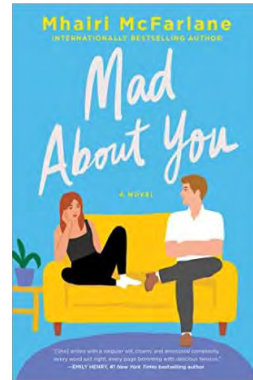
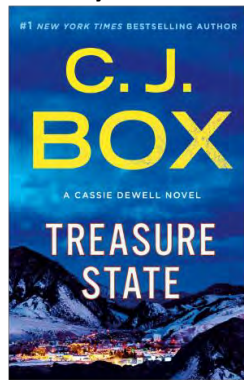
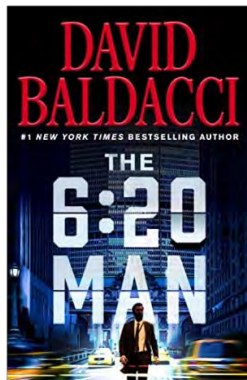
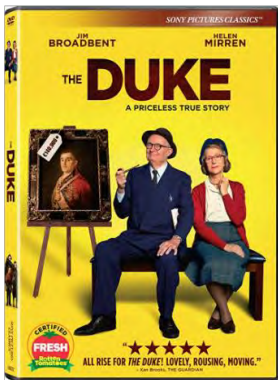
Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes for Seniors	Instruction	Adult	2	9-Jan	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	6	12-Jan	3:00 PM	4:00 PM	Classroom 1
POE Presents: Angelina Leños	Presentation	Adult	10	12-Jan	5:30 PM	7:00 PM	Classroom 1
Confess, Fletch [R]	Movie	Adult	1	14-Jan	5:00 PM	7:00 PM	Hardison
Poetry On Eighth	Poetry Reading	Adult	9	14-Jan	12:00 PM	2:00 PM	Other
Computer Classes for Seniors	Instruction	Adult	7	23-Jan	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	7	30-Jan	3:00 PM	4:00 PM	Classroom 1

## Collection

355 adult-oriented items were added to the collection in January 2023.

2023	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	19	27	2	1	0	2	0
AUGUST	26	29	4	3	2	18	4
SEPTEMBER	14	13	0	2	4	1	0
OCTOBER	3	4	0	4	0	0	0
NOVEMBER	105	120	7	28	0	1	2
DECEMBER	11	29	2	1	0	21	11
JANUARY	110	207	12	24	0	2	0

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



Youth Services Report  
January 2023

January Crafts: 215  
(Owls, Snowflakes, Snowmen, Winter bookmarks, Chinese New Year)



Bulletin Board  
Winter

Book Displays  
Martin Luther King Jr, Chinese New Year, Snow/Winter.





**LEGO** in the **LIBRARY**

**MONDAYS**  
**2:30PM**  
----- TO -----  
**4:30PM**



**Bilingual Storytime**  
**Cuentos Bilingües**

Tuesdays 4:00 pm  
Los Martes a las 4:00 pm

Join us for a special bilingual English/Spanish storytime. Acompañenos y disfrute de cuentos en Ingles y Español.




**STORYTIME**  
**WEDNESDAYS 10:30AM**

LEGO @ 11AM



**Saturday Storytime + Craft**  
January 7 at 11am




**FAMILY MOVIE**

WEDNESDAY, JANUARY 11 @ 4:00PM

Free Popcorn!  
All Ages welcome!



**Saturday Storytime + Craft**  
January 21 at 11am



Love on a Leash





Justice Aulani

**Reading with Paws**

Find your favorite book and sit with one of our friends from Love on a Leash and SPARC Cardinals

Saturday, January 14 and  
Saturday, January 28  
10:30am - 11:30am

**Teen Scene**

Thursday, January 19th  
4:00 - 5:00pm

6th grade and up or ages 12-17

Envisioning 2023  
Vision Board Making Event for Teens!



Blanchard Community Library  
119 N 8th Street, S.P. 805-525-3615 x101

**1. Family Programs-**

**Wednesday, January 11**      Family Movie      **23**  
 Happy Feet      **8 adults**      **15 Children**

**2. Ongoing Programs –**

a. **Story time**      **160**

**Tuesday**      1/3, 1/10, 1/17      **13 adults**      **19 children**  
 (Bilingual)      1/24, 1/31

**Wednesday**      1/4, 1/11      **34 adults**      **67 children**  
 (Preschool)      1/18, 1/25

**Saturday**      1/7, 1/21      **9 adults**      **18 children**

b. **LEGO**      **138**

1/4, 1/9, 1/11, 1/18,      **44 adults**      **94 children**  
 1/23, 1/25, 1/30

c. **Reading with PAWS**      **11**

1/14, 1/28      **5 adults**      **6 children**

d. **Teen Scene**      **1/19**      **Vision Boards**      **4 teens**

<b>Circulation-JUV/YA</b>	Juvenile Fiction	Juvenile Non-Fiction	Total
January	1000	252	1252
February	963	271	1234
March	1,483	376	1859
April 25-30	306	100	406*
May	1,091	463	1,554
June	2,725	527	3,252
July	2,035	371	2,406
August	1,554	401	1,955
September	1,299	339	1,698
October	1,597	387	1,978
November	1,584	365	1,949
December	1,039	233	1,272
<b>January</b>	<b>1,342</b>	<b>385</b>	<b>1,727</b>

<b>New Books</b>	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	J BKCD	Total
July	73	26	75	52	4	0	226
August	35	17	7	1	2	0	62
September	77	12	1	40	0	0	90



October	104	21	1	1	2	0	129
November	41	22	11	1	6	0	81
December	58	32	5	2	2	0	99
<b>January</b>	<b>104</b>	<b>35</b>	<b>11</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>168</b>

<b>New Patron Registrations</b>	Adult	Juvenile	E-card	Total
January	46	8		54
February	48	18		66
March	45	24		69
April 1-21	37	10		47
May	44	37		81
June	73	72		145
July	47	37		84
August	46	14	10	70
September	38	21	18	77
October	49	29	18	96
November	61	26	8	95
December	24	8	17	49
<b>January</b>	<b>34</b>	<b>17</b>	<b>19</b>	<b>70</b>

<b>Circulation</b>								
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	MusicCD	
338	205	21	4	4	5	140	2	
Magazines	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	Library of Things	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
2	23	9	13	1	81	69	0	0
J BKCD	J DVD/BLURAY	J Music CD	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	<b>Total</b>
11	117	0	1,177	291	84	25	0	<b>2622</b>

<b>Discards</b>	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
January	357	40	0	0	0	0	<b>397</b>
February	0	424	0	0	0	0	<b>424</b>
March	0	546	0	0	0	0	<b>546</b>
April	0	59	0	0	0	0	<b>59</b>
May	0	3	0	0	0	0	<b>3</b>
June	2	0	0	0	2	0	<b>4</b>
July	1	1	0	0	1	0	<b>3</b>
August	0	1	0	0	1	0	<b>2</b>
September	1	0	0	0	2	0	<b>3</b>
October	2	1	0	0	1	0	<b>4</b>
November	0	13	0	20	6	2	<b>41</b>
<b>December</b>	0	60	0	0	36	40	<b>136</b>
<b>January</b>	105	40	0	2	9	2	<b>158</b>

# BEST Adult Learning Center Library Board Report January 2023

## Adult Literacy Services

### **One-To-One Adult Literacy Tutoring**

In January adult literacy tutors and learners spent a combined total of 71 hours practicing reading and writing skills. This month we welcomed one new adult literacy tutoring pair to the program.

### **BEST Virtual Book Discussion with Tricia Lemmon**

Participants of our weekly *Best Virtual Book Discussion* are currently reading *The Mystery of the Periodic Table of Elements* written by Benjamin D. Wiker. This story leads the reader on a delightful and absorbing journey through the ages, on the trail of the elements of the Periodic Table as we know them today.



## Family Literacy Services:

### **Families Connect:**

*Families Connect* promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities. BEST hosted one *Families Connect* session in January that centered on a Winter theme. Literacy staff read *You're Sung with Me* written by Chitra Soundar and educated families about animals who live in polar regions of the world.

*\*\*BEST Adult Learning Center Statistics*  
*See page 2*

## Statistics

### Adult Literacy Services

One-To-One Tutoring (ALS)	Adult Literacy Small Groups (ALS)	Families Literacy (FLS)
Active Tutors: 7 Active Learners: 6 Total Tutor Hours: 43 Total Adult Learner Hours: 28 Total Tutoring Hours: 71	BEST Virtual Book Discussion: Total participants: 14	Total participants: 11

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Staff Changes:

