

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, April 24, 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 March 27, 2018
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Staff In-Service (information, discussion, possible action)
- H. NEW BUSINESS

- a. Approve Credit Cards for Youth Services and Adult Services librarians (information, discussion, possible action)
- b. Draft 2018-19 Budget (information, discussion)

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

May 22, 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 APRIL 24, 2018
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of March 27, 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, March 27, 2018

CALL TO ORDER---The Meeting was called to order at 5:34 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---a. Audrey Vincent from the Social Concerns Committee at the Universalist Unitarian Church of Santa Paula presented the “Visions of Aztlan” documentary donation to the board. The film will be shown at library 3/29/18 at 6 PM and groups/classes will be able to do special check-outs.

CONSENT CALENDAR---The Minutes of the Regular Meeting on February 27, 2018, were unanimously approved with two corrections (Hicks/Nasalroad, 5-0).

REPORTS--- a. Steve McFadden presented the Financial Statements and Budget. The Financial statements were received and filed (Hicks/Phillips, 5-0). Mr. McFadden departed after the report. b. Friends of the Library (FOL). Trustee Phillips shared that the Friends have donated over 6,000 lbs of books (many from RFID tagging discards) in March to a company that pays by the pound and that 4/7/18 Saturday sale would have a half price special for gardening books.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS--- a. Trustee Nasalroad indicated she was unable to obtain certificate for completing the CSDA AB 1234 Ethics webinar on 3/13/18. Director Branch offered to make effort to obtain them for Trustees. b. Trustee Phillips reported on the Chamber Annual Banquet and c. the Art Show Reception. d. Trustee Spinks expressed concerns about the library’s website calendar which isn’t getting updated to include all events, programs and meetings. e. Trustee Hicks asked whether library would want to have a booth again at the City’s Easter Egg Hunt event on March 31, 2018. Trustees Coughlin and Phillips indicated they’d consider doing it.

UNFINISHED BUSINESS--- a. Cap on Accrued Vacation Policy- Board discussed and made motion to accept the policy addition; to payout any staff for 12/31/17 over-accrued hours at current pay rates; to designate 2018 as a transition year; and to have the vacation cap go into effect 1/1/2019. The Board unanimously approved the motion (Coughlin/Nasalroad, 5-0).

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 27, 2018

NEW BUSINESS--- a. Staff Member Retirement – Board discussed and made plans with Director Branch for Ilene Gavenman’s retirement event on April 14, 2018 from 2-4 PM.

REPORTS CONT. --- The Board received and reviewed reports from Literacy Services, Public Services, Volunteer Coordinator and District Director. Volunteer Coordinator report included Director Branch’s notification that Carrie had given 2 weeks notice and that she would be suggesting replacements. Director’s report additions. Item 2: Director Branch RFID tagging was approximately 50% complete in adult books with ~13,000. Item 3: Pitch an Idea Grant- applied for \$45k to buy 12 laptops and computer vending kiosk. Item 4: MOU with VC Human Services starting up Thursday evening 3/29/18.

Additional items: Director Branch discussed Justin Formanek’s Open Data series on Saturdays (5/5, 5/12, 5/19, 5/26/18). Director Branch met with Go Santa Paula representative and indicated they were seeking a Squarespace website worker, perhaps to be shared with library. Director Branch re-stated that a new General Checking account was going to be opened and the Book Trust account (currently used as general account) would revert to being used for book purchases, funds and donations. Director Branch stated that after the library break-in and antique doll theft the night of 2/14/18, the value of stolen dolls was determined to be \$11,000 (with exception of the unidentifiable two in bed). Still undetermined: whether to file insurance claim and what additional security would be installed (cameras, motion sensors, lights).

Board Committee Reports: Finance- Trustees Hicks and Coughlin to meet in April to turn over petty cash reconciliation procedures. Human Resources- Future: interviewing new Volunteer Coordinator candidates.

Strategic Plan Team Reports: Visioning/Strategic Plan- Trustee Phillips handed out the final Year 3 Progress Report. Attendee Cathy Sorenson suggested publicizing it in the SP Times. President Coughlin and Trustee Phillips will hold the Strategic Plan seminar for staff in May. Director Branch has not determined in-service training for a Wednesday to combine with seminar. Board members and attendee Cathy Sorenson discussed possible topics and trainers including Steve Lazenby for emergency preparedness and police dept. for active shooter emergency action plan.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 27, 2018

Fundraising / Grants: Director Branch stated that previous Imagine logo examples had been given to Justin Formanek to work on. Trustee Phillips asked if outside work from Jake should continue, Director Branch said yes, Trustee Phillips said she'd send new examples via email so hopefully an April fundraising meeting to initiate building fundraiser materials, efforts and publicity can be held. Director Branch also discussed the potential Maker Space grant.

Volunteerism: Trustee Phillips proposed tracking Board members' time spent at library and on library duties to add to volunteer hours, members agreed. President Coughlin asked about the Volunteer Opportunities list from Carrie, Director Branch indicated he'd follow up on it.

Community Connections: no reports.

Publicity/ Public Relations: Director Branch spoke about potential for having library activities schedule in the Santa Paula Times. Trustee Spink requested that the "Check it out" logo be sent to them to potentially use as header.

Adult Programs: Trustee Phillips spoke about future meeting with Justin Formanek regarding programs that were in the works prior to his arrival, Trustee Spink agreed to meeting.

Facilities: Director Branch stated that the new building plans submitted to the City Planning Department had two minor revisions and no major issues.

Technology: See Director's report re: laptops.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agenda: First draft of 2018-19 Budget for review and discussion.

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, April 24, 2018, at 5:30 PM.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned unanimously at 8:12 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF APRIL 24, 2018
E(a) .REPORTS: FINANCIAL REPORTS

1. Receive and file March 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

BLANCHARD COMMUNITY LIBRARY

FINANCIAL STATEMENTS
and Supplementary Schedules

March 31, 2018

BLANCHARD COMMUNITY LIBRARY

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STEPHEN F MCFADDEN
CERTIFIED PUBLIC ACCOUNTANT
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SANTA PAULA CA 93060
TELEPHONE 805-525-4494
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ACCOUNTANTS 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 January 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 February 28, 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 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. I have compiled the supplementary schedules.

Stephen F. McFadden CPA
April 15, 2018

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

March 31, 2018

ASSETS

		CURRENT ASSETS	
CASH			\$ 1,260,273
RESTRICTED CASH			307,507
PREPAID EXPENSES			<u>2,817</u>
TOTAL CURRENT ASSETS			1,570,597
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>570,045</u>
TOTAL ASSETS			<u><u>\$ 2,140,642</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$ 2,282	
ACCRUED PAYROLL EXPENSE		<u>11,988</u>	
TOTAL LIABILITIES			\$ 14,270
		FUND BALANCES	
GENERAL FUND		1,276,369	
FIXED ASSET FUND		570,045	
RESTRICTED FUNDS		279,958	
TOTAL FUND BALANCE			<u>2,126,372</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$ 2,140,642</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED MARCH 31, 2018

	MARCH			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 2,586	\$ 70		\$ 575,646	\$ 525,978	9.4%
LIBRARY OPERATIONS	1,422	417	241.01%	9,557	3,750	154.9%
DONATIONS	23,302	2,083	1018.67%	71,636	18,750	282.1%
CLLS LITERACY		\$ 1,000		\$ 35,063	\$ 27,000	
	<u>\$ 27,310</u>	<u>\$ 3,570</u>	665.0%	<u>\$ 691,902</u>	<u>\$ 575,478</u>	20.2%
EXPENSES						
PERSONNEL	\$ 55,392	\$ 49,438	12.0%	\$ 425,918	\$ 418,269	1.8%
ADMINISTRATIVE	2,625	3,779	-30.5%	38,271	50,012	-23.5%
FACILITIES	3,843	4,704	-18.3%	44,030	42,338	4.0%
OPERATIONS	3,944	6,628	-40.5%	94,511	109,648	-13.8%
	<u>\$ 65,804</u>	<u>\$ 64,549</u>	1.9%	<u>\$ 602,730</u>	<u>\$ 620,267</u>	-2.8%
NET INCOME (LOSS)	<u>\$ (38,494)</u>	<u>\$ (60,979)</u>	-36.9%	<u>\$ 89,172</u>	<u>\$ (44,789)</u>	-299.1%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF	27,066	1,667		29,786	15,000	
INVESTMENT INTEREST				4,384		
NET AFTER NON BUDGETED ITEMS	<u>\$ (11,428)</u>	<u>\$ (59,312)</u>	-80.7%	<u>\$ 123,342</u>	<u>\$ (29,789)</u>	-514.1%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

March 31, 2018

COUNTY	\$ 876,436	
SANTA PAULA CITY	211,709	1
BUILDING FUND	41,500	1
BLAKE	35,669	1
LITERACY	18,629	1
BOOK TRUST	18,951	
WELLS FARGO	362,314	
OTHERS	<u>2,572</u>	
TOTAL CASH	<u>\$ 1,567,780</u>	
1 Restricted	307,507	
Other Unrestricted	1,260,273	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	3/31/17	3/31/18	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$ 546,552	\$ 575,646	\$ 525,978	\$ 740,132
LIBRARY OPERATIONS	13,151	9,558	3,750	5,000
DONATIONS	39,158	71,636	18,750	45,000
CLLS LITERACY	39,540	35,063	27,000	27,000
TOTAL REVENUE	<u>\$ 638,401</u>	<u>\$ 691,903</u>	<u>\$ 575,478</u>	<u>\$ 817,132</u>
EXPENSES				
PERSONNEL				
WAGES	282,578	312,329	299,328	407,333
RETIREMENT	51,947	42,172	41,712	56,141
HEALTH INSURANCE	45,706	41,363	51,192	68,250
PAYROLL TAX	25,640	29,080	25,050	33,866
EMPLOYEE BENEFIT	1,065	974	987	1,692
	<u>406,936</u>	<u>425,918</u>	<u>418,269</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			188	250
BANK CHARGES	286	228	300	400
COMPUTER NETWORK	154	2,413		
INSURANCE	6,313	7,417	6,488	8,650
OFFICE EXPENSE	4,328	4,094	3,750	5,000
TELEPHONE	2,674	2,717	3,000	4,000
POSTAGE	539	620	263	350
PRINTING	2,025	1,038	2,025	2,700
PROFESSIONAL FEES	22,455	19,677	32,500	38,000
STAFF DEVELOPMENT	1,459	97	1,500	2,000
	<u>40,233</u>	<u>38,301</u>	<u>50,014</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANC	8,320	11,140	10,500	14,000
JANITORIAL	6,030	6,030	6,075	8,100
UTILITIES	23,182	26,860	25,763	34,350
	<u>37,532</u>	<u>44,030</u>	<u>42,338</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	47,471	43,701	45,000	60,000
PUBLICITY	10,858	3,124	9,000	12,000
MEMBERSHIPS	3,516	4,430	2,250	3,000
ACQUISITIONS	13,095	22,981	23,750	30,000
PROGRAMS	12,347	13,873	22,673	30,230
COMPUTER SERVICE	2,111	9	3,600	4,800
BOOK BINDING	707	2,267	1,500	2,000
ADVERTISING	1,701	1,588		
TRAVEL	892	2,509	1,875	2,500
	<u>92,698</u>	<u>94,482</u>	<u>109,648</u>	<u>144,530</u>
TOTAL EXPENSES	<u>577,399</u>	<u>602,731</u>	<u>620,269</u>	<u>829,612</u>
NET INCOME(LOSS)	<u>\$ 61,002</u>	<u>\$ 89,172</u>	<u>\$ (44,791)</u>	<u>\$ (12,480)</u>
NON BUDGETED INCOME (EXPENSES)				
REIMBURSEMENT DIF	12,693	29,786	15,000	20,000
INVESTMENT INTEREST	555	4,383		
NET AFTER NON BUDGETED ITEMS	<u>\$ 74,250</u>	<u>\$ 123,341</u>	<u>\$ (29,791)</u>	<u>\$ 7,520</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

March 31, 2018

Due to Friends of the Library	327
Credit Card	1,954
Total	<u>\$ 2,281</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	
	TOTAL	34,566.41	
		<u>\$ 211,709.42</u>	
	BALANCE AT 3.31.18		

1:25 PM
04/19/18

Blanchard/Santa Paula Library District
Monthly Deposit Detail
March 2018

Type	Date	Name	Account	Amount
Deposit	03/05/2018		1020.10 · Book Trust Account-Unrestricted	22,000.00
Sales Receipt	03/05/2018	Blanchard Community Library Endow...	1499.10 · Undeposited Funds	-22,000.00
TOTAL				-22,000.00
Deposit	03/05/2018		1020.10 · Book Trust Account-Unrestricted	246.00
			Fines	-237.00
			2510 · Due to Friends of the Library (Money r...	-8.50
			Over/Short	-0.50
TOTAL				-246.00
Deposit	03/12/2018		1020.10 · Book Trust Account-Unrestricted	426.05
			Printing & Copying	-426.05
TOTAL				-426.05
Deposit	03/12/2018		1020.10 · Book Trust Account-Unrestricted	120.25
			Printing & Copying	-106.25
			2510 · Due to Friends of the Library (Money r...	-12.00
			Over/Short	-2.00
TOTAL				-120.25
Deposit	03/19/2018		1020.10 · Book Trust Account-Unrestricted	100.00
Sales Receipt	03/19/2018	Gale L. Perez & Anthony M Perez:In ...	1499.10 · Undeposited Funds	-100.00
TOTAL				-100.00
Deposit	03/26/2018		1020.10 · Book Trust Account-Unrestricted	40.85
		Kelley Blue Book	Periodicals	-40.85
TOTAL				-40.85
Deposit	03/26/2018		1020.10 · Book Trust Account-Unrestricted	162.60
			Fines	-136.60
			2510 · Due to Friends of the Library (Money r...	-14.50
			Other Donations	-2.00
			Printing & Copying	-19.50
			Over/Short	10.00
TOTAL				-162.60
Deposit	03/26/2018		1020 · Book Trust Account	497.00
			Fines	-496.00
			2510 · Due to Friends of the Library (Money r...	-1.00
TOTAL				-497.00

Blanchard/Santa Paula Library District
Check Detail
March 2018

Type	Num	Date	Name	Account	Paid Amount	Class
Check		03/31/2018		1020 · Book Trust Account		
				Bank Charges	-3.00	
TOTAL					-3.00	
Check	EFT	03/12/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Group Health Insurance	-4,545.24	General Fund
TOTAL					-4,545.24	
Check	EFT	03/13/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-21,000.00	General Fund
TOTAL					-21,000.00	
Check	EFT	03/26/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Retirement (Contribution ...	-43.57	General Fund
TOTAL					-43.57	
Check	EFT	03/26/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Retirement (Contribution ...	-3,045.03	General Fund
TOTAL					-3,045.03	
Check	EFT	03/27/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-18,000.00	General Fund
TOTAL					-18,000.00	
Check	EFT	03/28/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-1,500.00	General Fund
TOTAL					-1,500.00	
Check	11190	03/05/2018	Leo Dan Gonzales	1020.10 · Book Trust Account-...		
				Fines	-2.00	General Fund
TOTAL					-2.00	
Check	11191	03/05/2018	Neopost.	1020.10 · Book Trust Account-...		
				Postage	-50.00	General Fund
TOTAL					-50.00	
Check	11192	03/05/2018	Amazon Capital Services	1020.10 · Book Trust Account-...		
				Children's Books	-12.97	Children's Service...
				Children's Books	-14.97	Children's Service...
TOTAL					-27.94	
Check	11193	03/05/2018	Stephen McFadden CPA	1020.10 · Book Trust Account-...		
				Accounting Fees (Outside (non-e...	-863.00	General Fund
TOTAL					-863.00	
Check	11194	03/05/2018	Sparkletts	1020.10 · Book Trust Account-...		

1:26 PM
04/19/18

Blanchard/Santa Paula Library District
Check Detail
March 2018

Type	Num	Date	Name	Account	Paid Amount	Class
				Office Supplies	-48.72	General Fund
TOTAL					-48.72	
Check	11195	03/05/2018	Draganchuk	1020.10 · Book Trust Account-...		
				Security	-205.00	General Fund
TOTAL					-205.00	
Check	11196	03/05/2018	Coleman Landscape	1020.10 · Book Trust Account-...		
				Grounds Maintenance	-305.00	General Fund
TOTAL					-305.00	
Check	11197	03/05/2018	Foothill Electric	1020.10 · Book Trust Account-...		
				Building Maintenance	-301.11	General Fund
TOTAL					-301.11	
Check	11198	03/05/2018	City of Santa Paula (067500-00)	1020.10 · Book Trust Account-...		
				Water and Sewer	-71.53	General Fund
TOTAL					-71.53	
Check	11199	03/05/2018	City of Santa Paula (067000-00)	1020.10 · Book Trust Account-...		
				Water and Sewer	-587.51	General Fund
TOTAL					-587.51	
Check	11200	03/07/2018	Void	1020.10 · Book Trust Account-...		
TOTAL					0.00	
Check	11201	03/12/2018	Athens Enviromental	1020.10 · Book Trust Account-...		
				Trash	-172.46	General Fund
TOTAL					-172.46	
Check	11202	03/12/2018	Western Exterminator Company	1020.10 · Book Trust Account-...		
				Pest Control	-100.00	General Fund
TOTAL					-100.00	
Check	11203	03/12/2018	Unique Management Services, Inc.	1020.10 · Book Trust Account-...		
				Collection Agency	-71.60	General Fund
TOTAL					-71.60	
Check	11204	03/12/2018	Kelly Cleaning & Supplies	1020.10 · Book Trust Account-...		
				Janitorial Services & Supplies	-670.00	General Fund
TOTAL					-670.00	
Check	11205	03/12/2018	Rowman & Littlefield Publishing G...	1020.10 · Book Trust Account-...		
				Books	-40.40	Adult Books
TOTAL					-40.40	
Check	11206	03/12/2018	Affordable Telephone Systems	1020.10 · Book Trust Account-...		

1:26 PM
04/19/18

Blanchard/Santa Paula Library District Check Detail

March 2018

Type	Num	Date	Name	Account	Paid Amount	Class
				Telephone Expense	-133.00	General Fund
TOTAL					-133.00	
Check	11207	03/12/2018	SoCalGas	1020.10 · Book Trust Account-...		
				Gas	-151.39	General Fund
TOTAL					-151.39	
Check	11208	03/12/2018	Amazon Capital Services	1020.10 · Book Trust Account-...		
				Computer Network	-87.27	General Fund
				Books	-30.02	Adult Books
				Building Maintenance	-26.99	General Fund
				Children's Books	-617.06	Children's Service...
				Children's Books	-20.78	Children's Service...
				Children's Books	-71.06	Children's Service...
TOTAL					-853.18	
Bill Pmt -C...	11209	03/13/2018	Ned Branch	1020.10 · Book Trust Account-...		
Bill		03/01/2018		PERS Group Health Insurance	-404.51	General Fund
Bill		03/19/2018		Travel	-147.05	General Fund
TOTAL					-551.56	
Check	11210	03/19/2018	Friends Of Blanchard Community ...	1020.10 · Book Trust Account-...		
				2510 · Due to Friends of the Libr...	-311.20	Friends of the Libr...
TOTAL					-311.20	
Check	11211	03/19/2018	Baker & Taylor Books	1020.10 · Book Trust Account-...		
				General	-776.47	Adult Books
TOTAL					-776.47	
Check	11212	03/19/2018	Frontier Communications	1020.10 · Book Trust Account-...		
				Telephone Expense	-191.23	General Fund
TOTAL					-191.23	
Check	11213	03/19/2018	Demco, Inc.	1020.10 · Book Trust Account-...		
				Book Binding/Mending	-184.08	General Fund
TOTAL					-184.08	
Check	11214	03/26/2018	Southern California Edison	1020.10 · Book Trust Account-...		
				Electricity	-1,252.22	General Fund
TOTAL					-1,252.22	
Bill Pmt -C...	11215	03/26/2018	Business Card	1020.10 · Book Trust Account-...		
Bill		03/26/2018		Bank of America Platinum Plus	-2,619.00	General Fund
TOTAL					-2,619.00	

REGULAR MEETING OF APRIL 24, 2018

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF APRIL 24, 2018
G(a) OLD BUSINESS: STAFF IN-SERVICE

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF APRIL 24, 2018

H(a) NEW BUSINESS: APPROVE CREDIT CARDS FOR ADULT AND YOUTH SERVICES LIBRARIAN

A credit card with a \$5,000 limit was issued to the former Youth Services Librarian. Because of the number of times the Adult Services and Youth Services librarians need to purchase program materials, new books for the collection, and other items, it increase efficiency to authorize the bank to issue credit cards to them.

RECOMMENDATION: Approve the issuance of credit cards, each with a \$5,000 limit to the Adult Services and Youth Services librarians.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

REGULAR MEETING OF APRIL 24, 2018
H(b) NEW BUSINESS: DRAFT 2018-19 BUDGET

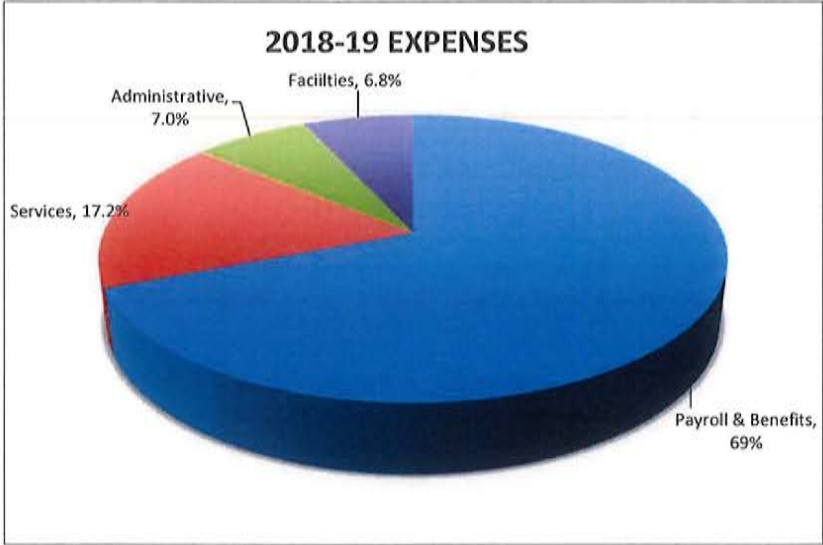
A copy of the first draft of the budget for 2018-19 is attached for discussion only. It is not being submitted for approval at this time. Significant differences between the approved budget for 2017-18 and the draft budget for 2018-19 are indicated.

DRAFT 2018-19 BUDGET

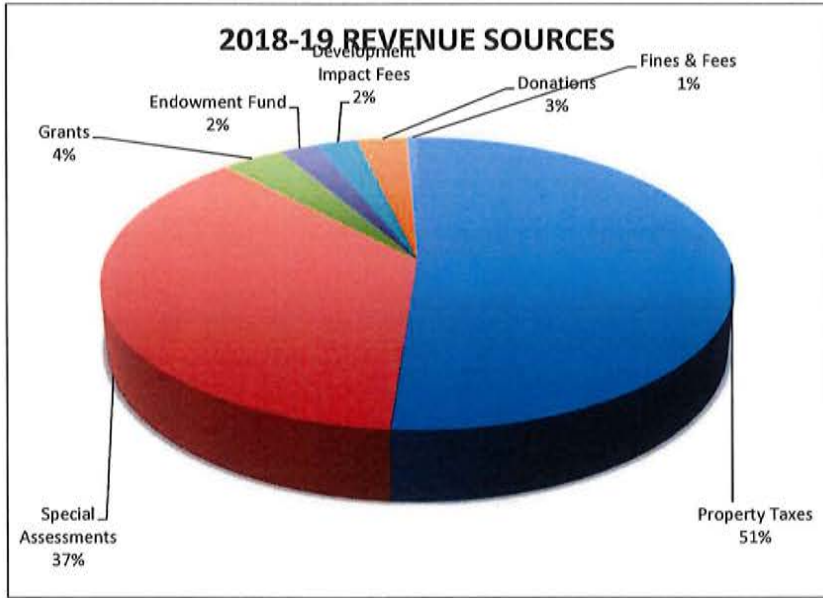
	GENERAL FUND	LITERACY FUND	2018-19 TOTAL	2017-18 TOTAL
Revenue				
Pro Tx Curr Secured	\$344,500	\$0	\$344,500	\$344,500
Pro Tx Curr Unsecured	\$25,000	\$0	\$25,000	\$25,000
Pro Tx Curr Supplemental	\$6,000	\$0	\$6,000	\$6,000
Pro Tax Prior Secured	\$0	\$0	\$0	\$0
Pro Tx Prior Unsecured	\$0	\$0	\$0	\$0
Pro Tx Prior Supplemental	\$0	\$0	\$0	\$0
Penalties	\$1,306	\$0	\$1,306	\$1,306
Interest	\$932	\$0	\$932	\$932
HOPTR	\$2,600	\$0	\$2,600	\$2,600
RDA Pass Through	\$50,000	\$0	\$50,000	\$50,000
Special Assessment	\$309,794	\$0	\$309,794	\$309,794
	<u>\$740,132</u>	<u>\$0</u>	<u>\$740,132</u>	<u>\$740,132</u>
Endowment	\$20,000	\$0	\$20,000	\$20,000
Donations	\$20,000	\$5,000	\$25,000	\$25,000
Grants	\$1,000	\$30,000	\$31,000	\$27,000
Fines & fees	\$5,000	\$0	\$5,000	\$5,000
TOTAL REVENUE	<u>\$786,132</u>	<u>\$35,000</u>	<u>\$821,132</u>	<u>\$817,132</u>
Payroll & Benefits				
Salaries	\$352,627	\$58,813	\$411,440	\$407,333
PERS Retirement	\$57,485	\$2,458	\$59,943	\$56,141
FICA 0.077	\$26,976	\$3,704	\$30,680	\$30,366
PERS Group Health	\$25,558	\$6,786	\$32,344	\$38,250
PERS Group Health Annuitants	\$30,000	\$0	\$30,000	\$30,000
SUI	\$3,000	\$500	\$3,500	\$3,500
PERS 457 Plan	\$0	\$0	\$0	\$0
Insurance--Workers Comp	\$1,192	\$500	\$1,692	\$1,692
	<u>\$496,838</u>	<u>\$72,761</u>	<u>\$569,599</u>	<u>\$567,282</u>
Services				
Communications	\$800	\$0	\$800	\$800
Computer services	\$4,000	\$0	\$4,000	\$4,000
Publicity	\$3,200	\$2,000	\$5,200	\$12,000
Collection development				
Books				
Young adult books	\$1,000	\$0	\$1,000	\$1,000
General	\$18,000	\$0	\$18,000	\$11,500
Children's books	\$5,000	\$0	\$5,000	\$5,000
A/V materials				\$2,500
Young adult	\$0	\$0	\$0	
General	\$3,000	\$0	\$3,000	
Children's	\$1,500	\$0	\$1,500	
Databases	\$4,000	\$0	\$4,000	\$5,000
Periodicals	\$5,000	\$0	\$5,000	\$5,000
Library supplies				
Book binding/mending	\$2,000	\$0	\$2,000	\$2,000
Library materials--other	\$0	\$0	\$0	
Memberships & dues	\$3,000	\$0	\$3,000	\$3,000
Network services	\$60,000	\$0	\$60,000	\$60,000
Over/short	\$0	\$0	\$0	\$0
Programs				
Literacy	\$0	\$4,000	\$4,000	\$4,000

DRAFT 2018-19 BUDGET

	Adults	\$4,800	\$0	\$4,800	\$7,500
	Children's	\$13,730	\$0	\$13,730	\$13,730
	Teens & Young adults	\$5,000	\$0	\$5,000	\$5,000
	Travel & meetings	\$2,000	\$500	\$2,500	\$2,500
	Total Services	\$136,030	\$6,500	\$142,530	\$144,530
Administrative					
	Advertising	\$250	\$0	\$250	\$250
	Bank charges	\$400	\$0	\$400	\$400
	Office expense	\$5,000	\$0	\$5,000	\$5,000
	Postage	\$350	\$0	\$350	\$350
	Professional services	\$0	\$0	\$0	\$0
	Legal	\$6,000	\$0	\$6,000	\$12,000
	Accounting	\$10,000	\$0	\$10,000	\$10,000
	Audit	\$10,000	\$0	\$10,000	\$9,000
	Grant Writing	\$5,000	\$2,000	\$7,000	\$7,000
	Insurance	\$10,500	\$0	\$10,500	\$8,650
	Printing	\$2,500	\$200	\$2,700	\$2,700
	Telephone expense	\$4,000	\$0	\$4,000	\$4,000
	Staff development & recognition	\$2,000	\$0	\$2,000	\$2,000
	Total	\$56,000	\$2,200	\$58,200	\$61,350
Facilities					
	Janitorial services & supplies	\$8,100	\$0	\$8,100	\$8,100
	Grounds maintenance	\$5,000	\$0	\$5,000	\$5,000
	Building security	\$1,000	\$0	\$1,000	\$1,000
	Building maintenance	\$8,000	\$0	\$8,000	\$8,000
	Utilities				
	City of Santa Paula	\$6,500	\$0	\$6,500	\$6,500
	SoCal Edison	\$25,000	\$0	\$25,000	\$25,000
	The Gas Co.	\$850	\$0	\$850	\$850
	Trash	\$2,000	\$0	\$2,000	\$2,000
	Total	\$56,450	\$0	\$56,450	\$56,450
	TOTAL OPERATING EXPENSES	\$745,318	\$81,461	\$826,779	\$829,612
	OPERATING SURPLUS/(DEFICIT)	\$40,814	\$160,227	-\$5,647	-\$12,480
Extraordinary Expenses					
	Legal	\$0	\$0	\$0	\$0
	NET SURPLUS/(DEFICIT)	\$40,814	-\$46,461	-\$5,647	-\$12,480
	REIMBURSEMENT FROM DIF FUND	\$20,000	\$0	\$20,000	\$20,000
	TOTAL SURPLUS/(DEFICIT)	\$60,814	-\$46,461	\$14,353	\$7,520



Payroll & Benefits	\$569,599	68.9%
Services	\$142,530	17.2%
Administrative	\$58,200	7.0%
Facilities	\$56,450	6.8%
	\$826,779	100.0%



Property Taxes	\$430,338	51.2%
Special Assessments	\$309,794	36.8%
Grants	\$31,000	3.7%
Endowment Fund	\$20,000	2.4%
Development Impact Fees	\$20,000	2.4%
Donations	\$25,000	3.0%
Fines & Fees	\$5,000	0.6%
	\$841,132	100.0%

REGULAR MEETING OF APRIL 24, 2018
I(a) REPORTS: LITERACY SERVICES

16. April, 2018

BEST Adult Learning Center



Board Report for April, 2018

Wow! Spring vacation has come and gone, and that gave us a bit of breathing room. We took some vacation time to catch our breath before the push to the end of the school year.

Olivia and I got our Budget Revision in to our "Mother Ship" up at the State Library on the 11th, and then Olivia (Detail Woman) found a problem, and we had to submit again.

AND FIVE new tutors got paired, and **THREE** tutors took on a new student!



Ana & Jean

Wow! What a BLESSING these people are!



Gail & Evangelina



Jorge & Chip



Mayra & Maribel



These aren't "our" tutors, but they sure have fun!



Armando & Walter



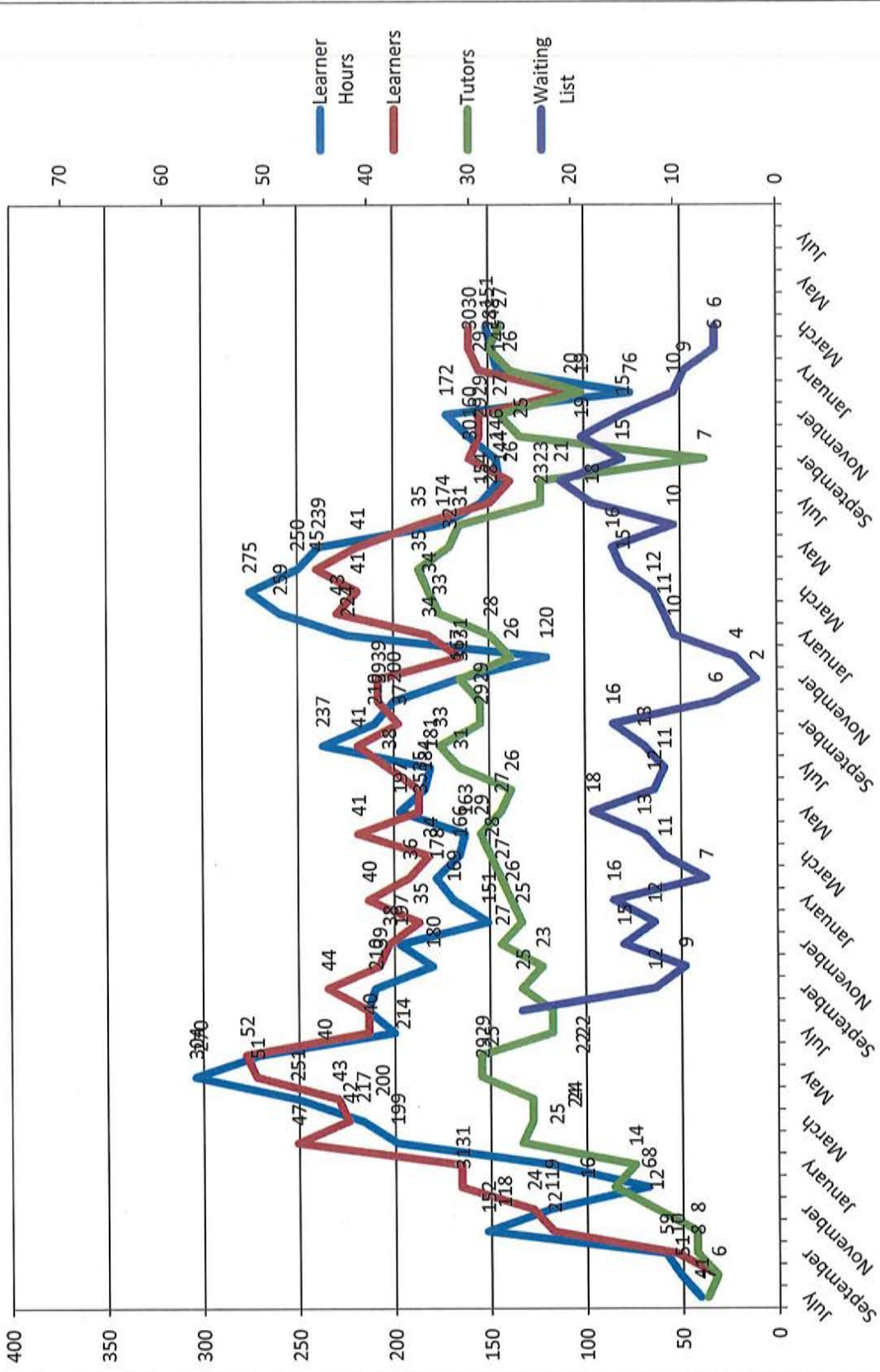
Juan & Treasha
(In addition, each leads a small group!)

Missing:
Carol McMullins & Patty Flores

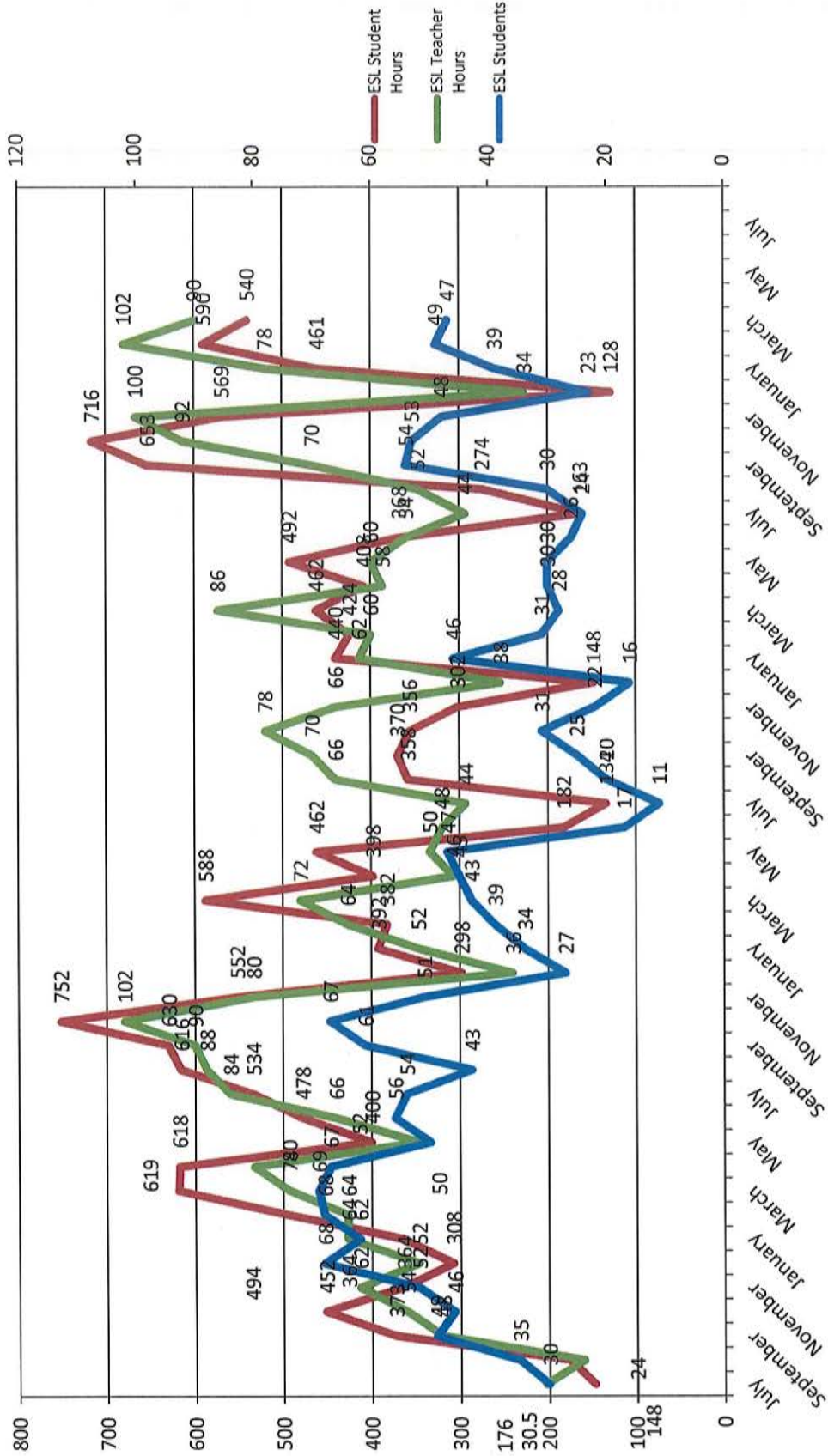


Tarcila & Liliana

LITERACY TUTORING



ESL CLASSES



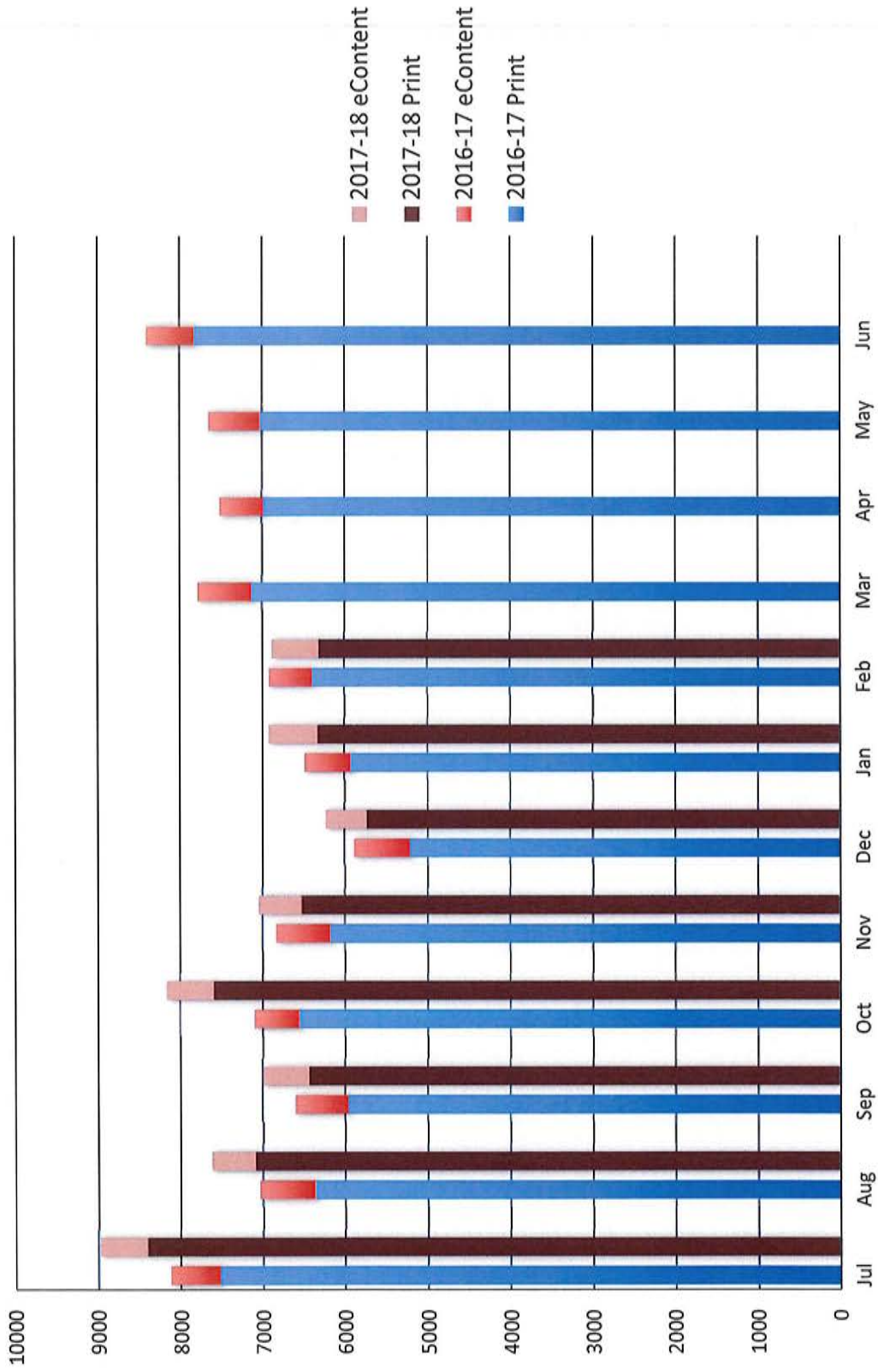
REGULAR MEETING OF APRIL 24, 2018
I(b) REPORTS: PUBLIC SERVICES

REGULAR MEETING OF APRIL 24, 2018
I(c) REPORTS: VOLUNTEER COORDINATOR

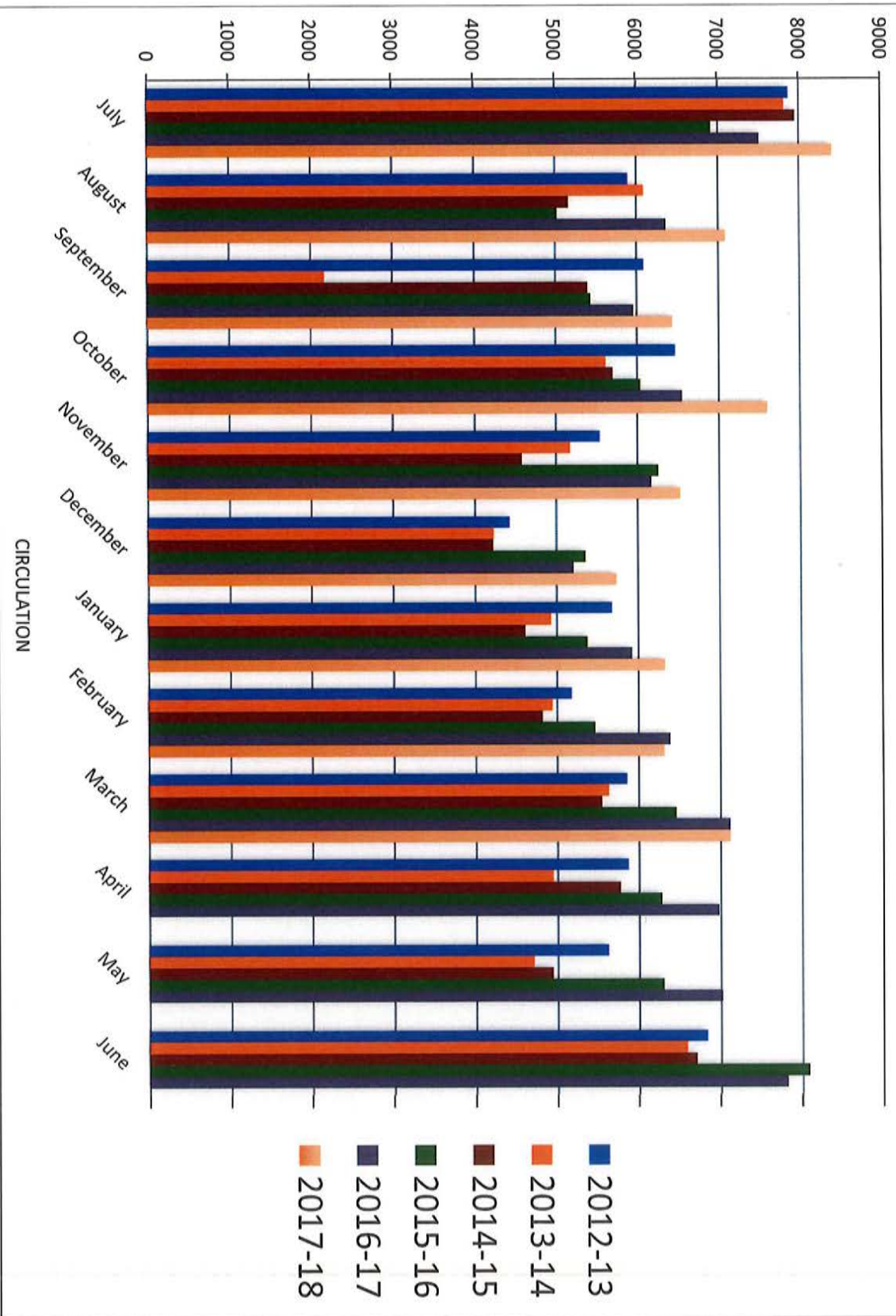
REGULAR MEETING OF APRIL 24, 2018
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. RFID Project
3. Pitch An Idea Grant
4. Exterior video cameras
5. New meeting room

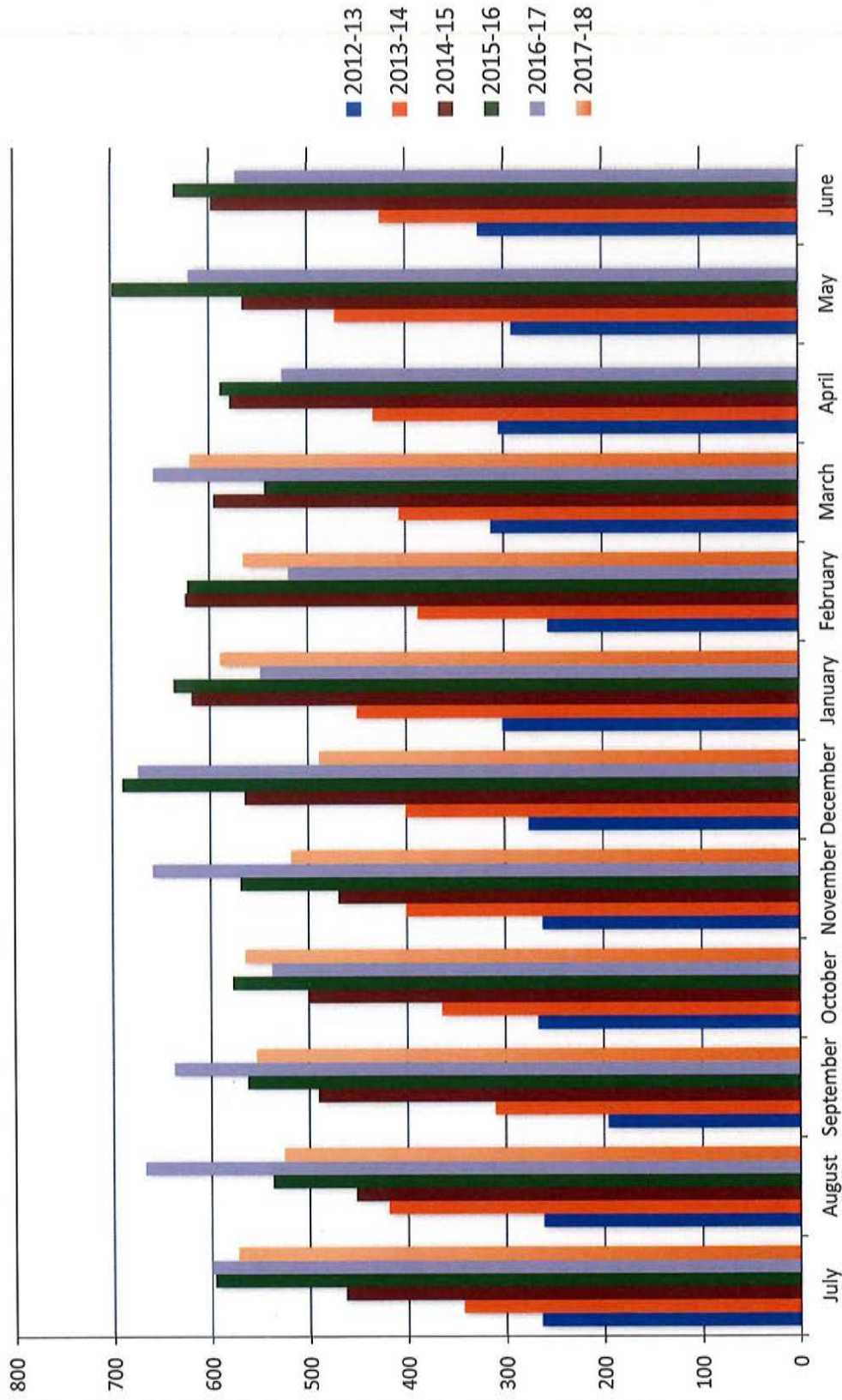
TOTAL CIRCULATION



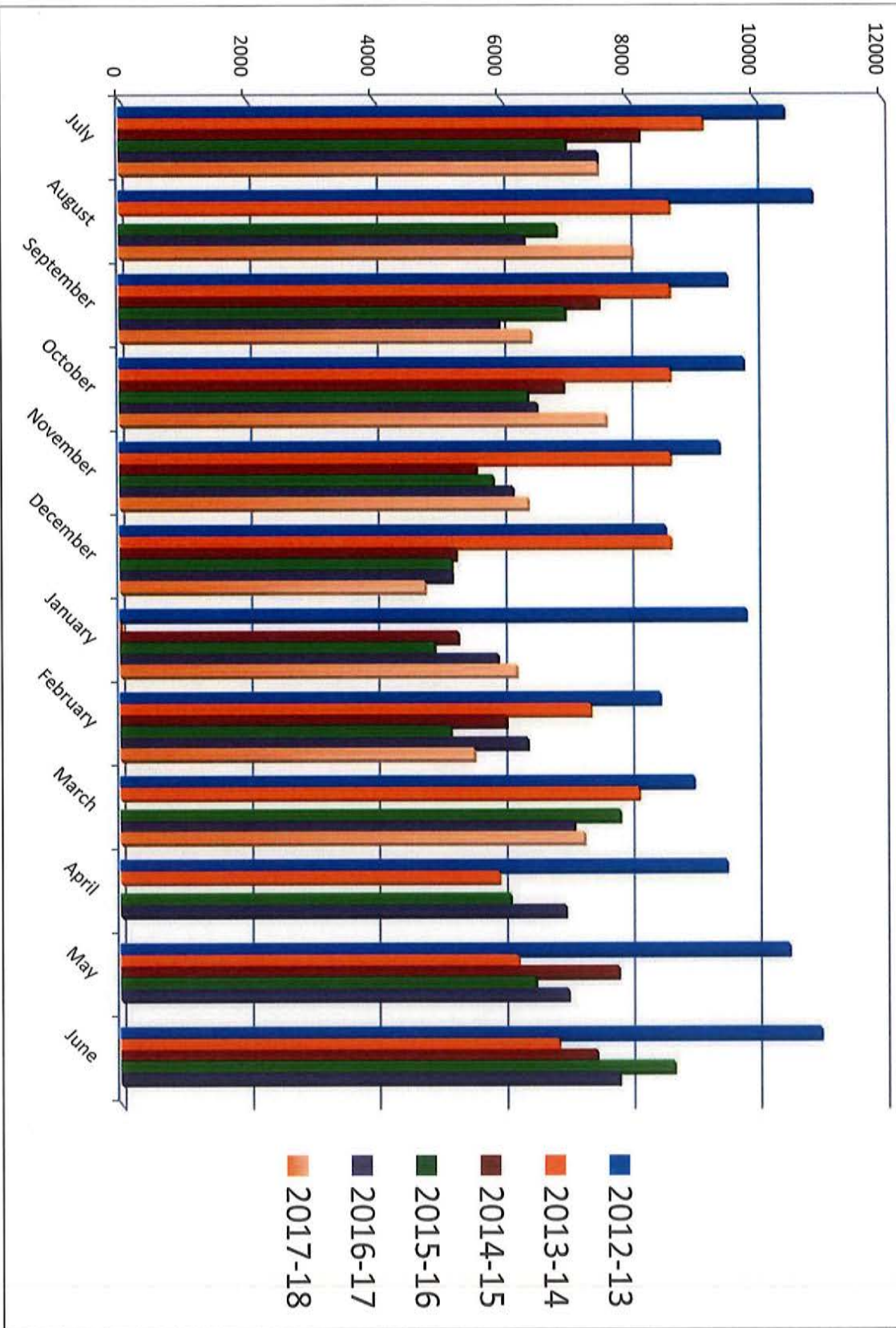
TOTAL PRINT CIRCULATION



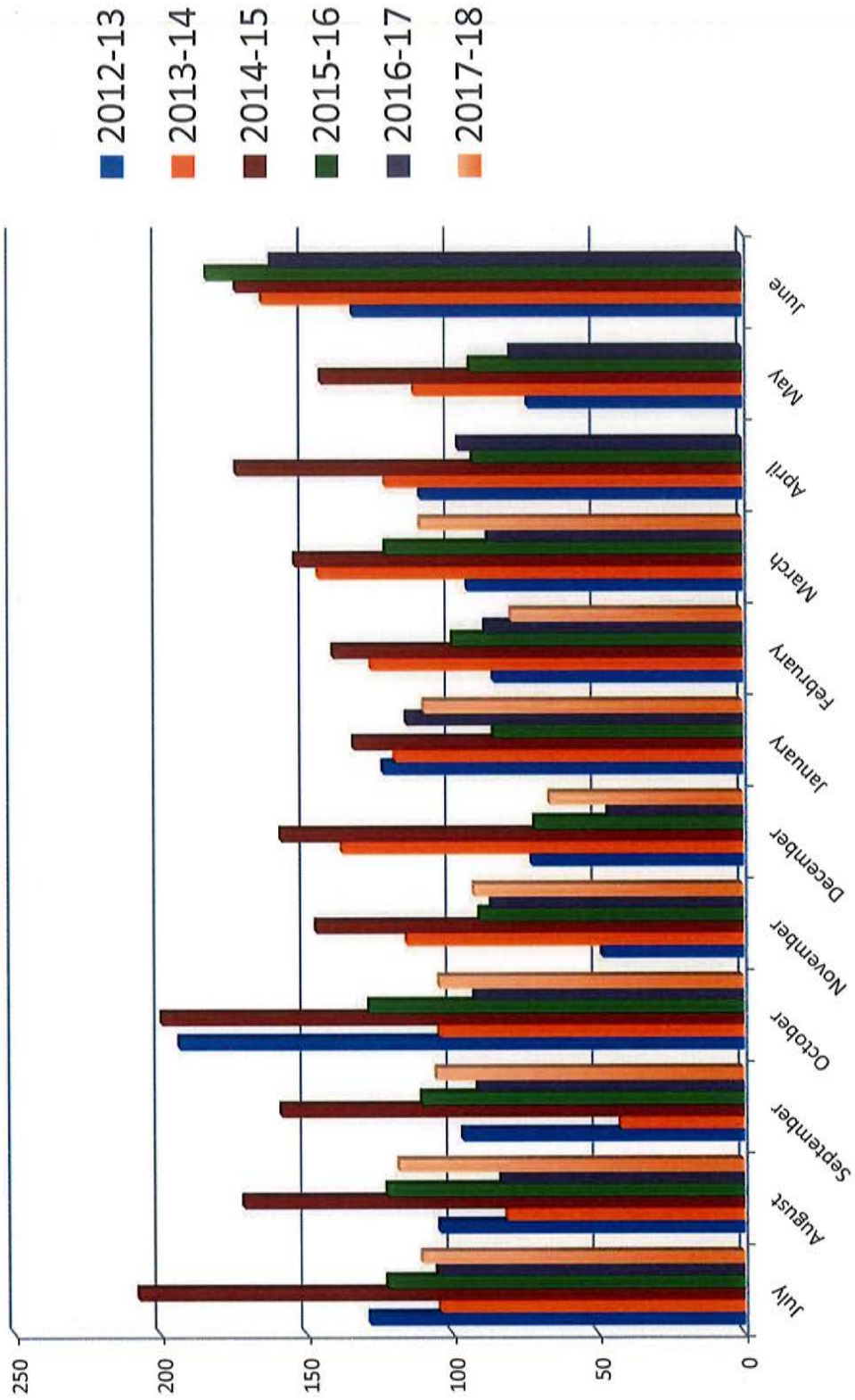
eBOOK CIRCULATION



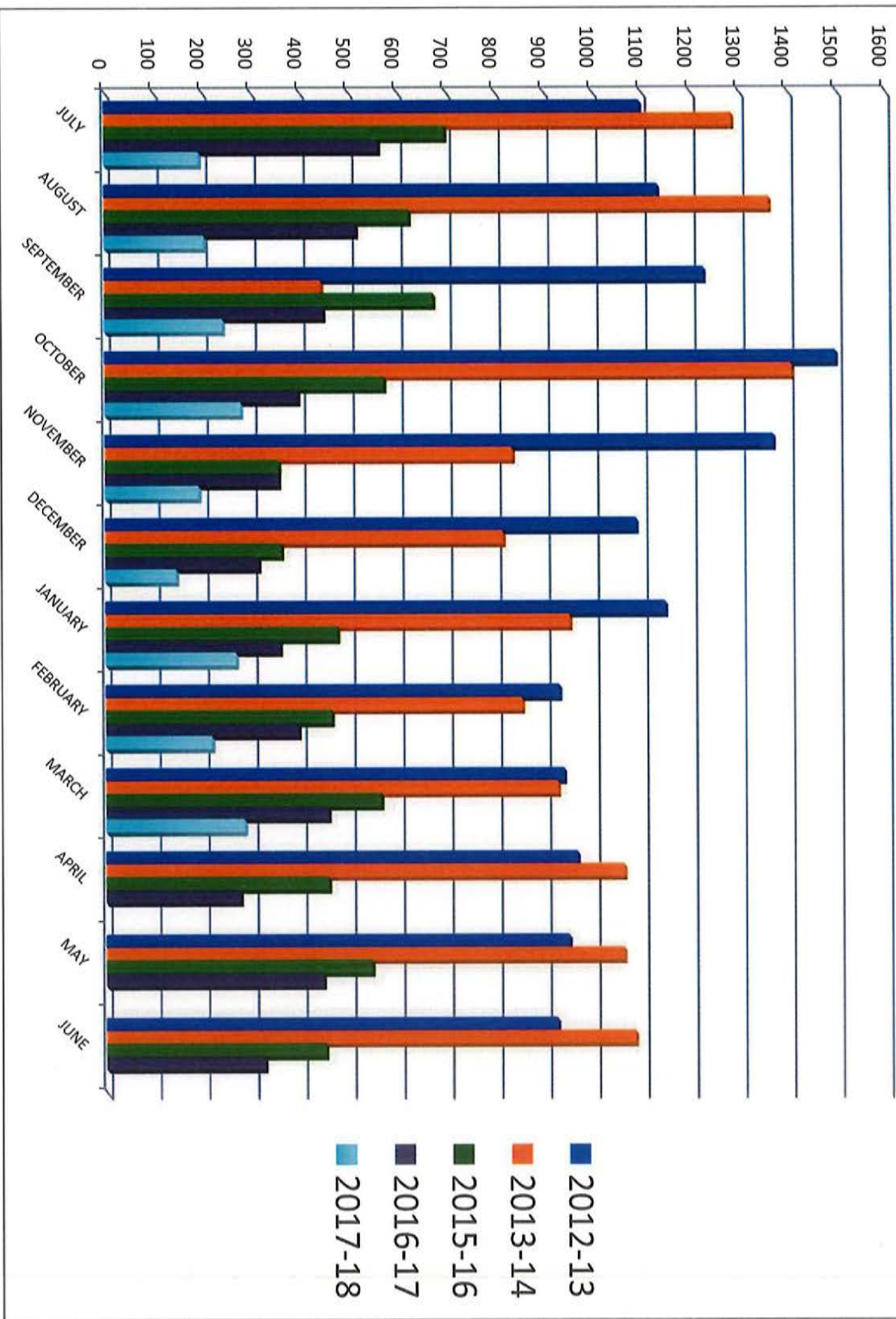
PATRON COUNT



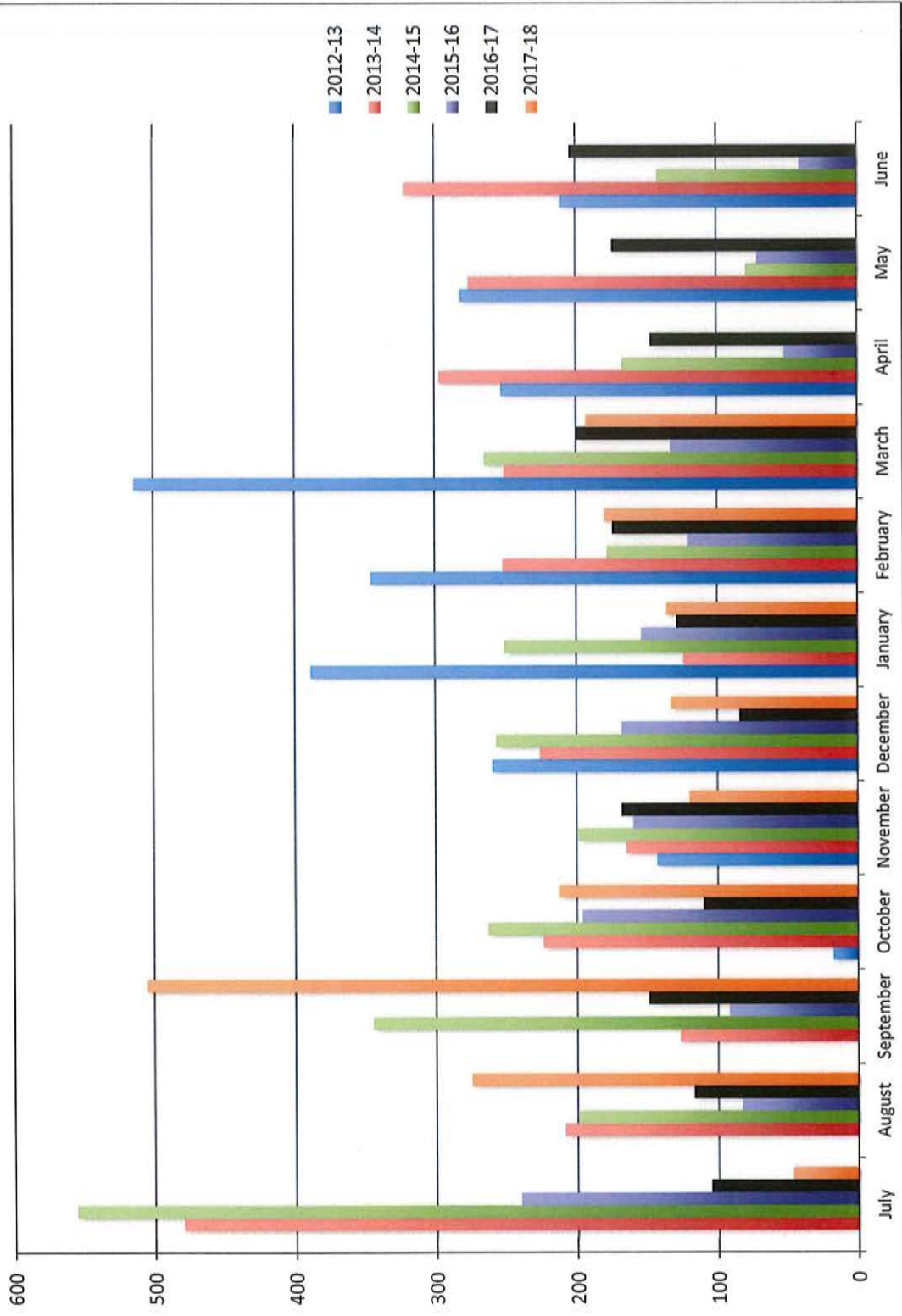
PATRON REGISTRATIONS



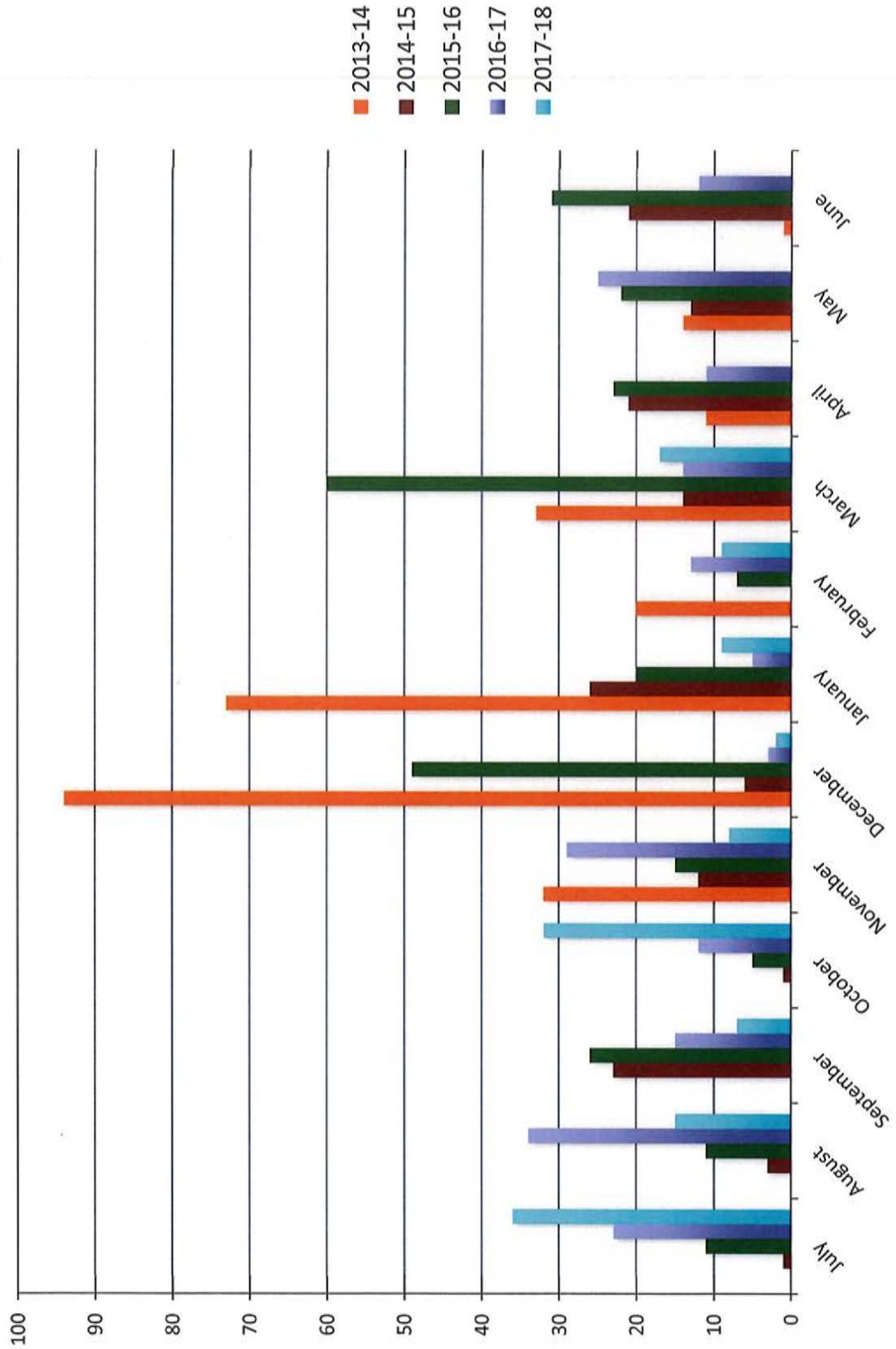
REFERENCE INQUIRIES



VOLUMES ADDED



ZINIO CIRCULATION



HOOPLA

