

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, August 28, 2018, at 5:30 p.m.  
Blanchard Community Library, Hardison Room  
119 N. 8th St., Santa Paula, CA 93060.

## AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

- D. CONSENT CALENDAR
  - a. Approval of Minutes:
    - i. Regular Meeting of June 26, 2018
    - ii. Regular Meeting of July 24, 2018
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. None
- H. NEW BUSINESS
  - a. Board Member resignation and process for appointing a successor (discussion,

- possible action)
- b. Policy regarding cash in lieu of accrued vacation (information, discussion, possible action)
- c. Investment of reserves (information, discussion, possible action)

I. 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
    - 3. Volunteerism
    - 4. Community Connections
    - 5. Publicity/Public Relations
    - 6. Adult Programs
    - 7. Facilities
    - 8. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

September 25, 2018

L. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF AUGUST 28, 2018  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of June 26, 2018
2. Approval of the Minutes of the Regular Meeting of July 24, 2018.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 26, 2018**

**CALL TO ORDER**---The Meeting was called to order at 5:33 PM by Board President Maureen Coughlin. Trustees Laura Phillips, Tim Hicks, Linda Spink and Nancy Nasalroad were in attendance, a quorum established. District Director Ned Branch and Steve McFadden, CPA, were present.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was unanimously approved (Hicks/Nasalroad, 5-0).

**PUBLIC COMMENT ON NON-AGENDA ITEMS**--- At 5:45, Jeri Mead, Wendy Batstone and Lenore Carleton arrived.

Jeri Mead was introduced to the Board as the new Volunteer Coordinator (start date 6/25/18).

Lenore Carelton was introduced as a new volunteer grant writer. She spoke about applying for a Better World Books grant on May 31, 2018 with a decision due in August or September. The second grant she's working on is from David Baldacci's Wish You Well Foundation, a "Mommy and Me" literacy grant. Also discussed was the recent approval by the Friends to function as the Fiscal Sponsor for grants requiring 501(c)3 organizations as recipients.

Jeri Mead and Wendy Batstone departed after Public Comment.

**CONSENT CALENDAR**---The Minutes of the Regular Meeting on May 22, 2018, were unanimously approved with corrections (Hicks/Nasalroad, 5-0).

**REPORTS**--- a. Steve McFadden presented the Financial Statements and Budget. The Financial statements were received and filed (Hicks/Coughlin, 5-0). Mr. McFadden departed after the report.

b. Friends of the Library (FOL) - The July 7<sup>th</sup> First Saturday Book Sale special: 50% off any Americana books. Children's books are being donated to the Boys & Girls Club event on 7/13/18. The quarterly newsletter is coming out soon.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**---

a. Trustee Hicks: In Action Club (ARC) will be assisting planting succulents in the enclosed patio, Optimist Club will be doing the inside planter.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 26, 2018**

- b. President Coughlin: CSDA Harassment Training required for supervisory staff. Discussed with director about getting Justin Formanek and Olivia Escoto trained – still to be set up.
- c. BEST ESL end of school year event attended by Linda Spink and Laura Phillips on 6/5/18. Discussed “Conversational Spanish” classes with participants.
- d. Director Branch received an Optimist Club award 6/25/18 and a Collective Impact Project award 6/20/18.
- e. Trustee Spink brought up concern over bikes in racks outside with no locks and possibility of theft.

**UNFINISHED BUSINESS---** a. Final draft 2018-19 Budget- Board discussion, new health insurance determined. Unanimously approved (Hicks/Coughlin, 5-0).

b. Santa Paula First Annual Senior Festival on July 11, 2018 potential attendees: trustees Coughlin, Phillips, Nasalroad and Spink. Director Branch: Pop-up tent ordered with logo and website address on all 4 sides. Trustee Phillips to coordinate location and supplies to take.

**NEW BUSINESS---** a. Audit Engagement: unanimously approved (Hicks/Coughlin, 5-0).

b. Designation of the Friends of the Library as a Fiscal Sponsor for Certain Grant Applications- Target for sponsorship write-up by end of July, Lenore discussed reporting requirements. Designation unanimously approved (Hicks/Coughlin, 5-0).

c. Bids for Construction of Meeting Room in Back Stacks- Colborn and Vincor bids reviewed. Move to authorize Director Branch to renegotiate with Colborn and award contract unanimously approved (Hicks/Nasalroad, 5-0).

**REPORTS CONT.** --- The Board received and reviewed reports from Literacy Services, Adult Programs, Youth Services Programs and District Director. No Volunteer Coordinator report.

Director’s Report: Director will be gone on vacation 7/4 through 7/15/18. Trustee Spink discussed handling potential alarms.

Item 2: RFID project still coding children/youth books. Original gates to be installed on Friday 6/29. Self-check kiosk to be by front door; working with bank on credit card acceptance.

Item 3: Pitch an Idea Grant- AWARDED! Funding will happen 6-8 weeks after start of fiscal conference. Another grant from PUC (Public Utilities Commission) coming for training.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 26, 2018**

Item 4: Status of Special Assessment Levy – completed.

Item 5: New meeting room – plan to start construction soon and finish by end of August.

Item 6: LAFCo Municipal Services Review – meeting 7/18 which Director Branch will attend.

Additional items: Director Branch: Antique doll theft and library damage total now \$13,000. Police report still to be updated, director likely will file insurance claim.

Exterior video cameras- \$8k bid for 4-5 cameras with recordings maintained for 1 year. Still waiting for 2 more bids.

Back payment checks (4) for over-accrued vacation time signed 6/26/18.

Fall's SPUSD ESL classes may be @ Grace Thille or Barbara Webster.

***Board Committee Reports:*** Finance- no report. Human Resources- no report.

***Strategic Plan Team Reports:*** Visioning/Strategic Plan- Strategic Plan seminar for staff held on May 30.

Fundraising / Grants: Trustees Phillips and Nasalroad will meet Tuesday 7/3 to finalize logo and initiate building fundraising plan.

Volunteerism: Trustee Phillips distributed July sheets for tracking Board and Endowment Committee member's time.

Community Connections: see Technology.

Publicity/ Public Relations: Go Santa Paula covering library events on their calendar.

Adult Programs: no report.

Facilities: See New Business item (c) re: new meeting room.

Technology: Connections with Ventura College (Holly Carrilla) led to donation of 22 used computers (Dell, Windows 10) and computer desks, will be used to upgrade staff computers, etc.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agenda:

Potential: Health Premiums.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 26, 2018**

**UPCOMING MEETING DATE**---The next Meeting will be on Tuesday, July 24, 2018, at 5:30 PM. Trustee Phillips will be absent.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned unanimously at 7:30 PM.

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**Library Board Clerk**

**ATTEST:**

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**District Director**

DRAFT



**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 24, 2018**

**CALL TO ORDER**---The Meeting was called to order at 5:33 p.m. by Board President Maureen Coughlin. Board members Tim Hicks and Nancy Nasalroad and District Director Ned Branch were in attendance. Board members Laura Phillips and Linda Spink, and Steve McFadden, C.P.A. were not present. A quorum was established.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was unanimously approved (Hicks/Nasalroad).

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

**CONSENT CALENDAR**---No *Minutes* were presented for approval.

**REPORTS**---District Director Branch presented the *Financial Statements*. An accurate prediction of the amount of redevelopment pass-through is difficult to obtain. Transferring funds from the County account to the Wells Fargo CD's or other investments was discussed. The Financial statements were unanimously received and filed (Hicks/Nasalroad). *The Friends of the Library* have stored their extra books in a pod and will resume book sales after the back room remodel is completed, probably mid August.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**--- The free Harassment training for staff should be offered again in January.

**NEW BUSINESS**---District Director Branch will ask to have the *Chamber Mixer* moved up a week to avoid the day before Thanksgiving. The *Library Open House* following the Christmas parade will be held during regular Saturday hours. Tours of the back rooms, facility project literature, cookies and door prizes will be available.

**REPORTS CONT. ---**

*Literacy*: Wendy Batstone and Director Branch are collaborating with the Community College District.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 24, 2018

**District Director's Report:** Reference Books are all that remain for the RFID tagging, the self-check kiosks need their credit card systems installed, the grant money for the laptop kiosk will arrive in the Fall, the new meeting room construction is progressing, the website host suffered a major crash so the developer will add bi-monthly back ups, and the Library passed the LAFCo review for recognition as a Special District with a specific sphere of influence.

**Strategic Plan Team Reports:**

**Community Connections:** The Library, BEST, FoL, and Volunteer Coordinator Jerry Meade staffed a successful booth at the annual Senior Festival, inaugurating the new pop-up gazebo and prize wheel.

**Technology:** Upgraded WiFi access points will be included with the Pitch an Idea Grant.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas: Transfer of Funds from the County to other investments, Open House, Mixer, Health Insurance

**UPCOMING MEETING DATE**---The next Meeting will be on Tuesday, August 28, 2018, at 5:30 p.m.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 7:04 p.m.

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Library Board President

ATTEST:

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District Director

REGULAR MEETING OF AUGUST 28, 2018  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file July 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

July 31, 2018

BLANCHARD COMMUNITY LIBRARY

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STEPHEN F MCFADDEN  
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SANTA PAULA CA 93060  
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ACCOUNTANT'S COMPILATION REPORT

Board of Directors  
Blanchard Community Library  
Santa Paula CA

**MANAGEMENTS RESPONSIBILITIES**

Management is responsible for the preparation and fair presentation of the accompanying interim financial statements which comprise the statement of assets, liabilities and fund balance and the related statements of revenues and expenses for the period ended July 31, 2018 in accordance with the modified accrual basis of accounting and for determining that the modified accrual basis of accounting is an acceptable framework. Management is also responsible for designing, maintaining and implementing internal control relevant to the financial statements.

**MY RESPONSIBILITY**

My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I have compiled the accompanying interim statement of assets, liabilities and fund balance, statement of revenue and expense as of July 31, 2018 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified accrual basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The

supplementary schedules are included for additional analysis and clarity. Such information is the responsibility of management. The supplementary schedules were subject to my compilation. I have not audited or reviewed the supplementary schedules and do not express an opinion, a conclusion nor provide any assurances on such information.

I am not independent with respect to Blanchard Community Library.

Stephen F. McFadden CPA  
August 15, 2018



BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

July 31, 2018

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,452,859	
RESTRICTED CASH		340,278	
		<u>343,654</u>	\$ 1,793,137
PREPAID EXPENSES		11,511	
TOTAL CURRENT ASSETS		<u>          </u>	\$ 2,148,302
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>571,058</u>
			<u><u>\$2,719,360</u></u>
<b>TOTAL ASSETS</b>			

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$7,422	
ACCRUED PAYROLL EXPENSE		4,529	
TOTAL LIABILITIES		<u>          </u>	\$11,951
		FUND BALANCES	
GENERAL FUND		1,796,073	
FIXED ASSET FUND		571,058	
RESTRICTED FUNDS		340,278	
TOTAL FUND BALANCE		<u>          </u>	2,707,409
			<u><u>\$2,719,360</u></u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			

## BLANCHARD COMMUNITY LIBRARY

### COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JULY 31, 2018  
MODIFIED ACCRUAL BASIS

	JULY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$239,389	\$228,302	4.86%	\$239,389	\$228,302	4.86%
LIBRARY OPERATIONS	967	417	131.89%	967	417	131.89%
DONATIONS	28,499	2,083	1268.17%	28,499	2,083	1268.17%
GRANTS						
	<u>\$268,855</u>	<u>\$230,802</u>	14.15%	<u>\$268,855</u>	<u>\$230,802</u>	16.49%
EXPENSES						
PERSONNEL	\$50,787	\$46,032	10.33%	\$50,787	\$46,032	10.33%
ADMINISTRATIVE	3,908	3,454	13.14%	3,908	3,454	13.14%
FACILITIES	6,199	4,704	31.78%	6,199	4,704	31.78%
OPERATIONS	47,976	21,650	121.60%	47,976	21,650	121.60%
	<u>\$108,870</u>	<u>\$75,840</u>	43.55%	<u>\$108,870</u>	<u>\$75,840</u>	43.55%
NET INCOME (LOSS)	<u>\$159,985</u>	<u>\$154,962</u>		<u>\$159,985</u>	<u>\$154,962</u>	3.24%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667			1,667	
INVESTMENT INTEREST						
BUILDING FUND						
NET AFTER NON BUDGETED ITEMS	<u>\$159,985</u>	<u>\$156,629</u>	-80.73%	<u>\$159,985</u>	<u>\$156,629</u>	2.14%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

July 31, 2018

COUNTY	\$998,989	
SANTA PAULA CITY	208,333	1
BUILDING FUND	82,500	1
BLAKE	40,671	1
LITERACY	8,774	1
BOOK TRUST	87,041	
WELLS FARGO	366,133	
OTHERS	<u>696</u>	
<b>TOTAL CASH</b>	<b><u>\$1,793,137</u></b>	
1 Restricted	340,278	
Other Unrestricted	1,452,859	

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

	7/31/17	7/31/18	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$240,707	\$239,389	\$228,302	\$740,132
LIBRARY OPERATIONS	1,136	967	417	5,000
DONATIONS	1,578	28,499	2,083	45,000
GRANTS				31,000
<b>TOTAL REVENUE</b>	<u>\$243,421</u>	<u>\$268,855</u>	<u>\$230,802</u>	<u>\$821,132</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	29,244	33,626	33,260	407,333
RETIREMENT	4,456	5,177	4,607	56,141
HEALTH INSURANCE	4,446	9,169	5,196	68,250
PAYROLL TAX	2,375	2,692	2,828	33,866
EMPLOYEE BENEFIT	101	123	141	1,692
	<u>40,622</u>	<u>50,787</u>	<u>46,032</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			21	250
BANK CHARGES	24	42	33	400
COMPUTER NETWORK	-	1,655		
INSURANCE	823	911	875	10,500
OFFICE EXPENSE	299	109	417	5,000
TELEPHONE	293	223	333	4,000
POSTAGE	15	69	50	600
PRINTING	106	-	225	2,700
PROFESSIONAL FEES	949	899	1,333	38,000
STAFF DEVELOPMENT			167	2,000
	<u>2,509</u>	<u>3,908</u>	<u>3,454</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	1,501	690	1,166	14,000
JANITORIAL	670	670	675	8,100
UTILITIES	4,205	4,839	2,863	34,350
	<u>6,376</u>	<u>6,199</u>	<u>4,704</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	14,766	42,472	15,000	60,000
PUBLICITY	780	30	433	5,200
MEMBERSHIPS	522	765	250	3,000
ACQUISITIONS	1,143	1,079	2,900	39,800
PROGRAMS	2,919	2,435	2,292	27,500
COMPUTER SERVICE	20	-	400	4,800
BOOK BINDING	-	-	167	2,000
ADVERTISING	178	183		
TRAVEL	380	1,012	208	2,500
	<u>20,708</u>	<u>47,976</u>	<u>21,650</u>	<u>144,800</u>
<b>TOTAL EXPENSES</b>	<u>70,215</u>	<u>108,870</u>	<u>75,840</u>	<u>831,982</u>
<b>NET INCOME (LOSS)</b>	<u>\$173,206</u>	<u>\$159,985</u>	<u>\$154,962</u>	<u>\$(10,850)</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
ELECTION COSTS				
REIMBURSEMENT DIF	-	3,377	1,667	20,000
INVESTMENT INTEREST	-			
BUILDING FUND				
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$173,206</u>	<u>\$163,362</u>	<u>\$156,629</u>	<u>\$9,150</u>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

July 31, 2018

Due to Friends of the Library	\$	608
Credit Card		6,809
Others		5
Total	\$	<u>7,422</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE	\$177,143.01
	TRANSACTIONS		
	INTEREST	276.73	
	INTEREST	249.90	
	INTEREST	258.06	
	MR 6847	2,014.00	
	MR 6891	2,014.00	
	MR 6921	4,028.00	
	MR 6940	4,028.00	
	MR 7181	2,014.00	
	MR 7187	2,014.00	
3.06.17	CHECK	(4,310.97)	
6.26.17	CHECK	(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	223.73	
7.15.18		3,376.63	
	TOTAL		34,566.00
			<u>\$211,709.01</u>
	BALANCE AT .31.18		

# Blanchard/Santa Paula Library District General Fund Deposit Detail

July 2018

9:34 AM  
08/21/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		07/02/2018		Deposit	General Fund		3,376.63
Sales Receipt	187	07/02/2018	City of Santa Paula, Develop...		1499.10 - Undeposited Funds	General Fund	-3,376.63
TOTAL							-3,376.63
Deposit		07/03/2018		Deposit	General Fund		202.91
				Circulation Desk week of 6/25/18	Fines	General Fund	-185.40
				Circulation Desk week of 6/25/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-17.50
				Circulation Desk week of 6/25/18	Over/Short	General Fund	-0.01
TOTAL							-202.91
Deposit		07/16/2018		Deposit	General Fund		198.05
				Circulation desk week of 7/9/18	Fines	General Fund	-155.25
				Circulation desk week of 7/9/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-40.50
				Circulation desk week of 7/9/18	Over/Short	General Fund	-2.30
TOTAL							-198.05
Deposit		07/16/2018		Deposit	General Fund		126.50
				Circulation desk week of 7/2/18	Fines	General Fund	-112.75
				Circulation desk week of 7/2/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-4.00
				Circulation desk week of 7/2/18	Donations	General Fund	-10.00
				Circulation desk week of 7/2/18	Over/Short	General Fund	0.25
TOTAL							-126.50
Check	10077	07/16/2018	Void		General Fund		0.00
TOTAL							0.00
Deposit		07/23/2018		Deposit	General Fund		726.70
Sales Receipt	188	07/23/2018	Black Gold Cooperative	Deposit	Fines	General Fund	-126.70
Sales Receipt	189	07/23/2018	Mary & Richard Mah; Teen S...		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-50.00
Sales Receipt	190	07/23/2018	Linda & Norm Wilkinson; Te...		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-25.00
Sales Receipt	191	07/23/2018	Limoneira; Teen Summer Re...		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-250.00
Sales Receipt	192	07/23/2018	Stephen McFadden; Teen su...		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-75.00
Sales Receipt	193	07/23/2018	Santa Paula Super Store; Te...		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-100.00
Sales Receipt		07/23/2018	Robert Hargarten; TeenSRP		1499.10 - Undeposited Funds	Teen Programs: Teen Summer ...	-100.00
TOTAL							-726.70
Deposit		07/23/2018		Deposit	General Fund		53.50
				Circulation Desk week of 7/16/18	Fines	General Fund	-38.50



**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
July 2018**

9:34 AM  
08/21/18

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL				Circulation Desk week of 7/16/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-15.00
							-53.50
Deposit		07/30/2018		Deposit	General Fund		27,838.57
Sales Receipt	196	07/30/2018	Friends Of Blanchard Comm...	Reimbursement for RFID Equip...	Friends of the Library	General Fund	-26,869.70
Sales Receipt	195	07/30/2018	Mary Alice Henderson;Teen ...	Purchase of new books	Friends of the Library	Adult Books	-818.87
			Ellen Brokaw;Teen SRP		1499.10 - Undeposited Funds	Teen Programs:Teen Summer ...	-100.00
					1499.10 - Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
TOTAL							-27,838.57
Deposit		07/30/2018		Deposit	General Fund		349.75
TOTAL				Copier funds April 2018	Printing & Copying	General Fund	-349.75
							-349.75
Deposit		07/30/2018		Deposit	General Fund		84.50
				Circulation Desk week of 7/23/18	Fines	General Fund	-72.24
				Circulation Desk week of 7/23/18	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-6.00
				Circulation Desk week of 7/23/18	Over/Short	General Fund	-6.26
TOTAL							-84.50

**Blanchard/Santa Paula Library District  
Monthly General Fund Check Detail**  
July 2018

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Num	Date	Name	Memo	Account	Paid Amount
EFT	07/02/2018	Calif. Public Employees' Retire...	Health insurance premium July	General Fund	
TOTAL			Health insurance premium July	PERS Group Health Insurance	-3,372.19
EFT	07/03/2018	Blanchard Community Library	Funds transfer for payroll pay date 7/5/2018	General Fund	
TOTAL			Funds transfer for payroll pay date 7/5/2018	Payroll (Checking Account - Payroll)	-18,000.00
EFT	07/23/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 06/0...	CALPERS (Payee Account - Employee Dedu...	-1,180.83
EFT	07/23/2018	Calif. Public Employees' Retire...	Classic 817 retirement contribution pay peri...	General Fund	
TOTAL			Classic 817 retirement contribution pay period ...	CALPERS (Payee Account - Employee Dedu...	-256.80
EFT	07/24/2018	Blanchard Community Library	Transfer funds for payroll pay date 7/19/18	General Fund	
TOTAL			Transfer funds for payroll pay date 7/19/18	Payroll (Checking Account - Payroll)	-2,750.00
EFT	07/31/2018	Blanchard Community Library	Funds transfer for payroll pay date 8/2/18	General Fund	
TOTAL			Funds transfer for payroll pay date 8/2/18	Payroll (Checking Account - Payroll)	-15,500.00
EFT	07/31/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRA July 20...	General Fund	
TOTAL			Unfunded Accrued Liability PEPRA July 2018	PERS Retirement (Contribution Account - Re...	-52.30

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 July 2018

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 08/21/18

Num	Date	Name	Memo	Account	Paid Amount
EFT	07/31/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 July...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 July 20...	PERS Retirement (Contribution Account - Re...	-3,644.85
					-3,644.85
EFT	07/31/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 06/1...	CALPERS (Payee Account - Employee Dedu...	-1,159.43
					-1,159.43
EFT	07/31/2018	Calif. Public Employees' Retire...	Classic 817 retirement contribution pay peri...	General Fund	
TOTAL			Classic 817 retirement contribution pay period ...	CALPERS (Payee Account - Employee Dedu...	-269.24
					-269.24
10054	07/02/2018	Hillford Moving and Storage	Invoice #1806-36	General Fund	
TOTAL			Move computers from Ventura College	Computer Network	-465.00
					-465.00
10055	07/02/2018	Valeria Gomez	Refund lost book fee	General Fund	
TOTAL			Refund lost book fee	Fines	-10.00
					-10.00
10056	07/02/2018	Amazon Capital Services		General Fund	
1XQ9...	06/25/2018			Children's AV	-27.05
1X7T...	06/26/2018			Office Supplies	-29.00
1XQ9...	06/28/2018			Children's AV	-417.02
1JD4...	06/28/2018			Adult AV	-428.68
1LDC...	06/29/2018			Children's Books	-747.39
TOTAL					-1,649.14

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 July 2018

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 08/21/18

Num	Date	Name	Memo	Account	Paid Amount
10057	07/02/2018	Best Bubble Parties	Family Evening program 7/10/18	General Fund	
invoic...	07/01/2018		Family Evening program 7/10/18	Children's Programs	-285.00
TOTAL					-285.00
10058	07/02/2018	Claire M. Mills	Family Evening Program 7/17/18	General Fund	
invoic...	07/01/2018		Family Evening Program 7/17/18	Children's Programs	-300.00
TOTAL					-300.00
10059	07/02/2018	Ned Branch	Monthly health insurance reimbursement	General Fund	
	07/01/2018		Monthly health insurance reimbursement	PERS Group Health Insurance	-404.51
TOTAL					-404.51
10060	07/02/2018	SDRMA		General Fund	
invoic...	07/01/2018		Liability insurance	1063.10 · Prepaid Expenses	-1,479.59
invoic...	07/02/2018			1063.10 · Prepaid Expenses	-10,935.54
TOTAL					-12,415.13
10061	07/02/2018	Amazon Capital Services		General Fund	
1JD4...	06/29/2018			Children's AV	-42.54
TOTAL					-42.54
10062	07/02/2018	City of Santa Paula (067000-00)	111-067000-00	General Fund	
			Water service 5/24/18 to 6/24/18	Water and Sewer	-446.72
TOTAL					-446.72
10063	07/02/2018	LAFCO		General Fund	
				Memberships & Dues	-600.00
TOTAL					-600.00

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

July 2018

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Num	Date	Name	Memo	Account	Paid Amount
10064	07/02/2018	Draganchuk	F6704 Invoice #162957	General Fund	
TOTAL			F6704 Invoice #162957	Security	-206.70
					-206.70
10065	07/02/2018	City of Santa Paula (067500-00)	111-067500-00	General Fund	
TOTAL			Fire Service 5/24/18 to 6/24/18	Water and Sewer	-71.53
					-71.53
10066	07/16/2018	Stephen McFadden CPA	Invoice #5398	General Fund	
TOTAL			Accounting for June 2018	Accounting Fees (Outside (non-employee) ac...	-863.00
					-863.00
10067	07/16/2018	Ventura County Star	Acct VC0759927	General Fund	
TOTAL			Acct VC0759927	Periodicals	-286.60
					-286.60
10068	07/16/2018	Kelly Cleaning & Supplies	Invoice #45285725	General Fund	
TOTAL			Invoice #45285725	Janitorial Services & Supplies	-670.00
					-670.00
10069	07/16/2018	Unique Management Services, L...	Invoice #465107	General Fund	
TOTAL			June Placements	Collection Agency	-35.80
					-35.80
10070	07/16/2018	Coleman Landscape	Invoice #7346	General Fund	
TOTAL			June Landscaping Charges	Grounds Maintenance	-305.00
					-305.00

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 July 2018

9:36 AM  
 08/21/18

Num	Date	Name	Memo	Account	Paid Amount
10071	07/16/2018	SoCalGas	Acct #151 414 1600 6	General Fund	
TOTAL			Acct #151 414 1600 6	Gas	-14.71
					-14.71
10072	07/16/2018	Western Exterminator Company	Invoice 36151996	General Fund	
TOTAL			Jun - July 2018 service	Pest Control	-106.00
					-106.00
10073	07/16/2018	Athens Enviromental	A20004977	General Fund	
TOTAL			Invoice #92328 / July service	Trash	-176.09
					-176.09
10074	07/16/2018	Amazon Capital Services	Invoice #1QNW-6L71-JLGT	General Fund	
TOTAL			Friends book replacement	General	-28.94
					-28.94
10075	07/16/2018	Baker & Taylor Books	415157 L115238 4 B00000	General Fund	
2018...	06/27/2018			General	-619.90
2018...	06/27/2018			General	-782.32
2018...	06/28/2018			General	-513.51
2018...	06/28/2018			General	-313.59
2018...	06/29/2018			General	-469.86
4151...	07/16/2018		Invoice #4012262724	General	-1.09
			Invoice #4012261118	Books	-208.86
			Invoice #4012263447	General	-28.80
TOTAL					-2,937.93
10076	07/16/2018	Noteworthy Puppets, Inc	Family Evening program 7/24/18	General Fund	
Invoice...	07/01/2018		Family Evening program 7/24/18	Children's Programs	-350.00
TOTAL					-350.00

Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 July 2018

9:36 AM  
 08/21/18

Num	Date	Name	Memo	Account	Paid Amount
10077	07/16/2018	Void		General Fund	0.00
TOTAL					0.00
10078	07/23/2018	Albert Learn	Reimbursement for lost books	General Fund	
TOTAL			Reimbursement for lost books	Fines	-72.00
					-72.00
10079	07/23/2018	Frontier Communications	805-525-2384-012885-5	General Fund	
TOTAL			phone service 7/10/18 to 8/9/18	Telephone Expense	-223.11
					-223.11
10080	07/23/2018	Black Gold Cooperative Library...		General Fund	
Invoice...	07/23/2018		FY 2018-19 1st Quarter billing	Network Services	-13,021.00
Invoice...	07/23/2018		4th Quarter 2017-2018 Reimbursable billing	Network Services	-29,133.18
Invoice...	07/23/2018		Annual billing for Movie Licensing	Network Services	-317.91
TOTAL					-42,472.09
10081	07/23/2018	Sparkletts	Customer Acct #26410174648715	General Fund	
TOTAL			July water service	Office Supplies	-49.88
					-49.88
10082	07/30/2018	Neopost.	7900 0110 8018 6524	General Fund	
TOTAL			Postage for July	Postage	-50.00
					-50.00
10083	07/30/2018	Southern California Edison	VOID: Acct 2-03-984-8064	General Fund	
TOTAL					0.00

Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 July 2018

9:36 AM  
 08/21/18

Num	Date	Name	Memo	Account	Paid Amount
10084	07/30/2018	Business Card	Credit Card Charges 06/17/18 to 7/16/18	General Fund	
	07/30/2018		Credit Card Charges 06/17/18 to 7/16/18	Bank of America Platinum Plus	-3,869.80
TOTAL					-3,869.80
10085	07/30/2018	Evelyn Penfield, TTEE	APN 0970060150	General Fund	
			refund of 2017-2018 Property tax	Property Taxes	-40.00
TOTAL					-40.00
10086	07/30/2018	Southern California Edison	Acct 2-03-984-8064	General Fund	
			Electricity 6/19/18 to 7/19/18	Electricity	-4,129.81
TOTAL					-4,129.81



REGULAR MEETING OF AUGUST 28, 2018  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

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REGULAR MEETING OF AUGUST 28, 2018  
H(a) NEW BUSINESS: Board Member Resignation

Board Member Spink has tendered her resignation effective September 1. The Board should consider whether to accept the resignation and proceed with posting a notice regarding the vacancy and the method to apply for consideration.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



Linda Spink  
538 N. Mill St.  
Santa Paula, CA 93060

Ned Branch  
Board of Trustees of the  
Blanchard/Santa Paula Library District  
119 N. 8<sup>th</sup> St.  
Santa Paula, CA 93060

This is to inform you that I am resigning my position as a trustee of the  
Blanchard/Santa Paula Library District, effective September 1 2018.

  
Linda Spink


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### GOVERNMENT CODE - GOV

**TITLE 1. GENERAL [100 - 7914]** (*Title 1 enacted by Stats. 1943, Ch. 134.*)

**DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]** (*Division 4 enacted by Stats. 1943, Ch. 134.*)

**CHAPTER 4. Resignations and Vacancies [1750 - 1782]** (*Chapter 4 enacted by Stats. 1943, Ch. 134.*)

### ARTICLE 2. Vacancies [1770 - 1782]

 (*Article 2 added by Stats. 1943, Ch. 134.*)

**1780.** (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city

REGULAR MEETING OF AUGUST 28, 2018  
H(b).NEW BUSINESS: VACATION POLICY

An employee has asked whether he/she may be paid for accrued vacation time in lieu of taking the time off because of an extreme financial need on the part of the spouse's parent. We did not address payment in lieu of time off in the most recent version of the employee manual. The prior policy specifically prohibited it.

The HR Committee plans to meet prior to the Board meeting to consider its recommendation, which will be presented at the Board meeting.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						





REGULAR MEETING OF AUGUST 28, 2018  
H(c).NEW BUSINESS: INVESTMENT OF RESERVES

The library has more cash in reserve than it needs for current operations plus a cushion for unanticipated expenses. The Board should consider whether to leave the excess funds in the County Investment Account or to invest the funds in another permitted with a higher yield in a manner permitted by the Government Code.

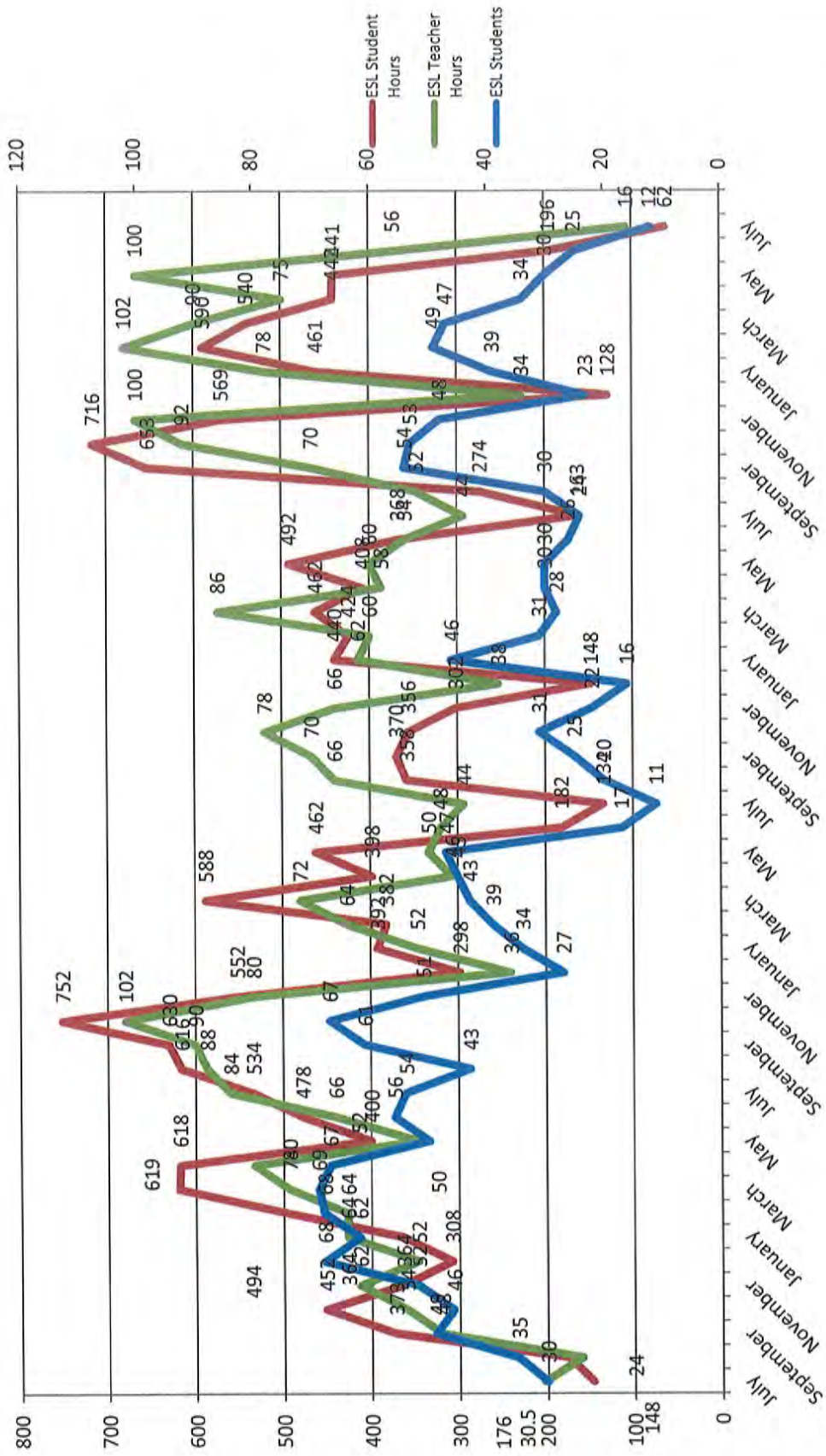
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF AUGUST 28, 2018  
I(a) REPORTS: LITERACY SERVICES

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# ESL CLASSES



REGULAR MEETING OF AUGUST 28, 2018  
I(b) REPORTS: PUBLIC SERVICES

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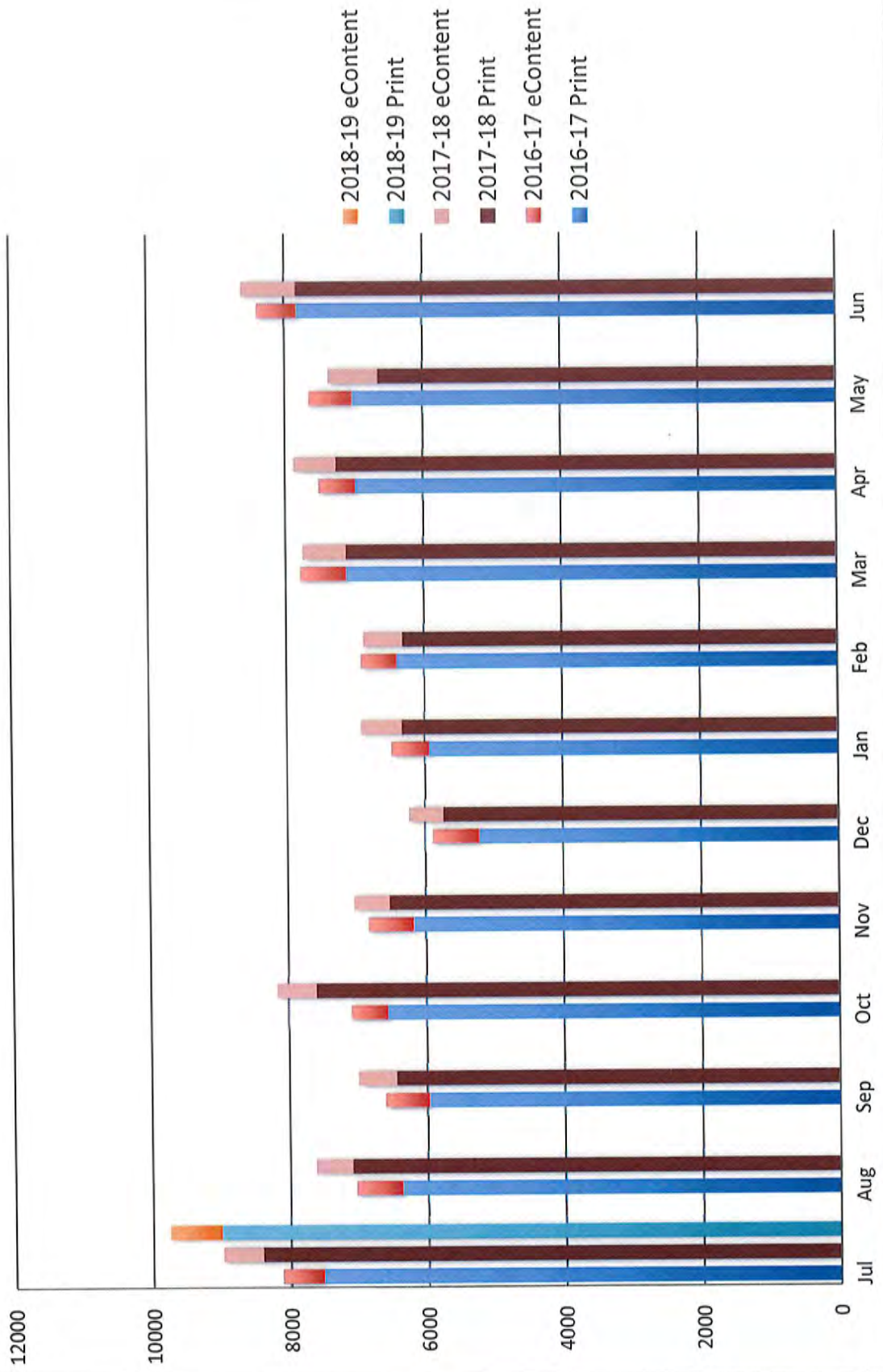
REGULAR MEETING OF AUGUST 28, 2018  
I(c) REPORTS: VOLUNTEER COORDINATOR

REGULAR MEETING OF AUGUST 28, 2018  
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

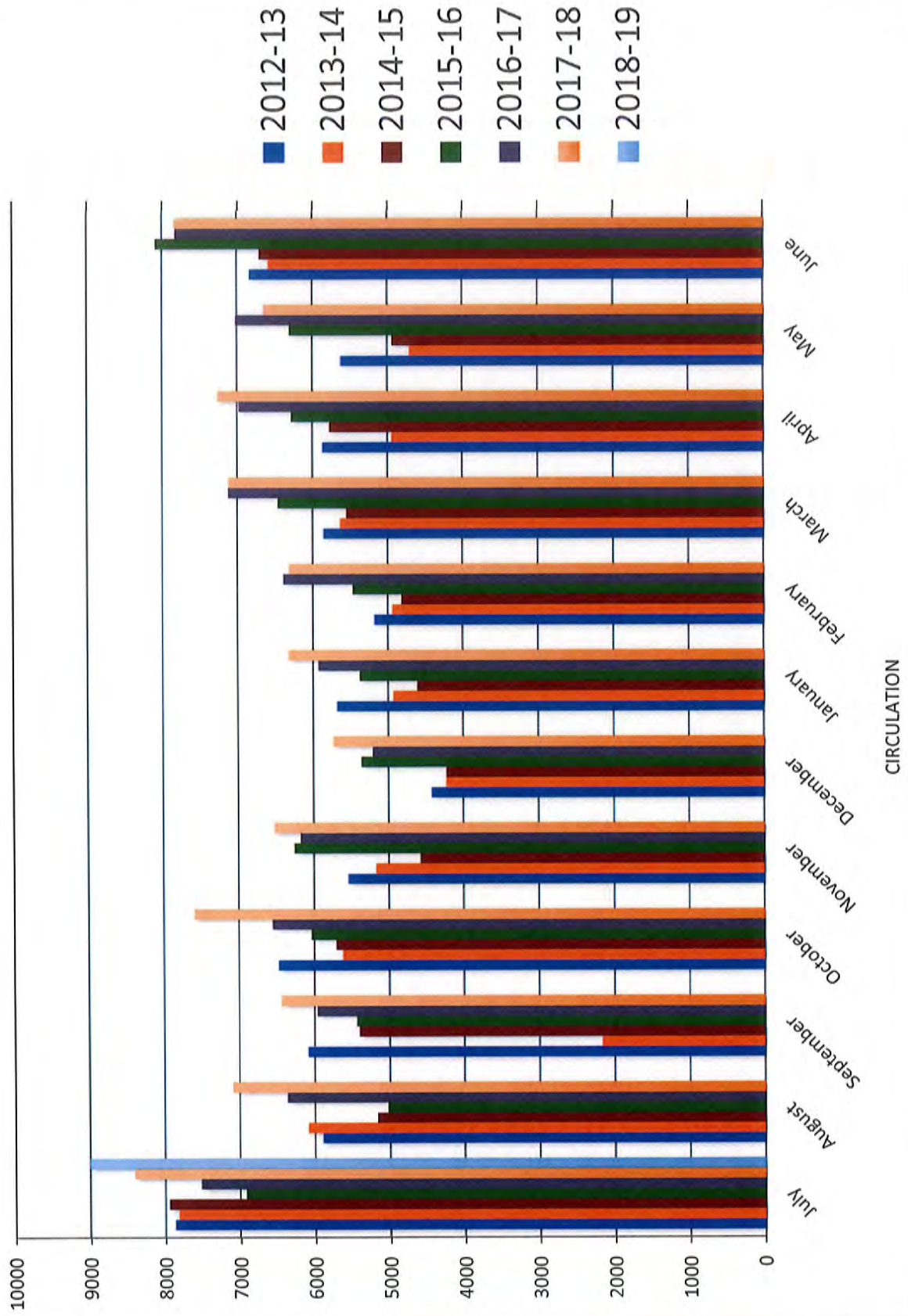
1. Statistics
2. RFID Project
3. Pitch An Idea Grant
4. New meeting room
5. Probation Kiosk



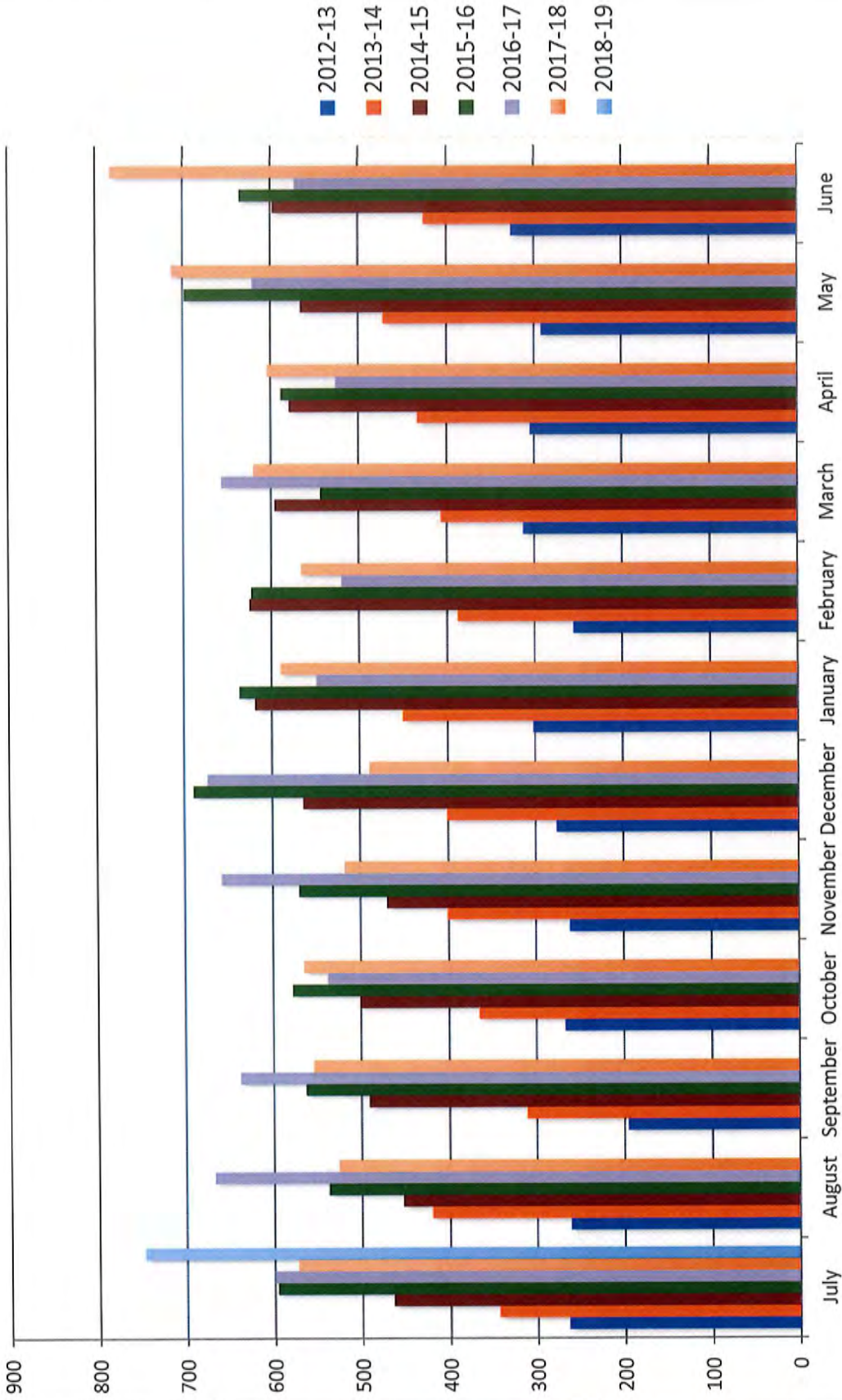
# TOTAL CIRCULATION



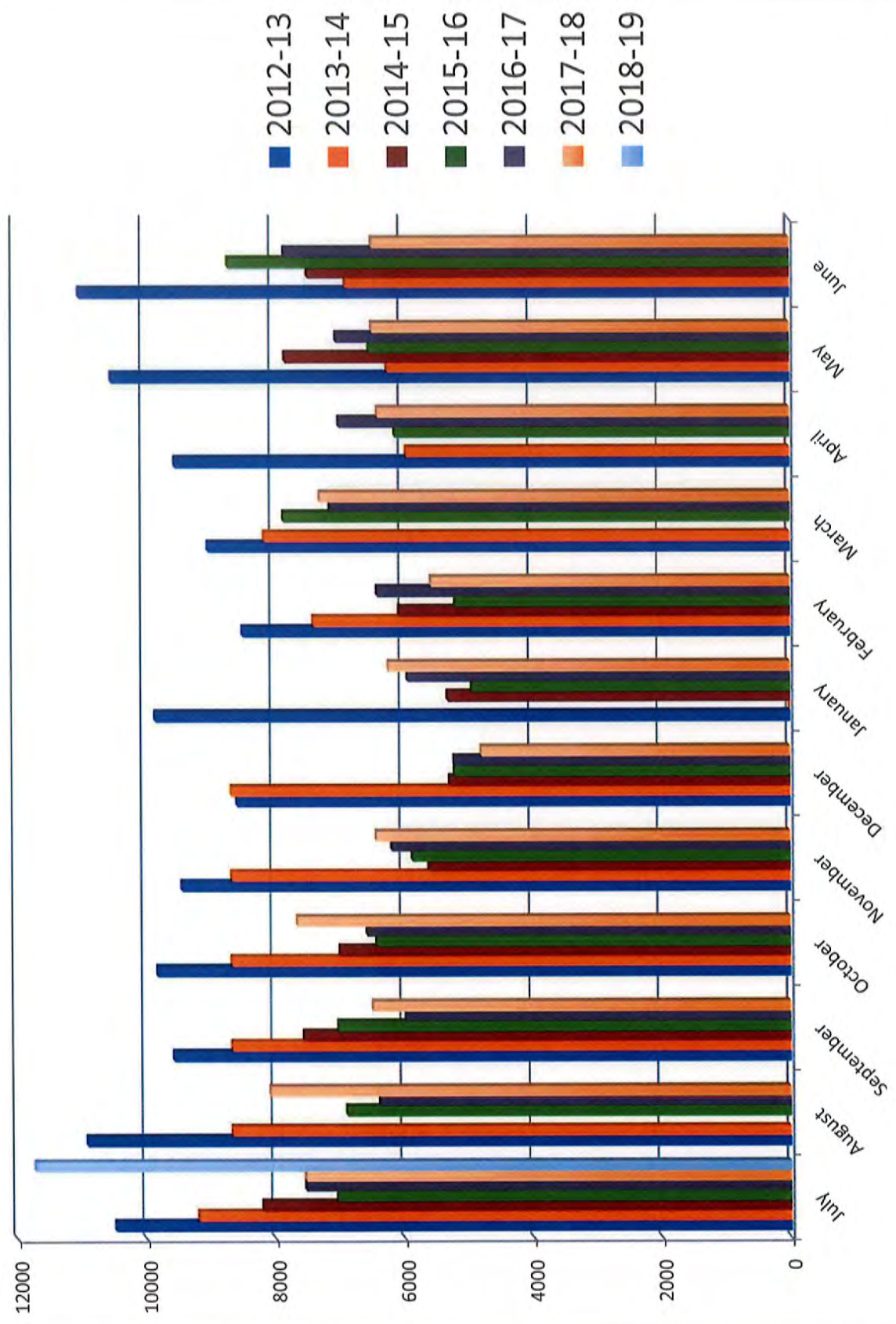
# TOTAL PRINT CIRCULATION



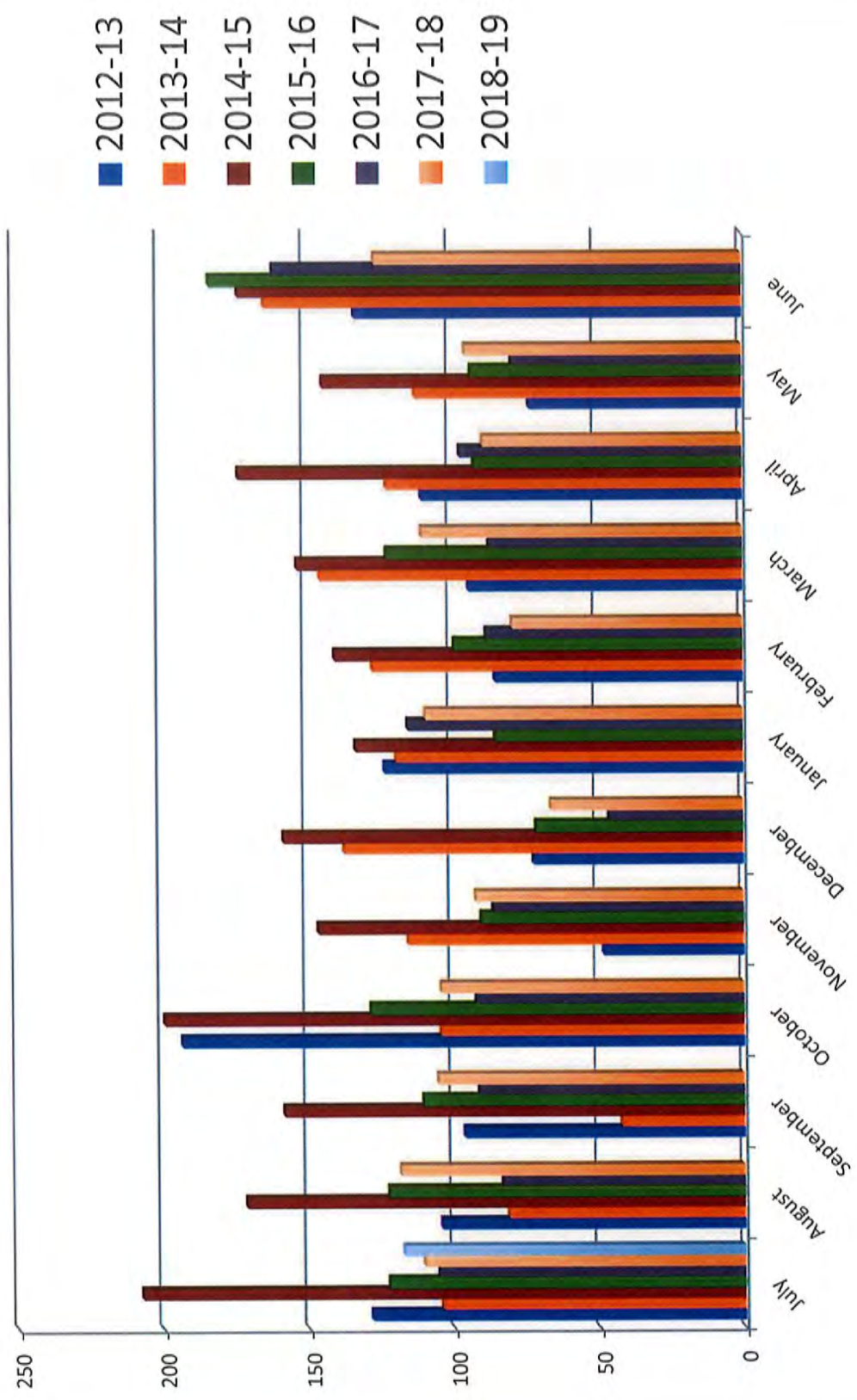
# eBOOK CIRCULATION



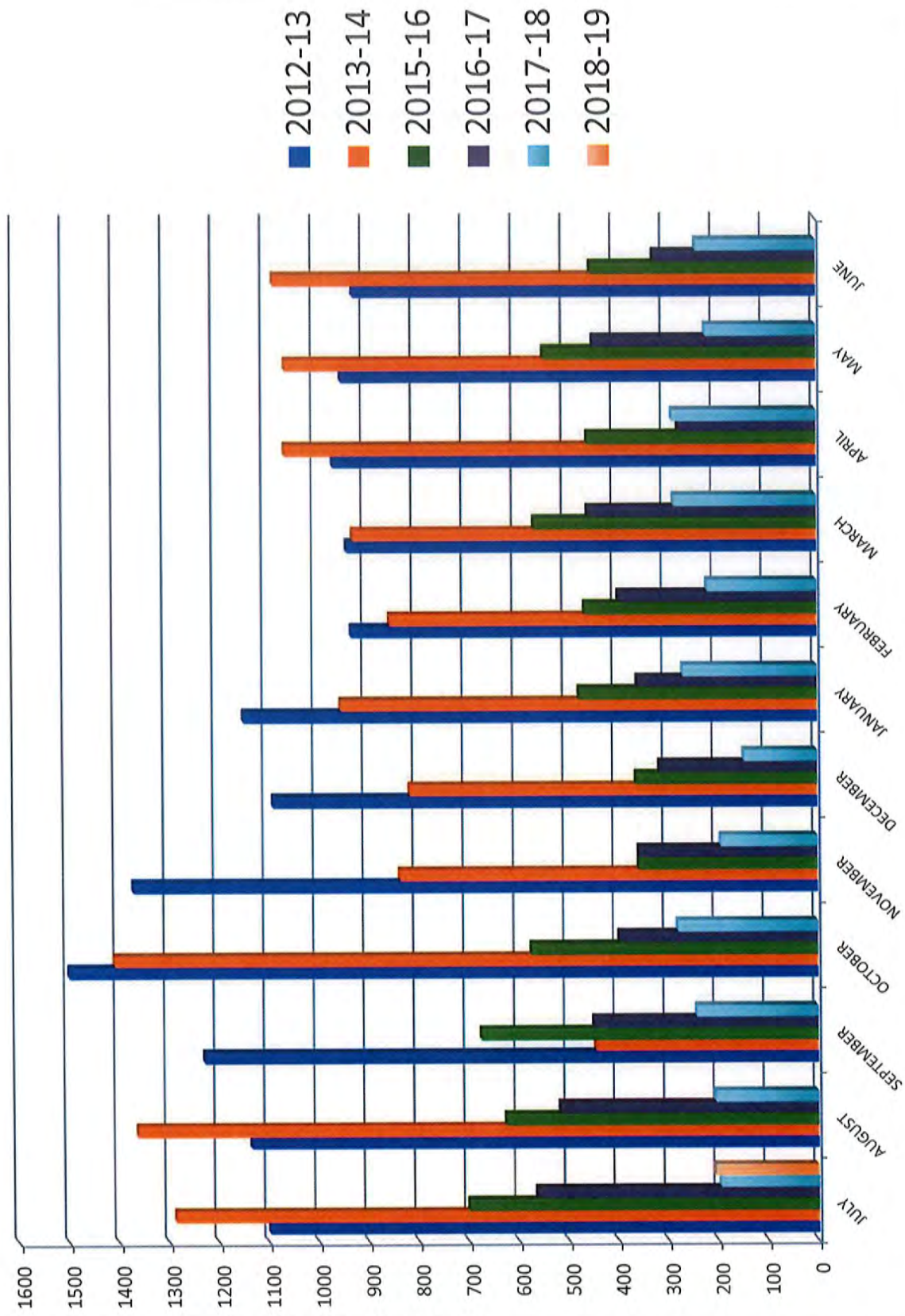
# PATRON COUNT



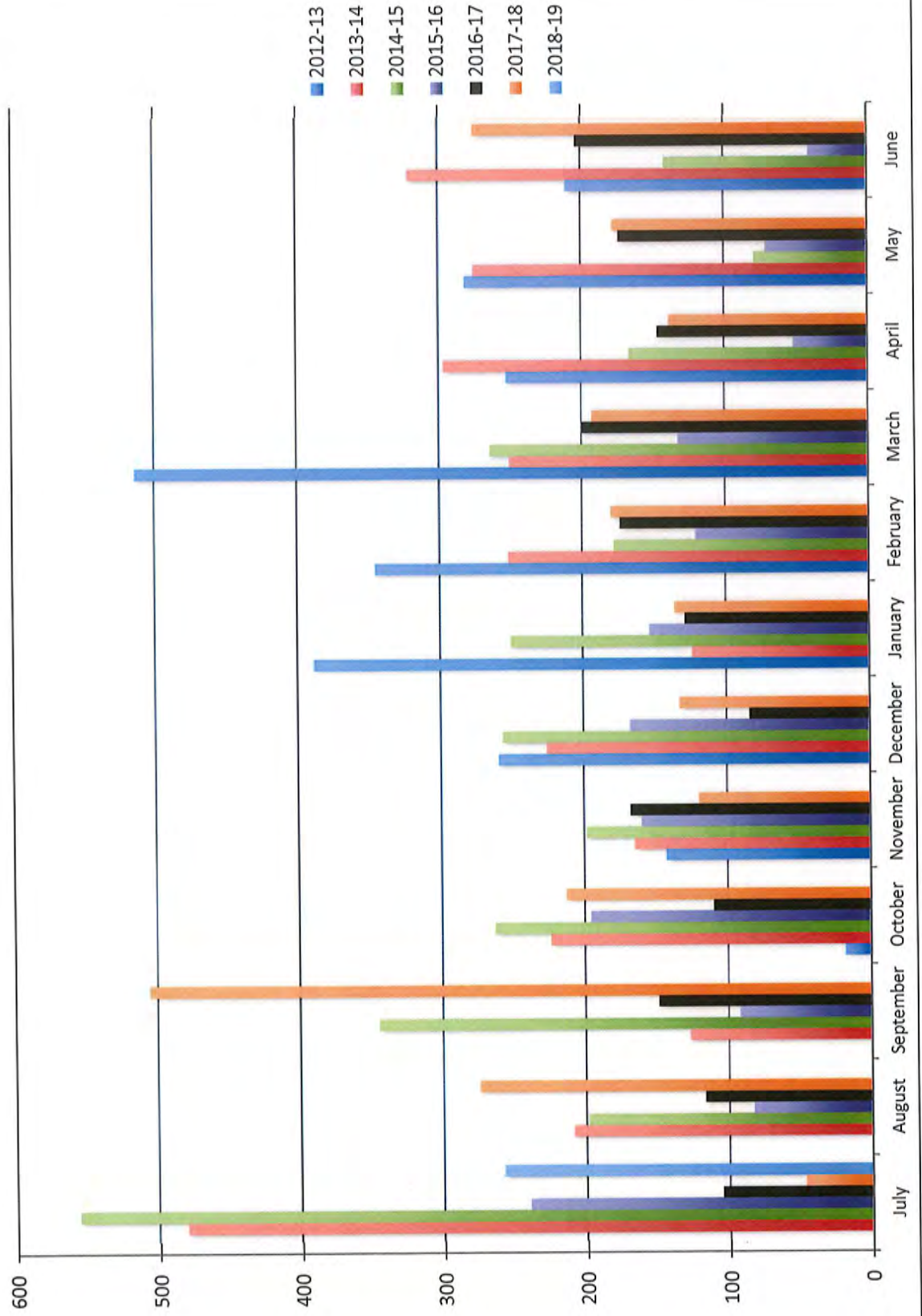
# PATRON REGISTRATIONS



# REFERENCE INQUIRIES



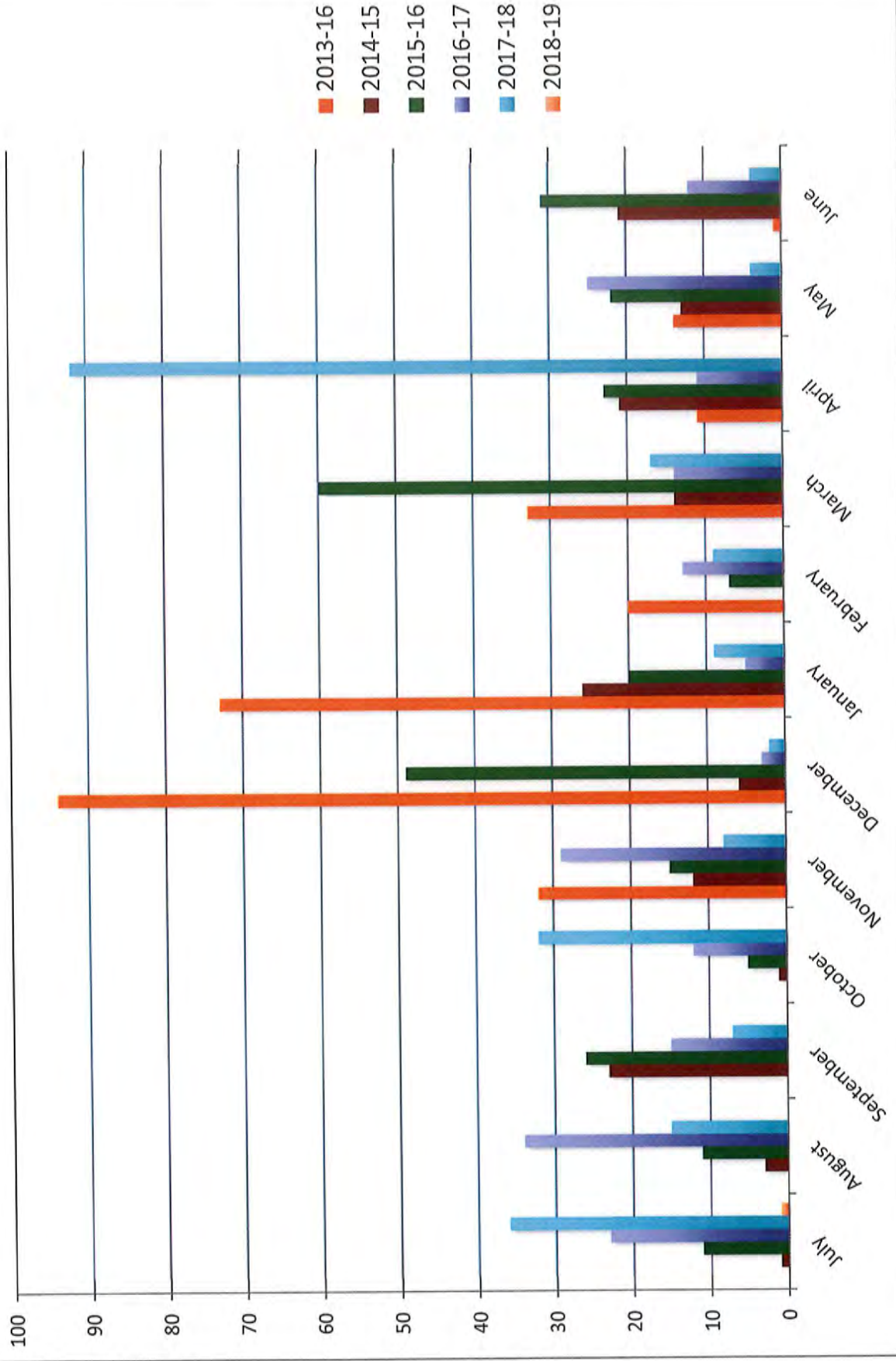
# VOLUMES ADDED







# ZINIO CIRCULATION



# HOOPLA

