

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Tuesday, October 26, 2021, at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

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

MEMBERS OF THE PUBLIC MAY PARTICIPATE

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

For the best audio experience, please use computer audio.

Or Telephone: +1(650) 419-1505

Meeting ID: 381 39 2427

A. CALL TO ORDER

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

C. APPROVAL OF THE ORDER OF THE AGENDA

D. PUBLIC COMMENT

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

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

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

E. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of September 28, 2021

F. REPORTS

- a. Financial Reports--September

- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Approval to Issue Request for Proposal (RFP) for Roof Replacement (information, discussion, possible action)

I. NEW BUSINESS

- a. Approval to Issue Request for Proposal (RFP) Photovoltaic Cell Array and Energy Storage System (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 November 17, 2021

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 OCTOBER 26, 2021

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

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

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

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

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF OCTOBER 26, 2021
E. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of September 28, 2021

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 28, 2021

CALL TO ORDER---The Teleconference Meeting was called to order at 6:07 PM by Board President Laura Phillips. Trustees Grace Michael, Ron Merson, and Miriam Zamora were in attendance, a quorum established. District Director Ned Branch was present. Trustee Ricardo Reyes was absent.

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Michael/ Zamora 4-0).

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

APPROVAL OF MINUTES---The Minutes of the Regular Meeting on August 24, 2021 were unanimously approved (Zamora/Michael, 4-0).

REPORTS I---

Trustee Ricardo Reyes entered at 6:15 pm.

a. Director Branch presented the July and August Financial Reports for review. Received and filed. (Merson/Zamora 5-0)

b. Friends of the Library (FOL) - Trustee Phillips: Recognized Ari Larson, a board member, who passed away the morning after the last meeting. Coupons were presented \$5 coupons to 60 new teachers at the Rotary welcome new teacher BBQ. There will be a general meeting November 18 at 5:00 pm where 2022 elections will be held.

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

OLD BUSINESS---

a. Update on capital projects

- 1) Director Branch contacted City Manager Dan Singer regarding upcoming housing projects and development impact fees and two more projects were discussed. East Area 2 will have 62 senior living units by the new medical complex. There will be a multi-family housing project which will have 280 units near Hallock Drive and East Telegraph Road. More details to follow.
- 2) Fundraising – Director Branch spoke to Betsy Blanchard Chess and asked her to head up the fundraising committee for the new building. Connie Tushla, Al Guillin, Daniel Sandoval, Logan and Carol Hardison have also joined the committee,
- 3) The Library remodel schedule was discussed. Director Branch met with Marilyn Appleby and staff regarding possible activities in the front.
- 4) Engineering Report – Solar on the roof presents no problems there is plenty of unused load capacity. Received a second bid from another solar contractor. The State has some funds available for solar energy/ roofs and we might meet the criteria. It is 50% match program.
- 5) \$1.5 MM coming to City of Santa Paula – contact Steve Bennett about potential \$ to the library.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 28, 2021

NEW BUSINESS---

- a. The Santa Paula Society of the Arts requested permission to use the library for their 2022 Art Show. The show will open March 8 and run through April 9, 2022. The library charges an hourly rate for utilities needed for hours outside the normal library operating hours and for any additional library staff time that might be needed. Unanimously approved. (Reyes/Michael 5-0)
- b. Audit Engagement with Moss, Levy, and Hartzheim for Fiscal Year 2020-2021 was approved. (Merson/Zamora 5-0)

REPORTS (continued)

a. Staff Reports

- I. Public services--- Updates were reviewed
- II. Facilities Report - Some routine maintenance, alarm system fixed
- III. District Director's Report---
 - 1. Statistics were reviewed. Circulation and door counts have continued to increase.
 - 2. Status of library operations as a result of county health orders regarding mitigation of COVID 19/staff vaccinations: There has not been much change in the restrictions but numbers have been lowering. The staff is thinking about doing some small group activities.

b. Board Committees

- i Finance--- None
- ii Human Resources--- Switching to Paychex payroll services. Have two interns from the High School now. A revised organizational chart will be reviewed at the next meeting.
- iii Strategic Plan Teams –
 - 1. Visioning/Strategic Plan--- Team meeting will be held 9/29/21 at 2:30 pm.
 - 2. Fundraising/Grants--- None

FUTURE AGENDA ITEMS--- The Board agreed to include the following future Agendas: Organizational Chart review, capital projects.

UPCOMING MEETING DATE--- The next regular meeting will be online on October 26, 2021 at 6:00 pm.

ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Merson/Michael, 5-0) at 7:17 PM.

Library Board Clerk

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 28, 2021

ATTEST:

District Director

REGULAR MEETING OF OCTOBER 26, 2021, 2021
F(a) REPORTS: FINANCIAL REPORTS

1. Receive and file September 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES
YTD as of September 2021 - Month 3 of 12

SIGNIFICANT VARIANCES FROM BUDGET

	ACTUAL	BUDGET			
Income	Property Tax	\$ 242,338	\$ 230,120	5.3%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 3,000	\$ 4,700	-36.2%	
	Donations- YTD	\$ 11,364	\$ 6,270	81.2%	\$5,000 Building Fund donation
Expense	Salaries & Benefits	\$ 108,360	\$ 118,590	-8.6%	One staff member on maternity leave
	Computer Services	\$ 15,986	\$ 19,030	-16.0%	Hoopla no longer categorized as Computer Services
	Collection Development	\$ 14,861	\$ 11,940	24.5%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted.
	Programs	\$ 2,726	\$ 7,920	-65.6%	Delay in resuming congregate programs due to COVID
	Insurance	\$ 7,378	\$ 5,520	33.7%	
	Professional Services	\$ 5,678	\$ 4,760	19.3%	Attorney fees for review of Request for Bid documents & Black Gold JPA
	Building Maintenance	\$ 3,785	\$ 4,770	-20.6%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.

BUDGET SUMMARY

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget	Annual Variance Based on Monthly Average
Income	\$ 243,699	\$ 257,199	\$ 241,390	6.5%	\$ 993,873	#DIV/0!
Expense	\$ 203,385	\$ 221,195	\$ 237,450	-6.8%	\$ 992,800	#DIV/0!

Other

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

Blanchard/Santa Paula Library District

Balance Sheet

10/07/21

As of September 30, 2021

Accrual Basis

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Payroll (Checking Account - Payroll)	803.72
General Fund	42,907.77
County Accounts	1,154,739.59
Investment Accounts	391,123.33
Literacy	12,125.36
Building Fund	104,781.00
1020 · Book Trust Account	4,601.59
1010.40 · Santa Paula City	190,287.72
Blake	15,172.68
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	<u>1,916,954.16</u>
Other Current Assets	<u>63,421.92</u>
Total Current Assets	1,980,376.08
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction in Process	113,055.37
1401.1 · Land	69,309.00
1402.10 · Building	474,710.00
1485.10 · Furniture & Fixtures	292,980.92
1490.10 · Equipment	305,430.69
1495.10 · Improvements	675,389.74
Total Fixed Assets	<u>763,295.72</u>
TOTAL ASSETS	<u><u>2,743,671.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,339.08
Credit Cards	254.72
Other Current Liabilities	41,408.80
Total Current Liabilities	<u>51,002.60</u>
Total Liabilities	51,002.60
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,598,614.08
Net Income	35,931.76
Total Equity	<u>2,692,669.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,743,671.80</u></u>

Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	2,749.96	810.00	242,338.22	230,120.00	883,230.00
4700 · Grants					
California State Library Grants					
4701 · State of CA - CLLS (Literacy)	0.00	0.00	0.00	0.00	0.00
Total California State Library Grants	0.00	0.00	0.00	0.00	0.00
4705 · Other Grants	0.00	0.00	0.00	0.00	0.00
4700 · Grants - Other	0.00	4,700.00	3,000.00	4,700.00	69,323.00
Total 4700 · Grants	0.00	4,700.00	3,000.00	4,700.00	69,323.00
4600 · Donations	0.00	2,090.00	11,364.00	6,270.00	40,080.00
4800 · Library Services	197.98	100.00	438.20	300.00	1,240.00
4900 · Miscellaneous Income	38.64		57.96		
Interest Income	0.12		0.60		
Total Income	2,986.70	7,700.00	257,198.98	241,390.00	993,873.00
Gross Profit	2,986.70	7,700.00	257,198.98	241,390.00	993,873.00
Expense					
Salaries & Employee Benefits					
Salaries	34,834.18	39,530.00	108,360.28	118,590.00	503,100.00
Payroll Tax	2,684.03	3,390.00	8,561.19	10,170.00	42,080.00
Retirement	5,815.27	6,120.00	17,650.05	18,360.00	73,800.00
Health Insurance	5,241.90	4,930.00	15,215.85	14,790.00	59,160.00
Insurance- Workers Comp.	144.19	170.00	352.63	1,010.00	2,540.00
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.00	0.00
Total Salaries & Employee Benefits	48,719.57	54,140.00	150,140.00	162,920.00	680,680.00
Services					
Computer Services	629.38	1,010.00	15,986.61	19,030.00	76,120.00
Collection Development					
AV Materials	0.00	400.00	1,577.55	1,200.00	4,800.00
Books	2,424.89	2,180.00	5,101.02	6,540.00	26,160.00
Databases	1,095.00	690.00	3,846.99	2,070.00	8,280.00
WiFi Hot Spots	368.15	500.00	2,351.97	1,500.00	6,000.00
Periodicals	1,573.31	210.00	1,983.27	630.00	2,520.00
Collection Development - Other	0.00	0.00	0.00	0.00	0.00
Total Collection Development	5,461.35	3,980.00	14,860.80	11,940.00	47,760.00
Library Supplies	118.45	170.00	575.04	510.00	2,040.00
Memberships & Dues	455.33	420.00	955.99	1,260.00	5,040.00
Programs					
Adult Programs	0.00	380.00	147.65	1,140.00	4,560.00
Young Adult Programs	0.00	420.00	249.12	1,260.00	5,040.00
Children's Programs	58.84	1,170.00	952.94	3,510.00	14,040.00
Literacy Programs	313.36	670.00	1,376.23	2,010.00	8,040.00
Programs - Other	0.00	0.00	0.00	0.00	0.00
Total Programs	372.20	2,640.00	2,725.94	7,920.00	31,680.00
Promotion & Public Relations	29.99	483.34	89.97	1,449.98	5,800.00
Travel and Meetings	41.98	180.00	41.98	540.00	2,160.00
Services - Other	0.00	0.00	0.00	0.00	0.00
Total Services	7,108.68	8,883.34	35,236.33	42,649.98	170,600.00
Administration					
Advertising	0.00	30.00	0.00	90.00	360.00
Bank Charges	47.91	40.00	148.43	120.00	480.00
Insurance	3,689.04	1,840.00	7,378.08	5,520.00	22,080.00
Miscellaneous	0.00		60.00		

Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Jul - Sep 21	YTD Budget	Annual Budget
Office Expenses (Office expenses)	593.74	1,170.00	1,802.33	3,510.00	14,040.00
Professional Services					
Accounting Fees	875.50	920.00	1,751.00	2,760.00	11,040.00
Audit Services	0.00	0.00	0.00	0.00	12,000.00
Collection Services	35.80		89.50		
Grant Writing	0.00	500.00	0.00	500.00	1,000.00
Legal Fees	1,800.00	500.00	3,837.50	1,500.00	6,000.00
Professional Services - Other	0.00	0.00	0.00	0.00	0.00
Total Professional Services	2,711.30	1,920.00	5,678.00	4,760.00	30,040.00
Public & Legal Notices	0.00		80.20		
Staff Development & Recognition	0.00	170.00	175.00	510.00	2,040.00
Strategic Planning	0.00	0.00	908.36	0.00	3,000.00
Telephone Expense	12.72	360.00	676.90	1,080.00	4,320.00
Administration - Other	0.00	0.00	0.00	0.00	0.00
Total Administration	7,054.71	5,530.00	16,907.30	15,590.00	76,360.00
Facilities					
Janitorial Services & Supplies	919.69	840.00	2,478.24	2,520.00	10,080.00
Repairs & Maintenance	455.00	1,390.00	3,785.46	4,770.00	19,080.00
Utilities (Utilities)	4,093.79	3,000.00	12,647.75	9,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00	0.00	0.00
Total Facilities	5,468.48	5,230.00	18,911.45	16,290.00	65,160.00
Total Expense	68,351.44	73,783.34	221,195.08	237,449.98	992,800.00
Net Ordinary Income	-65,364.74	-66,083.34	36,003.90	3,940.02	1,073.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Income)	0.00		0.19		
Total Other Income	0.00		0.19		
Other Expense					
Extraordinary Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.19	0.00	0.00
Net Income	-65,364.74	-66,083.34	36,004.09	3,940.02	1,073.00

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through September 2021

10/19/21

Accrual Basis

	Jul - Sep 21	Jul - Sep 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes				
4100 · Secured	228,000.46	228,000.32	0.14	0.0%
Supplemental	2,755.26	2,421.58	333.68	13.8%
Special Dist. Assessments	11,031.24	9,594.51	1,436.73	15.0%
4300 · Penalties/Delinquent Taxes	551.26	687.78	-136.52	-19.9%
Total 4000 · Property Taxes	242,338.22	240,704.19	1,634.03	0.7%
4700 · Grants	3,000.00	1,592.76	1,407.24	88.4%
4600 · Donations	11,364.00	1,200.78	10,163.22	846.4%
4800 · Library Services	438.20	156.48	281.72	180.0%
4900 · Miscellaneous Income	57.96	44.32	13.64	30.8%
Interest Income	0.60	0.64	-0.04	-6.3%
Total Income	257,198.98	243,699.17	13,499.81	5.5%
Gross Profit	257,198.98	243,699.17	13,499.81	5.5%
Expense				
Salaries & Employee Benefits	150,248.48	142,304.03	7,944.45	5.6%
Services				
Computer Services				
Patron Computers	517.23	0.00	517.23	100.0%
Network Services/ILS	13,625.00	15,523.00	-1,898.00	-12.2%
Service/Licensing Agreements	1,844.38	440.83	1,403.55	318.4%
Total Computer Services	15,986.61	15,963.83	22.78	0.1%
Collection Development				
AV Materials	1,577.55	1,642.12	-64.57	-3.9%
Books	5,101.02	4,493.61	607.41	13.5%
Databases	3,846.99	1,966.75	1,880.24	95.6%
WiFi Hot Spots	2,351.97	1,018.92	1,333.05	130.8%
Periodicals	1,983.27	1,381.98	601.29	43.5%
Total Collection Development	14,860.80	10,503.38	4,357.42	41.5%
Library Supplies	575.04	379.37	195.67	51.6%
Memberships & Dues	955.99	995.00	-39.01	-3.9%
Programs	2,725.94	2,756.15	-30.21	-1.1%
Promotion & Public Relations	89.97	329.73	-239.76	-72.7%
Travel and Meetings	41.98	0.00	41.98	100.0%
Total Services	35,236.33	30,927.46	4,308.87	13.9%
Administration				
Bank Charges	148.43	66.23	82.20	124.1%
Insurance	7,378.08	1,625.38	5,752.70	353.9%
Miscellaneous	60.00	0.00	60.00	100.0%
Office Expenses (Office expenses)	1,802.33	1,384.11	418.22	30.2%
Professional Services	5,678.00	7,481.87	-1,803.87	-24.1%
Public & Legal Notices	80.20	0.00	80.20	100.0%
Staff Development & Recognition	175.00	25.00	150.00	600.0%
Strategic Planning	908.36	0.00	908.36	100.0%
Telephone Expense	638.66	958.62	-319.96	-33.4%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change	% Change
Total Administration	16,869.06	11,541.21	5,327.85	46.2%
Facilities				
Janitorial Services & Supplies	2,478.24	3,203.28	-725.04	-22.6%
Repairs & Maintenance	3,662.55	4,837.92	-1,175.37	-24.3%
Utilities (Utilities)	12,647.75	10,571.41	2,076.34	19.6%
Total Facilities	18,788.54	18,612.61	175.93	1.0%
Total Expense	221,142.41	203,385.31	17,757.10	8.7%
Net Ordinary Income	36,056.57	40,313.86	-4,257.29	-10.6%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	0.19	43.51	-43.32	-99.6%
Library Impact Fees	0.00	30,527.63	-30,527.63	-100.0%
Total Other Income	0.19	30,571.14	-30,570.95	-100.0%
Net Other Income	0.19	30,571.14	-30,570.95	-100.0%
Net Income	36,056.76	70,885.00	-34,828.24	-49.1%

REGULAR MEETING OF OCTOBER 26, 2021
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF OCTOBER 26, 2021

H(a) OLD BUSINESS: APPROVAL TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR ROOF REPLACEMENT

The library has filed a preliminary grant application for a Building Forward grant from the State Library. If accepted, the library will be invited to submit a full grant application in December. If approved, the Building Forward grant requires a dollar-for-dollar match from the library. The grant application was structured to request \$250,000 from the State Library for the roof replacement project and the match from the library would be the cost of the solar project. As discussed previously, the solar project can be financed with a 1 percent loan from the California Energy Commission. If the proposal is accepted, the library would replace the roof and install the solar project with no upfront cash outlay.

Projects that have already been bid will most likely have an advantage over other projects that are only in the design phase. Consequently, staff would like to complete the competitive bidding process before the final application deadline. The library will not be obligated to award the contract and go forward if the grant application is not successful.

RECOMMENDATION: Staff recommends the Board give approval to the District Director to issue an RFP for the roof replacement project in a form approved by the library's attorney.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF OCTOBER 26, 2021
 I(a) NEW BUSINESS: APPROVAL TO ISSUE REQUEST FOR PROPOSAL (RFP)
 PHOTOVOLTAIC CELL ARRAY AND ENERGY STORAGE SYSTEM

The library has filed a preliminary grant application for a Building Forward grant from the State Library. If accepted, the library will be invited to submit a full grant application in December. If approved, the Building Forward grant requires a dollar-for-dollar match from the library. The grant application was structured to request \$250,000 from the State Library for the roof replacement project and the match from the library would be the cost of the solar project. As discussed previously, the solar project can be financed with a 1 percent loan from the California Energy Commission. If the proposal is accepted, the library would replace the roof and install the solar project with no upfront cash outlay.

Projects that have already been bid will most likely have an advantage over other projects that are only in the design phase. Consequently, staff would like to complete the competitive bidding process before the final application deadline. The library will not be obligated to award the contract and go forward if the grant application is not successful.

RECOMMENDATION: Staff recommends the Board give approval to the District Director to issue an RFP for the photovoltaic cell/energy storage system project in a form approved by the library’s attorney.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Michael						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF OCTOBER 26, 2021
J(a)(i) REPORTS: PUBLIC SERVICES

SEPTEMBER 2021 ADULT SERVICES REPORT

Programs & Services

Blanchard Community Library
 Published by Jersey Formanek · September 27 at 5:01 PM · 🌐

Are you registered to vote? Not sure? Want to, but don't know how? We've got you covered! Join us TOMORROW September 28 for #NationalVoterRegistrationDay

We have registration forms in ENGLISH and SPANISH and will also have PCs available for those who would prefer to register right away online! Everyone who registers will get a SUPER EXCLUSIVE National Voter Registration Day sticker!

More at <https://fb.me/e/vAhbT8In...> See More



National Voter Registration Day

September 28 was National Voter Registration Day and the Blanchard Community Library provided voter registration forms for patrons in both English and Spanish. Additionally, a computer was made available for patrons to complete instant, online registrations.

We hope to make this an annual event to help reach and register voters who may not register otherwise.

Post-Census Redistricting

The Blanchard Community Library joined the Ventura County and Oxnard Libraries as locations at which Ventura County residents can provide input on where district lines should be drawn utilizing library computers or printed materials. Input may be submitted to the County Board of Supervisors before the scheduled public hearing on November 9th.

Collection

66 adult-oriented items were added to the collection in September 2021.

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	DVD	BLU-RAY
JULY	17	5	0	0	49	3
AUGUST	48	62	3	6	69	3
SEPTEMBER	23	8	1	0	28	6

Connectivity Kits

Thanks to funding via the CARES Act Bridging the Digital Divide project, the library was able to add nine new Connectivity Kits to the collection. These kits include a Chromebook, wifi hotspot, and charging cables so that patrons can easily acquire everything they need to connect to the internet at home.


<https://www.blanchardlibrary.org/resources/connectivity-kits>



Youth Services Report September 2021

Social Media

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

 Blanchard Community Library posted an episode of New Books for Kids!
Published by Blanchard Storytime · September 21 at 12:53 PM ·


See what new juvenile fiction books have arrived for September 2021! A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/3ksjLRa> for easy placement of holds.

Monday-Thursday: 12:00pm- 7:00pm
Saturday 10:00am - 2:00pm... See More



43 People Reached 1 Engagement

[Boost Post](#)

 Blanchard Community Library posted an episode of New Books for Kids!
Published by Blanchard Storytime · September 21 at 1:58 PM ·


See what new juvenile fiction books have arrived for September 2021! A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/2XN8F0z> for easy placement of holds.

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



49 People Reached 3 Engagements

[Boost Post](#)

 Blanchard Community Library posted an episode of New Books for Kids!
Published by Blanchard Storytime · September 21 at 12:57 PM ·

See what new juvenile fiction books have arrived for September 2021! A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/2XN8F0z> for easy placement of holds.

Monday-Thursday: 12:00pm- 7:00pm
Saturday 10:00am - 2:00pm... See More



42 People Reached 1 Engagement

[Boost Post](#)

New Books	YA	YA Non-Fic	YA BKCD	Juv Fic	Juv Non-Fic	J DVD	Total
	0	1	4	80	68	5	158

Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles
	378	209	27	6	221	6	5	34	7

Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	874	228	115	3	4	59	0	0	2176

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	0	0	0	4	43	0	47

New Patron Registrations	Adult	Juvenile	Total
	30	4	34

BEST Adult Learning Center

Library Board Report September 2021



"As long as you have
a garden you have a
future and as long as
you have a future
you are alive."

-Frances Hodgson Burnett



In September, adult literacy tutors and learners spent a combined total of 120 hours practicing reading and writing skills.

Participants of our *BEST Virtual Book Discussion* continued to read the unabridged version of *The Secret Garden* by Frances Hodgson Burnett. The group is really enjoying this book so far. Mary Lennox has just met Dickon. They both have made an instant bond and are roaming the garden grounds together in search of clues that will unearth secrets of the past.

The Yorkshire dialect is also of particular interest to the group. This form of Old English is a far cry from the English we use today and is a bit of challenge for participants to decode.

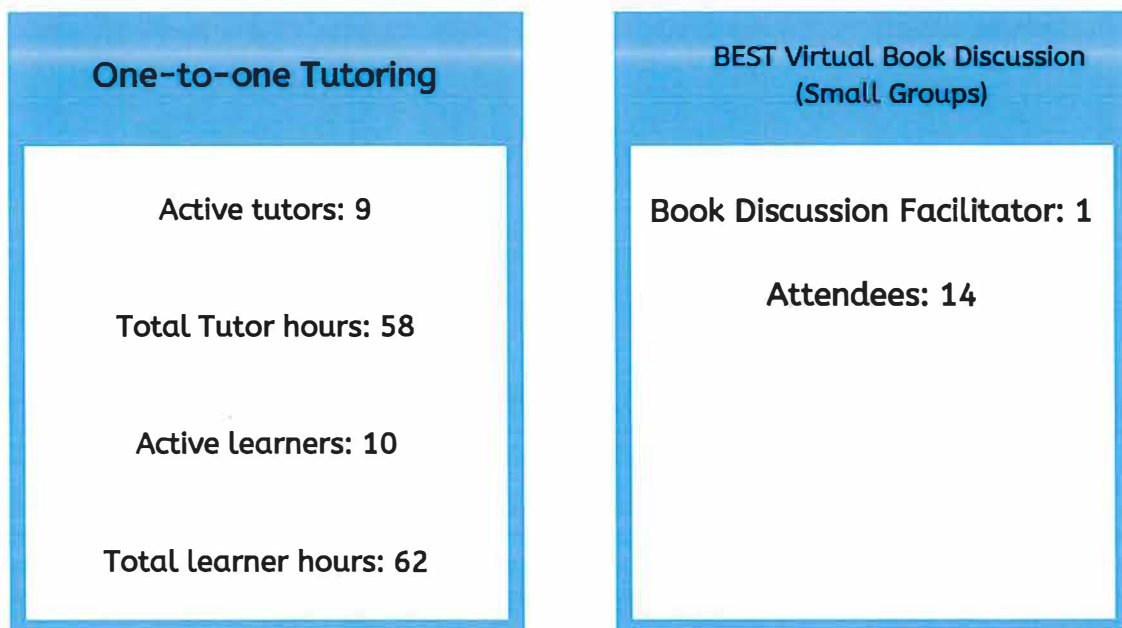
The start of the new school year brought forth new opportunities for BEST Adult Learning Center. Betsey Chevez, Human and Health Services Academy Coordinator at Santa Paula High School reached out to Blanchard Library to mentor two high school students interested in pursuing careers in education, medicine, public health, and/ or social services. We are thrilled to have our new intern, Caria on board three days per week. She will be helping literacy staff with a variety of assignments that will support family literacy programs such as conducting content research for on-going programs, program planning, generating content for marketing and advertising, and data entry.

Finally, BEST launched a new family literacy program called *Families Connect*. The purpose of the program is to promote active engagement between children and families through play-based learning. The program is offered once a week to children 1 year- 4 years of age.

Families Connect is the first in-person family literacy program that BEST has hosted since the pandemic. Connecting with our PACT preschool teachers has been very instrumental in promoting the program throughout the community. We hope to see this program gain more traction as patrons gradually return to the library in pursuit of in-person programming. We understand that this will not happen overnight, but we will remain optimistic, set our sights forward, and continue to promote the library literacy services one day at a time.

Statistics

September 2021 Adult Literacy Tutoring and Small Groups



September 2021 Family Literacy Programs and Events



REGULAR MEETING OF OCTOBER 26, 2021
J(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF OCTOBER 26, 2021
J(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

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

TOTAL CIRCULATION

