



**AGENDA**  
**REGULAR MEETING OF THE**  
**BLANCHARD /SANTA PAULA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**TUESDAY, OCTOBER 22, 2024 – 6:00 PM.**  
BLANCHARD COMMUNITY LIBRARY  
119 N. 8<sup>TH</sup> STREET  
SANTA PAULA, CA 93060  
[www.blanchardlibrary.org](http://www.blanchardlibrary.org)

**THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY**

**1. CALL TO ORDER**

**2. ROLL CALL**

President..... Geraldine Barrows  
Vice President.... Maisha Cole Olson  
Clerk ..... Ron Merson  
Trustee..... Rick Reyes  
Trustee..... Miriam Zamora

**3. APPROVAL OF THE ORDER OF THE AGENDA**

**4. 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.

**5. CONSENT AGENDA**

- A. Approval of Minutes: Meeting of September 24, 2024
- B. Receive and File Financial Reports for September 2024

**6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**

**7. OLD BUSINESS**

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • [WWW.BLANCHARDLIBRARY.ORG](http://WWW.BLANCHARDLIBRARY.ORG)

**Blanchard / Santa Paula Library District**  
Board of Trustees Meeting  
October 22, 2024

Page 2 of 2

- A. Status of Capital Improvement Projects (information, discussion, possible action)
  - i. Building Forward Library Facilities Improvement Program
  - ii. Community Hall Project

**8. NEW BUSINESS**

**9. REPORTS**

- A. Staff Reports
  - 1) Adult Services
  - 2) Youth Services
  - 3) Literacy
  - 4) Library Director
- B. Friends of the Library
- C. Board Committees
  - 1) Art
  - 2) Facilities
  - 3) Finance
  - 4) Fundraising/Grants
  - 5) Human Resources
  - 6) Strategic Planning

**10. FUTURE AGENDA ITEMS**

**11. UPCOMING MEETING DATES**

- A. Regular Meeting on November 19, 2024 at 6:00 PM

**12. 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 Justin Formanek, Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email [justin.formanek@blanchardlibrary.org](mailto:justin.formanek@blanchardlibrary.org). Notification 48 hours before the meeting will enable reasonable arrangements to be made.



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 5**

**REPORT:** Consent Agenda  
**PREPARED BY:** Justin Formanek

**MEETING DATE:** October 22, 2024  
**LOCATION:** Blanchard Library

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The Consent Agenda adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Agenda for discussion and consideration. Items removed from the Consent Agenda will be considered individually at the end of the Consent Agenda. The entire remaining Consent Agenda is then voted upon by roll call under one motion.

**RECOMMENDATION**

**Staff recommends the Board approve the items in the Consent Agenda, listed below.**

1. Approval of Minutes: Regular Meeting of September 24, 2024
2. Receive and File Financial Reports for September 2024

**Attachments —**

- Minutes: Meeting of September 24, 2024
- Financial Reports for September 2024

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						



**MINUTES OF THE REGULAR MEETING OF THE  
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES  
TUESDAY, September 24, 2024 – 6:00 PM.**

**1. CALL TO ORDER**

The Meeting was called to order at 6:04 PM by Board President Geraldine Barrows.

**2. ROLL CALL**

Trustees Geraldine Barrows, Ron Merson, Miriam Zamora and Rick Reyes were in attendance, a quorum established. Library Director Justin Formanek was present. Maisha Olson was absent.

**3. APPROVAL OF THE ORDER OF THE AGENDA**

Trustee Merson made a motion to approve the order of the agenda Trustee Zamora seconded the motion.

**The motion passed unanimously.**

**4. PUBLIC COMMENT**

None.

**5. CONSENT AGENDA**

Trustee Merson made a motion to approve the items on the Consent Agenda and Trustee Zamora seconded the motion.

**The motion passed unanimously.**

**6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**

Trustee Barrows reported that “Herbert” the polar bear should be back by October 1, 2024.

**7. OLD BUSINESS**

**A. Status of Building Forward Project**

Bid documents for the HVAC/ROOF have been reviewed by legal counsel.

Director Formanek reviewed the battery backup project.

**B. Community Hall Update – Changes to the floor plan have been submitted to the City for concept review.**

Trustee Zamora made a motion to authorize Director Formanek to proceed with any preliminary plans and fee proposal for the Engineering Design and Trustee Barrows seconded the motion.

**The motion passed unanimously.**

## 8. NEW BUSINESS

A. Trustee Zamora made a motion to approve the Amended Conflict of Interest Code and Trustee Reyes seconded the motion.

**The motion passed unanimously.**

B. Trustee Zamora made a motion to approve Amended Appropriations Limit calculations and Trustee Merson seconded the motion.

**The motion passed unanimously.**

C. Trustee Zamora made a motion to adopt the Resolution for the Appropriations Limit of \$1,186,625 for FY 2024-2025 and Trustee Merson seconded the motion.

**The motion passed unanimously.**

D. Trustee Merson moved to adopt the Resolution levying an assessment of \$40 per non-exempt parcel in the Blanchard/Santa Paula Library District for the 2024-2025 fiscal year and Trustee Reyes seconded the motion.

**The motion passed unanimously.**

## 9. REPORTS

A. The Board reviewed the department reports for September 2024.

B. Mr. Formanek shared his activities for the month.

C. Trustee Reyes gave an update on the Strategic Planning process.

## 10. FUTURE AGENDA ITEMS

None noted.

## 11. UPCOMING MEETING DATES

The next Regular Meeting is Tuesday, October 22, 2024, at 6:00 PM.

## 12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:47 PM.

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Ron Merson  
Clerk

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Justin Formanek  
Library Director



**BUDGET VARIATIONS AND SUMMARIES**  
YTD as of September 2024 - Month 3 of 12

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET	%	
<b>Revenue</b>	Property Taxes	\$13,787	\$233,298	-94.1%	contrafund advance not yet applied
	Grants	\$28,150	\$24,808	13.5%	
	Donations	\$2,140	\$8,250	-74.1%	
<b>Expense</b>	Postage	\$405	\$253	60.1%	Postage meter lease ending September 2024.
	Printing	\$2,045	\$1,275	60.4%	Increased Summer volume
	Legal Fees	\$4,250	\$3,000	41.7%	ABC filing; Bid review; SCE easement
	Building Maintenance	\$1,653	\$3,750	-55.9%	
	Ground Maintenance	\$1,321	\$2,880	-54.1%	
	Utilities	\$14,488	\$11,250	28.8%	July/Aug typically highest electricity demand
	Collection Development	\$21,522	\$16,622	29.5%	End of FY24 purchases; periodicals
	Programs	\$11,426	\$8,910	28.2%	Tierra Sana; NEH Poetry Grant programs

**BUDGET SUMMARY**

	<i>PRIOR FY YTD Actual</i>	FY25 YTD Actual	FY25 YTD Budget	YTD Variance	FY25 Annual Budget
Income	\$ 244,130	\$ 45,787	\$ 266,782	-82.8%	\$ 1,237,328
Expense	\$ 307,136	\$ 275,710	\$ 306,993	-10.2%	\$ 1,235,648

# Blanchard Community Library

## Statement of Financial Position

As of September 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010.10 B of A - General Operating Fund	46,668.26
1010.20 County Accounts	571,140.07
1010.40 Santa Paula City	250,245.94
1015.10 Petty Cash - General	400.00
1020 B of A - Book Trust Account	25,205.85
B of A - Blake Memorial Fund	4,749.28
B of A - Building Fund	209,246.67
B of A - Payroll	126.96
Literacy	
1010.30 B of A - Literacy Checking	70,739.51
1014.30 B of A - Literacy CD	5,408.02
<b>Total Literacy</b>	<b>76,147.53</b>
Raymond James Investment Trust	424,181.11
<b>Total Bank Accounts</b>	<b>\$1,608,111.67</b>
Accounts Receivable	
1200 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1063.10 Prepaid Expenses	79,925.28
1499.10 Undeposited Funds	0.00
Payroll Refunds	0.00
<b>Total Other Current Assets</b>	<b>\$79,925.28</b>
<b>Total Current Assets</b>	<b>\$1,688,036.95</b>
Fixed Assets	
1070.10 Construction In Process	737,525.95
1401.1 Land	69,309.00
1402.10 Building	474,710.00
1485.10 Furniture & Fixtures	299,067.60
1490.10 Equipment	323,629.88
1495.10 Improvements	774,612.37
Restroom Remodel	94,795.24
<b>Total 1495.10 Improvements</b>	<b>869,407.61</b>
15000 Equipmentn	0.00
Accumulated Depreciation (F/A)	-1,550,140.00
<b>Total Fixed Assets</b>	<b>\$1,223,510.04</b>
<b>TOTAL ASSETS</b>	<b>\$2,911,546.99</b>

# Blanchard Community Library

## Statement of Financial Position

As of September 30, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 Accts Payable - General	12,861.10
Accounts Payable (A/P)	876.15
<b>Total Accounts Payable</b>	<b>\$13,737.25</b>
Credit Cards	
Bank of America Platinum Plus	-14,560.52
1138 - Literacy Center MF	473.02
1163 - Adult Services BG	2,833.71
1504 - Director JF	13,186.73
1711- Youth & Children's Services OE	2,339.25
<b>Total Bank of America Platinum Plus</b>	<b>4,272.19</b>
<b>Total Credit Cards</b>	<b>\$4,272.19</b>
Other Current Liabilities	
2100.10 Payroll Liabilities	0.00
CA PIT / SDI	0.00
CA SUI / ETT	139.78
CALPERS	-11,280.03
CALPERS Classic retirement	0.00
Federal Taxes (941/943/944)	0.00
FIRST	0.00
FIRST - Retirement	1,823.43
FIRST Retirement	0.00
Kaiser CA health insurance - Region 2	0.00
Kaiser CA- Region 2	3,759.03
Kaiser CA- Region 2 Health Insurance	0.00
PEDPRA	0.00
PERS Gold - Region 2	2,212.33
PERS Gold Health Insurance - Region 2	0.00
Retirement - PEPRA	4,151.07
<b>Total 2100.10 Payroll Liabilities</b>	<b>805.61</b>
2510 Due to Friends of the Library	0.00
2572.10 Compensated Absences	0.00
Deferred Revenue	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$805.61</b>
<b>Total Current Liabilities</b>	<b>\$18,815.05</b>
<b>Total Liabilities</b>	<b>\$18,815.05</b>



# Blanchard Community Library

## Statement of Financial Position

As of September 30, 2024

	TOTAL
Equity	
3000.10 Opening Bal Equity	0.00
31300 Perm. Restricted Net Assets	340,845.14
3704.10 Investment Gen. Fixed Asset	755,308.22
3800 Lunch at the Library	2,476.49
3850 Tierra Sana	5,453.66
3901.10 Fund Balance - General	2,005,785.55
Fund Bal Offset - Comp. Absence	0.00
Net Revenue	-217,137.12
<b>Total Equity</b>	<b>\$2,892,731.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,911,546.99</b>

# Blanchard Community Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L Classes

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Property Taxes				
4100 Secured				
4101 Current Secured P/T		228,000.00	-228,000.00	
4102 Prior Year Secured P/T		0.00	0.00	
<b>Total 4100 Secured</b>		<b>228,000.00</b>	<b>-228,000.00</b>	
4200 Unsecured				
4201 Current Unsecured P/T		0.00	0.00	
4202 Prior Year Unsecured P/T		0.00	0.00	
<b>Total 4200 Unsecured</b>		<b>0.00</b>	<b>0.00</b>	
4300 Penalties/Delinquent Taxes	375.43	0.00	375.43	
4400 Property Tax Interest Earnings		5,298.00	-5,298.00	
4501 HOPTR		0.00	0.00	
Redevelopment Property Tax				
4502 Passthrough Property Taxes		0.00	0.00	
<b>Total Redevelopment Property Tax</b>		<b>0.00</b>	<b>0.00</b>	
Special Dist. Assessments	8,318.50	0.00	8,318.50	
Supplemental				
4103 Current Supplemental P/T	4,518.32	0.00	4,518.32	
4104 Prior Year Supplemental	576.95	0.00	576.95	
<b>Total Supplemental</b>	<b>5,095.27</b>	<b>0.00</b>	<b>5,095.27</b>	
<b>Total 4000 Property Taxes</b>	<b>13,789.20</b>	<b>233,298.00</b>	<b>-219,508.80</b>	<b>5.91 %</b>
4600 Donations	700.00		700.00	
4602 Endowment Fund		4,500.00	-4,500.00	
4603 Other Donations	1,440.00	3,750.00	-2,310.00	38.40 %
<b>Total 4600 Donations</b>	<b>2,140.00</b>	<b>8,250.00</b>	<b>-6,110.00</b>	<b>25.94 %</b>
4700 Grants				
4705 Other Grants		5,618.25	-5,618.25	
California State Library Grants				
4701 CLLS Adult Literacy		7,293.00	-7,293.00	
4702 CLLS Family Literacy		4,861.00	-4,861.00	
4703 CLLS ESL	28,150.00	7,036.00	21,114.00	400.09 %
<b>Total California State Library Grants</b>	<b>28,150.00</b>	<b>19,190.00</b>	<b>8,960.00</b>	<b>146.69 %</b>
<b>Total 4700 Grants</b>	<b>28,150.00</b>	<b>24,808.25</b>	<b>3,341.75</b>	<b>113.47 %</b>
4800 Library Services				
4802 Fines	1,549.98	51.00	1,498.98	3,039.18 %
4804 Printing & Copying	69.00	375.00	-306.00	18.40 %
General		0.00	0.00	
<b>Total 4800 Library Services</b>	<b>1,618.98</b>	<b>426.00</b>	<b>1,192.98</b>	<b>380.04 %</b>
4900 Miscellaneous Income	88.75		88.75	
<b>Total Revenue</b>	<b>\$45,786.93</b>	<b>\$266,782.25</b>	<b>\$ -220,995.32</b>	<b>17.16 %</b>

# Blanchard Community Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L Classes

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>GROSS PROFIT</b>	<b>\$45,786.93</b>	<b>\$266,782.25</b>	<b>\$ -220,995.32</b>	<b>17.16 %</b>
Expenditures				
Administration				
Advertising	774.22	2,010.00	-1,235.78	38.52 %
Bank Charges	496.24	750.00	-253.76	66.17 %
Insurance	12,482.01	13,051.00	-568.99	95.64 %
Office Expenses				
Computer Network	120.13		120.13	
Office Expense	1,210.27	1,770.00	-559.73	68.38 %
Postage	405.16	253.00	152.16	160.14 %
Printing	2,045.27	1,275.00	770.27	160.41 %
<b>Total Office Expenses</b>	<b>3,780.83</b>	<b>3,298.00</b>	<b>482.83</b>	<b>114.64 %</b>
Professional Services				
Accounting Fees	4,750.00	4,125.00	625.00	115.15 %
Audit Services		3,750.00	-3,750.00	
Grant Writing		253.00	-253.00	
Legal Fees	4,250.00	3,000.00	1,250.00	141.67 %
<b>Total Professional Services</b>	<b>9,000.00</b>	<b>11,128.00</b>	<b>-2,128.00</b>	<b>80.88 %</b>
Staff Development & Recognition				
Strategic Planning		750.00	-750.00	
Telephone Expense	2,103.51	1,020.00	1,083.51	206.23 %
<b>Total Administration</b>	<b>28,636.81</b>	<b>33,267.00</b>	<b>-4,630.19</b>	<b>86.08 %</b>
Facilities				
Furniture, Fixtures & Equipment	3,084.33	3,750.00	-665.67	82.25 %
Janitorial Services & Supplies	3,886.27	4,500.00	-613.73	86.36 %
Repairs & Maintenance				
Building Maintenance	1,653.26	3,750.00	-2,096.74	44.09 %
Grounds Maintenance	1,321.10	2,880.00	-1,558.90	45.87 %
<b>Total Repairs &amp; Maintenance</b>	<b>2,974.36</b>	<b>6,630.00</b>	<b>-3,655.64</b>	<b>44.86 %</b>
Security	224.70	1,125.00	-900.30	19.97 %
Utilities				
Electricity	2,777.39		2,777.39	
Gas	61.86		61.86	
Trash	917.73		917.73	
Water and Sewer	2,010.67		2,010.67	
<b>Total Utilities</b>	<b>14,487.65</b>	<b>11,250.00</b>	<b>3,237.65</b>	<b>128.78 %</b>
<b>Total Facilities</b>	<b>24,657.31</b>	<b>27,255.00</b>	<b>-2,597.69</b>	<b>90.47 %</b>
Payroll Expenses				
Taxes		0.00	0.00	
Wages		0.00	0.00	
<b>Total Payroll Expenses</b>		<b>0.00</b>	<b>0.00</b>	
Salaries & Employee Benefits				

# Blanchard Community Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L Classes

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Health Insurance				
Annuitant Health Insurance	5,999.94	5,640.00	359.94	106.38 %
PERS Group Health Insurance	6,262.08	8,490.00	-2,227.92	73.76 %
<b>Total Health Insurance</b>	<b>12,262.02</b>	<b>14,130.00</b>	<b>-1,867.98</b>	<b>86.78 %</b>
Insurance- Workers Comp.	-300.94	810.00	-1,110.94	-37.15 %
Payroll Expenses	500.81		500.81	
Payroll Tax				
FICA	9,285.66	11,220.00	-1,934.34	82.76 %
SUI & ETT Taxes		1,050.00	-1,050.00	
<b>Total Payroll Tax</b>	<b>9,285.66</b>	<b>12,270.00</b>	<b>-2,984.34</b>	<b>75.68 %</b>
Retirement	-4,023.75		-4,023.75	
PERS Retirement	6,233.74	6,960.00	-726.26	89.57 %
Admin fee	200.00		200.00	
<b>Total PERS Retirement</b>	<b>6,433.74</b>	<b>6,960.00</b>	<b>-526.26</b>	<b>92.44 %</b>
Unfunded Accrued Liability	15,706.76	15,033.00	673.76	104.48 %
<b>Total Retirement</b>	<b>18,116.75</b>	<b>21,993.00</b>	<b>-3,876.25</b>	<b>82.38 %</b>
Salaries	126,565.39	146,160.00	-19,594.61	86.59 %
<b>Total Salaries &amp; Employee Benefits</b>	<b>166,429.69</b>	<b>195,363.00</b>	<b>-28,933.31</b>	<b>85.19 %</b>
Services				
Collection Development				
AV Materials	646.37	1,200.00	-553.63	53.86 %
Books	10,532.76	7,230.00	3,302.76	145.68 %
Databases		355.03	-355.03	
eContent	5,375.00	3,834.00	1,541.00	140.19 %
Periodicals	2,067.34	1,003.00	1,064.34	206.12 %
WiFi Hot Spots	1,791.60	3,000.00	-1,208.40	59.72 %
<b>Total Collection Development</b>	<b>20,413.07</b>	<b>16,622.03</b>	<b>3,791.04</b>	<b>122.81 %</b>
Collection Service	256.10	450.00	-193.90	56.91 %
Computer Services	31.98		31.98	
Network Services/ILS	18,252.00	19,066.00	-814.00	95.73 %
Service/Licensing Agreements	3,797.00	3,750.00	47.00	101.25 %
<b>Total Computer Services</b>	<b>22,080.98</b>	<b>22,816.00</b>	<b>-735.02</b>	<b>96.78 %</b>
Library Supplies				
Book Binding/Mending		300.00	-300.00	
<b>Total Library Supplies</b>		<b>300.00</b>	<b>-300.00</b>	
Memberships & Dues	1,810.00	1,260.00	550.00	143.65 %
Programs	11,426.12	8,910.00	2,516.12	128.24 %
Travel and Meetings		750.00	-750.00	
<b>Total Services</b>	<b>55,986.27</b>	<b>51,108.03</b>	<b>4,878.24</b>	<b>109.54 %</b>
<b>Total Expenditures</b>	<b>\$275,710.08</b>	<b>\$306,993.03</b>	<b>\$ -31,282.95</b>	<b>89.81 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -229,923.15</b>	<b>\$ -40,210.78</b>	<b>\$ -189,712.37</b>	<b>571.79 %</b>

# Blanchard Community Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L Classes

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Revenue				
4905 Interest income	13,655.22	7,500.00	6,155.22	182.07 %
Unrealized Gain/Loss in Investment Account	-869.19		-869.19	
<b>Total Other Revenue</b>	<b>\$12,786.03</b>	<b>\$7,500.00</b>	<b>\$5,286.03</b>	<b>170.48 %</b>
<b>NET OTHER REVENUE</b>	<b>\$12,786.03</b>	<b>\$7,500.00</b>	<b>\$5,286.03</b>	<b>170.48 %</b>
<b>NET REVENUE</b>	<b>\$ -217,137.12</b>	<b>\$ -32,710.78</b>	<b>\$ -184,426.34</b>	<b>663.81 %</b>

# Blanchard Community Library

## Check Detail September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1010.10 B of A - General Operating Fund						
09/05/2024	Bill Payment (Check)		Amazon Capital Services		R	-1,483.23 -1,483.23
09/05/2024	Bill Payment (Check)		Midwest Tape		R	-44.50 -44.50
09/05/2024	Bill Payment (Check)		Ventura County Special District Assoc.		R	-150.00 -150.00
09/05/2024	Bill Payment (Check)		Canon Financial Services, Inc.		R	-459.37 -459.37
09/24/2024	Bill Payment (Check)		Scholastic Inc		R	-500.05 -500.05
09/25/2024	Bill Payment (Check)		Nancy Kierstyn Schreiner		R	-775.00 -775.00
09/25/2024	Bill Payment (Check)		Amazon Capital Services		R	-1,297.43 -1,297.43
09/25/2024	Bill Payment (Check)		Economy Plumbing Inc		R	-621.27 -621.27
09/25/2024	Bill Payment (Check)		Western Exterminator Company		R	-135.55 -135.55
09/25/2024	Bill Payment (Check)		Midwest Tape		R	-22.25 -22.25
09/25/2024	Bill Payment (Check)		City Wide Facility Solutions		R	-1,225.00 -1,225.00
09/25/2024	Bill Payment (Check)		Unique Management Services, Inc.		R	-128.05 -128.05
09/25/2024	Bill Payment (Check)		Coastal Printing		R	-187.32 -187.32
09/25/2024	Bill Payment (Check)		Landscape Valley		R	-350.00 -350.00
09/25/2024	Bill Payment (Check)		Mobile Citizen, LLC		R	-960.00 -960.00
09/25/2024	Bill Payment (Check)		Walters Accountancy Corporation		R	-1,250.00 -1,250.00



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 7A**

**REPORT:** Status of Capital Improvement Projects  
**PREPARED BY:** Justin Formanek

**MEETING DATE:** October 22, 2024  
**LOCATION:** Blanchard Library

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**SUMMARY**

Staff will provide progress updates related to the ongoing capital improvement projects.

- 1. Building Forward Library Facilities Improvement Program**
- 2. Community Hall Project**

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 9A1**

**REPORT:** Adult Services Report

**MEETING DATE:** October 22, 2024

**PREPARED BY:** Brenda Goldy

**LOCATION:** Blanchard Library

**September Programs & Services**

**Seed Library**

***On the Go***

On September 2, Adult Services and Youth Services teamed up to attend the Labor Day Tractor Fair at the Santa Paula Agricultural Museum. The portable seed library made its debut! Many attendees were excited to learn that the library has a seed library and that they could check out seeds right there. We had 21 people check out 73 packets of seeds. While telling people about what the library has to offer, we made 5 new library cards.



***Seed Sorting Social***

The "Tierra Sana, Humana Sana/Healthy Soil, Healthy Human" grant has been completed, but the interest in the seed library continues to grow. We hosted our first seed sorting socials to restock the seed library! 9 volunteers spent a Saturday morning repackaging seeds into smaller envelopes so they can be "borrowed" from the seed library. We received our first seed donation from plants that were grown from seeds borrowed from the seed library!





Program Name	Description	Audience	Attendance	Date	Start	End	Location
Adult Take & Make Craft	Craft	Adult		4 September			
Adult Fall Craft	Craft	Adult	0	12-Sep	6:00 PM	7:00 PM	Hardison
Poetry On Eighth	Poetry Reading	Adult	10	14-Sep	12:00 PM	2:00 PM	Classroom 1
Adult Book Club - The Lincoln Highway by Amor Towles	Book Club	Adult	11	17-Sep	5:30 PM	6:30 PM	Classroom 1
Seed Sorting Social	Seed Library	Adult	9	28-Sep	11:00 AM	1:30 PM	Hardison

**Collection**

148 adult-oriented items were added to the collection in September 2024.

**Adult Materials Added to Collection**

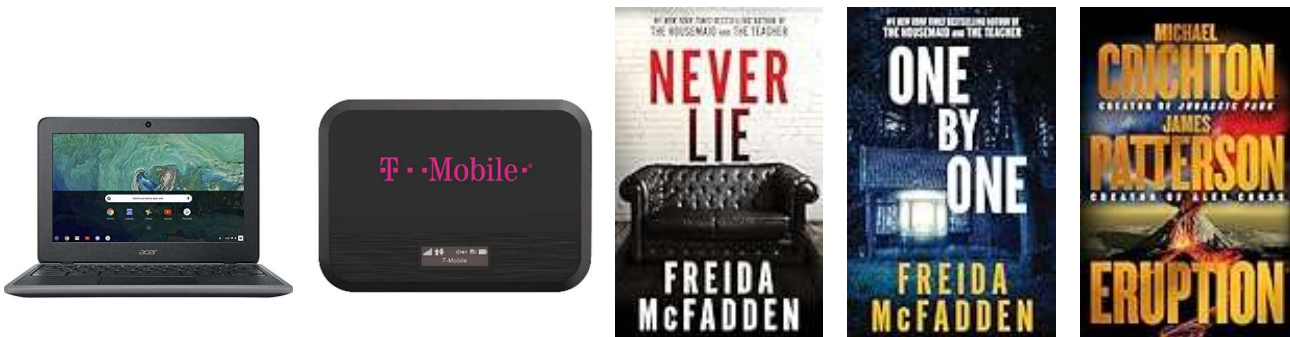
2024-20245	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	40	27	1	6	0	6	6
AUGUST	90	29	6	2	0	10	6
SEPTEMBER	69	74	2	2	0	1	0

**Banned Book Week**

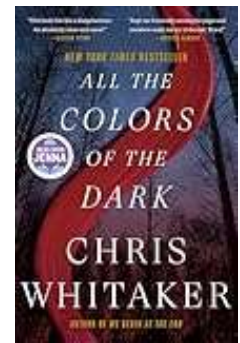
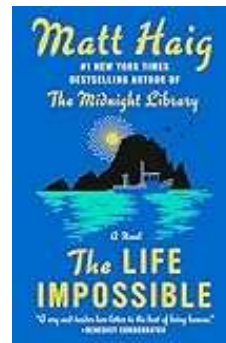
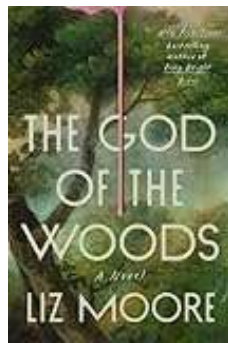
During Banned Books Week, we had a special book display featuring titles that had been banned somewhere in the US. Some of the classics included were "The Adventures of Huckleberry Finn" by Mark Twain, "Of Mice and Men" by John Steinbeck, and "To Kill a Mockingbird" by Harper Lee. Throughout the week, we used social media to promote the freedom to read.



**5 of the items with the most checkouts for the past 3 months**



**5 items with the highest number of hold requests**





**BLANCHARD**  
COMMUNITY LIBRARY  
SANTA PAULA • CALIFORNIA

**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 9A2**

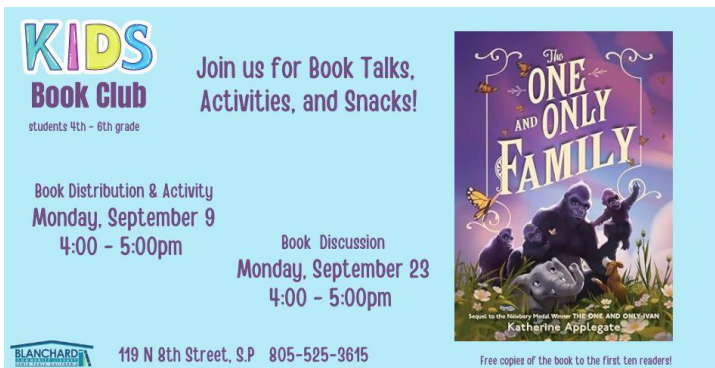
**REPORT:** Youth Services Report

**MEETING DATE:** October 22, 2024

**PREPARED BY:** Olivia Escoto

**LOCATION:** Blanchard Library

- |           |  |                         |
|-----------|--|-------------------------|
| <b>1.</b> | <b>Kids Book Club –Ways to Grow Love by Renee Watson</b> | <b>8</b>                |
|           | Monday, September 9                                      | 17 children             |
|           | Monday, September 23                                     | 10 children             |
| <b>2.</b> | <b>Reading with Paws</b>                                 | <b>37</b>               |
|           | <b>September 9</b>                                       | 4 children    3 adults  |
|           | <b>September 16</b>                                      | 4 children    2 adults  |
|           | <b>September 23</b>                                      | 6 children    4 adults  |
|           | <b>September 30</b>                                      | 8 children    6 adults  |
| <b>3.</b> | <b>Family Movie</b>                                      | <b>23</b>               |
|           | <b>September 11</b>                                      | 18 children    5 adults |




**KIDS Book Club**  
students 4th - 8th grade

Join us for Book Talks, Activities, and Snacks!

Book Distribution & Activity  
Monday, September 9  
4:00 - 5:00pm

Book Discussion  
Monday, September 23  
4:00 - 5:00pm



Free copies of the book to the first ten readers!

119 N 8th Street, S.P 805-525-3615

**Reading with Paws**

**Mondays  
5:00 - 6:00 pm**



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



Santa Paula High School PTSA  
Proud Sponsors



**THE GARFIELD MOVIE**

**FAMILY MOVIE!**

**Wednesday, September 11  
4:00 pm**

All Ages welcome!  
Free Popcorn!

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

4. Storytime

168

a. Bilingual Storytime-37

Sept 2	6 children	5 adults
Sept 9	3 children	2 adults
Sept 16	3 children	2 adults
Sept 23	3 children	3 adults
Sept 30	5 children	5 adults

b. Preschool Storytime-110

Sept 4	20 children	12 adults
Sept 11	17 children	8 adults
Sept 18	15 children	8 adults
Sept 25	20 children	10 adults

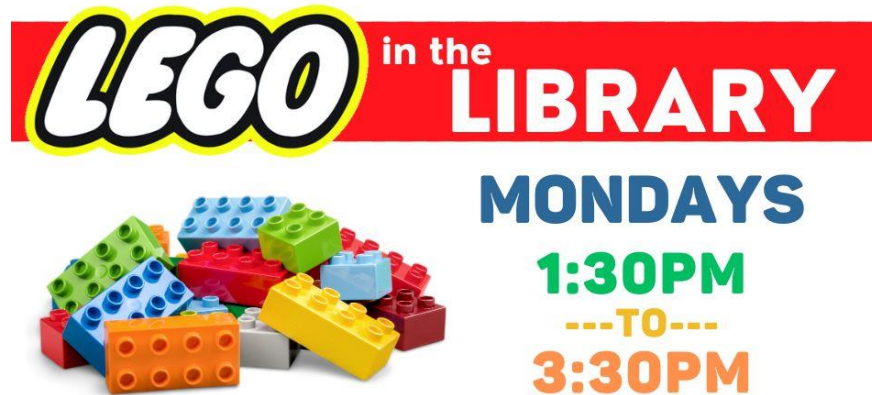
c. Saturday Storytime-21



5. **LEGO**

61

Sept 9	11 children	5 adults
Sept 16	10 children	5 adults
Sept 23	11 children	6 adults
Sept 30	9 children	4 adults



**LEGO** in the **LIBRARY**  
**MONDAYS**  
**1:30PM**  
---TO---  
**3:30PM**

2. **Outreach-**

a. **SPUSD Back to School Nights**

Informational table-handed out program flyers, bookmarks, pencils, parents and students had the opportunity to register for a free library card. Book giveaway to all elementary schools, in partnership with Books4classrooms. Book giveaway to SPHS in partnership with FOL, books4classrooms, and the Optimist Club.

<b>September 12</b>	<b>Bedell Elementary</b>
<b>September 17</b>	<b>Glen City Elementary</b>
<b>September 19</b>	<b>Grace Thille Elementary</b>

b. **Labor Day Tractor Fair**

Monday, September 2<sup>nd</sup>

We hosted an informational table, Storytimes, book giveaways, traveling seed library and free library cards.



<b>New Books</b>	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD/Blu-Ray	Total
January	64	23	2	0	0	89
February	27	7	4	1	2	41
March	86	30	3	0	32	151
April	49	106	43	6	34	238
May	45	52	15	2	32	146
<b>June</b>	<b>29</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>52</b>
<b>July</b>	<b>23</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>15</b>	<b>52</b>
<b>August</b>	<b>83</b>	<b>16</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>106</b>
<b>Sept</b>	<b>94</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>109</b>

<b>Discards</b>	Adult Fic	Adult NF	DVD	YA	Juv Fic	Juv NF	Total
January	63	251	5	0	309	205	<b>833</b>
February	15	18	0	1	24	26	<b>84</b>
March	14	19	4	0	35	25	<b>97</b>
April	5	0	8	0	2	2	<b>17</b>
May	1	0	21	0	12	5	<b>39</b>
<b>June</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>July</b>	<b>123</b>	<b>58</b>	<b>14</b>	<b>0</b>	<b>16</b>	<b>15</b>	<b>226</b>
<b>August</b>	<b>29</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>29</b>	<b>127</b>
<b>September</b>	<b>63</b>	<b>579</b>	<b>8</b>	<b>0</b>	<b>69</b>	<b>127</b>	<b>846</b>

<b>Circulation</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
YA Fic	71	92	158	129	102	79
YA NF	7	14	21	7	4	4
YA Fic SP	1	1	1	1	0	1
YA NF SP	0	0	0	0	0	1
JUV Fic	1219	1181	1932	2100	1437	1202
JUV NF	491	417	593	566	310	456
JUV Fic SP	83	99	154	128	105	107
JUV NF SP	23	21	34	20	24	15
J BKCD	2	2	6	1	2	1
J DVD/BLURAY	49	39	109	103	79	93
J/YA MAGAZINE	2	0	7	10	9	1
<b>TOTAL</b>	<b>1,948</b>	<b>1,866</b>	<b>3,015</b>	<b>3,065</b>	<b>2,072</b>	<b>1,960</b>



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A3

**REPORT:** Adult Learning Center Report

**MEETING DATE:** October 22, 2024

**PREPARED BY:** Misty Finch

**LOCATION:** Blanchard Library

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### **Adult Literacy Services**

#### **Adult Literacy Tutoring:**

In September, adult literacy tutors and learners dedicated a total of 327 hours practicing reading, writing, and conversational English skills.

#### **New Tutoring Pair:**

In September, a new tutoring pair joined the Adult Literacy program. Maureen K., a retired registered nurse, is new to tutoring and is eager to take on a new challenge. Jessica G., an adult learner, was waiting to be rematched after her previous tutor exited the program to return to college.

#### **Building English Skills Together (BEST) Book Discussion**

Participants of our weekly BEST Book Discussion are currently reading, *The Avion My Uncle Flew* written by Cyrus Fisher

#### **Family Literacy Services:**

Families Connect promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities. The program takes place on the 2nd and 4th Saturday of each month. The program themes for this month included bugs and Fall.

### **ESL Services**

#### **ESL Classes:**

BEST provides two classes twice a week to support adult learners with diverse levels of English proficiency. Level One supports individuals with little to no English proficiency, and Level Two is tailored for those who want to improve their existing skills. Yoko Mansfield, a certified TESOL instructor, teaches both classes.

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG



**English Conversation Group:**

A new English conversation group was launched this month. The group meets weekly on Mondays and is facilitated by Pedro Chavez, an immigration lawyer who recently moved to Santa Paula. While pursuing his law degree in college, Pedro led conversation and ESL classes at various libraries. He is passionate about giving back to the community and understands the importance of literacy programs, having been raised by immigrant parents from Mexico.

**September 2024 Statistics**

Adult Literacy Services (ALS)	ESL Services (ESL)	Family Literacy Services (FLS)
Active One-to-One Tutors: 5 Active One-to-One Learners: 7 One-to-One Tutor Hours: 40 One-to-One Learner Hours: 25  <u>Small Groups: Book Discussion</u> Volunteer Facilitator: 1 Total Participants: 13 Total Adult Learner Hours: 26	Active One-to-One Tutors: 4 Active One-to-One Learners: 6 One-to-One Tutors Hours: 56 One-to-one Learner Hours: 53  <u>ESL Classes</u> Total Participants:67 Total Adult Learner Hours: 101  <u>English Conversation Group</u> Total Participants: 4 Total Adult Learner Hours: 8	<u>Families Connect</u> Participants:18



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A4

REPORT: Library Director's Report

MEETING DATE: October 22, 2024

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

### LIBRARY DIRECTOR'S ACTIVITIES

- September 2 ..... Participated in Santa Paula Labor Day Parade
- September 4 ..... Monthly project check-in with SoCal Regional Energy Network
- September 9-11 ... Attended California Special Districts Association Annual Conference
- September 17 ..... Attended Endowment Fund Board meeting
- September 18 ..... Attended Public Library Director's Forum Planning Session
- September 20 ..... Black Gold Director's Council in Goleta
- September 25 ..... Endowment Fund annual fundraising meeting
- September 26 ..... REFORMA Board meeting
- September 23 ..... BESS project check-in with Swell Services, Inc. and Precis Solar
- September 29 ..... Information session for FY23-24 California Public Libraries Survey

### OUR LIBRARY IN THE NEWS

#### Grand opening of Cardinal Football Centennial Exhibit on Saturday, Sept. 7, from 10 to 11 a.m. at Blanchard Library

Come celebrate 100 years of Santa Paula High School Cardinal Football on Saturday, Sept. 7, from 10 to 11 a.m. at Blanchard Community Library, 119 N. Eighth St., Santa Paula, at a free and fun meet-and-greet event.

People are welcome to stay past 11 a.m.

The 2024-2025 Cardinal Football team is expected to attend and the Santa Paula Historical Society will have its collection of Santa Paula High School yearbooks — El Solanos — to recall memories of bygone days.

Organizer Joe Jauregui of Santa Paula, from the Class of 1962, who played on the Cardinal Football team and whose son played on the football team, will welcome the community.

Jauregui is well known as the announcer of home football games for 25 years.

He is writing weekly articles in the Santa Paula Times about the history of the football program in Santa Paula and organizing the centennial celebrations.



Photo by Marlene Sicill  
Above, the Santa Paula High School football team at the opening of the Cardinal Football Centennial Exhibit at Blanchard Community Library on Sept. 7. Pictured with the players, in the front row, are Cardinal Football Centennial Committee member and former Cardinal football player Joe Jauregui (Class of 1962) and Cardinal Football Coach Michael Montoya. In the photo at left, football players, with Coach Montoya, check out the Cardinal Football Centennial Exhibit at the back left of the library, including photos, uniforms, banners and more, marking 100 years of Cardinal football at Santa Paula High School.

#### Cardinal Football Centennial Committee thanks all

To the editor:  
The Cardinal Football Centennial Committee would like to thank all the community members who helped accumulate all the stories and memorabilia regarding the history of Cardinal football, the marching band, and the pep squad representing the past century.

*'It is certain this group of young adults will carry on the legacy and rich tradition of the Cardinal Spirit.'*

Although many stories and items emerged, the surface was barely scratched.

It can be safely estimated that for every story told, there

and direction, it wouldn't have happened.

David Garcia, owner of Dodo Design, who made certain all the requests for

spaces.  
Kevin Walker, Santa Paula High School athletic director, for arranging the display of posters on campus.  
Francisco Marquez, Santa Paula High School music director, for the loan of band memorabilia.  
Amita, Marissa, Jan, Nancy, and Kathy, staff



Submitted photos

Naomi Quiñonez a poet, educator and cultural activist, and lecturer for the CSU East Bay Ethnic Studies Department, will moderate the series of conversations with artists, musicians, poets and other Latinx culture bearers at Blanchard Community Library.

## De Colores, Latino Town Hall present poet Naomi Quiñonez and musician José Cuéllar Oct. 19 at Blanchard Library

Bay area poet Professor Dr. Naomi Quiñonez and musician and anthropologist Dr. José Cuéllar—aka “Dr. Loco” of the Rockin’ Jalapeño Band—will pair up on Saturday, Oct. 19, from 11 a.m. to 2 p.m., at Blanchard Community Library, 119 N. Eighth St., Santa Paula, for a free presentation.

De Colores is featuring the first of a series of conversations with Latiné/Latino/a/x artists, musicians, poets, writers, and culture bearers who have contributed to the richness and diversity of our culture and who will share how art and creativity manifest in their lives. A series of conversations, titled “Naomi’s Hour of Power,” hosted by Friend of De Colores, Professor Dr. Quiñonez, is an expansion of the mission of De Colores community-engagement effort.

Join us in conversation with wonderful Bay area professors emeritus (San Francisco State University) who will share the many facets of their colorful extraordinary personal



Dr. José Cuéllar, associated with the Peabody Museum of Archaeology and Ethnology Harvard University, will be featured Oct. 19 at the library for the premiere of a new series of conversations, sponsored by Friends of De Colores and Santa Paula Latino Town Hall.

## Blanchard Library to host a Seed Sorting Social to grow local seed library

Blanchard Community Library is excited to announce a Seed Sorting Social to support the growth of its community Seed Library! On Saturday, Sept. 28, from 11 a.m. to 1:30 p.m., all gardening enthusiasts, residents, and seed savers are invited to join the fun at the library, located at 119 N. Eighth St., Santa Paula.

This unique event is free, but we ask that you pre-register as space is limited.

A Seed Sorting Social is a community event where volunteers gather to sort, label, and package seeds that will be added to the Seed Library. The Seed Library offers a collection of open-pollinated seeds that can be “borrowed” by the community.

These seeds are intended to be grown, with harvested seeds

sustainability by empowering individuals to grow their own food and plants. By attending this event, you’ll be directly contributing to a greener, more resilient community while meeting fellow garden lovers and learning more about sustainable gardening. We look forward to seeing you at the Seed Sorting Social!

Spaces are limited! To secure your spot, please register by visiting the library’s calendar located at [bit.ly/spseedsorting](http://bit.ly/spseedsorting) or calling 805-525-3615. Drop-ins are welcome.

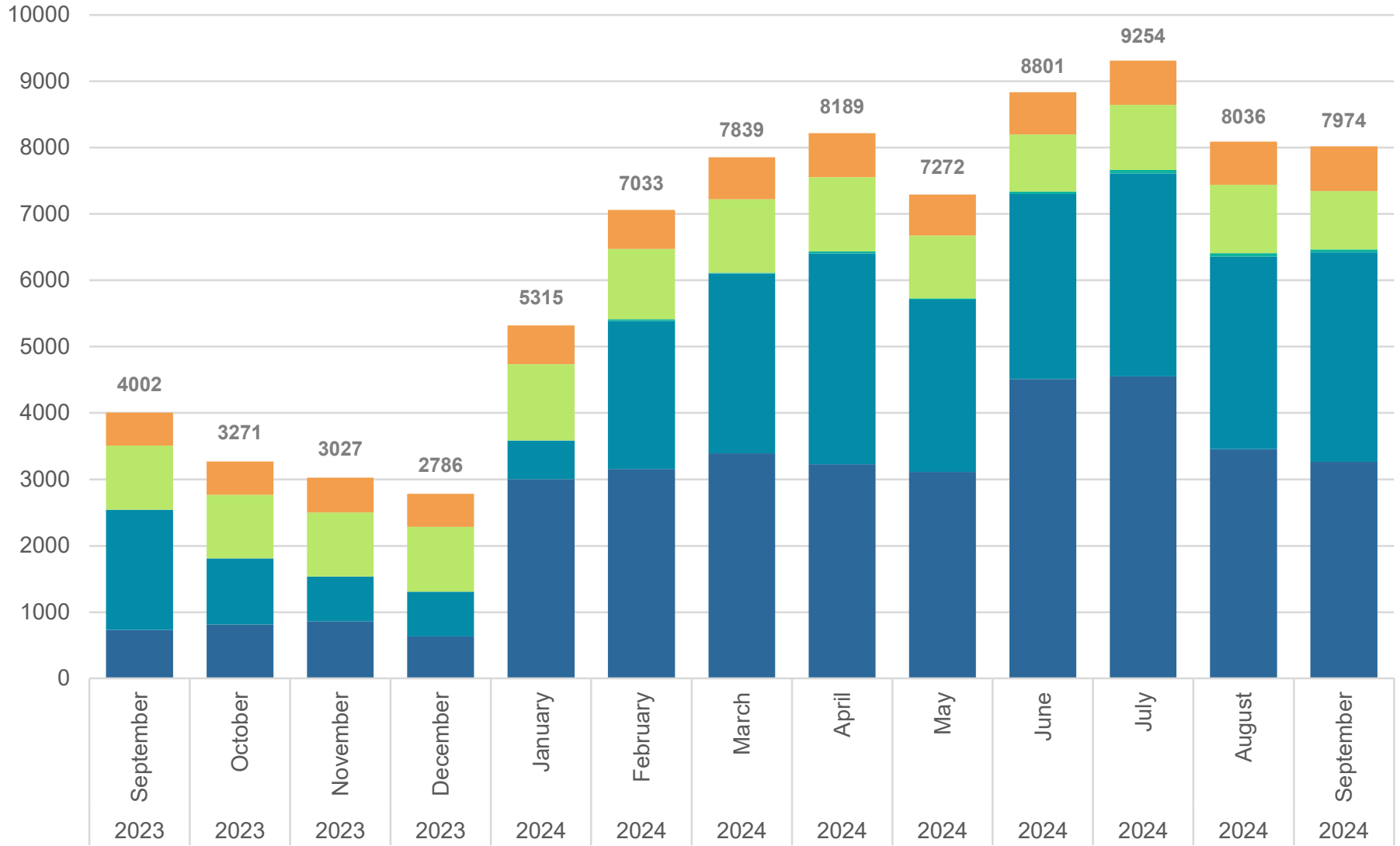
For additional information about this program, contact the Adult Services Librarian, Brenda Goldy, at 805-525-3615, or email [brenda.goldy@blanchardlibrary.org](mailto:brenda.goldy@blanchardlibrary.org).

## Thousands fill Main Street for 19th annual Labor Day Parade

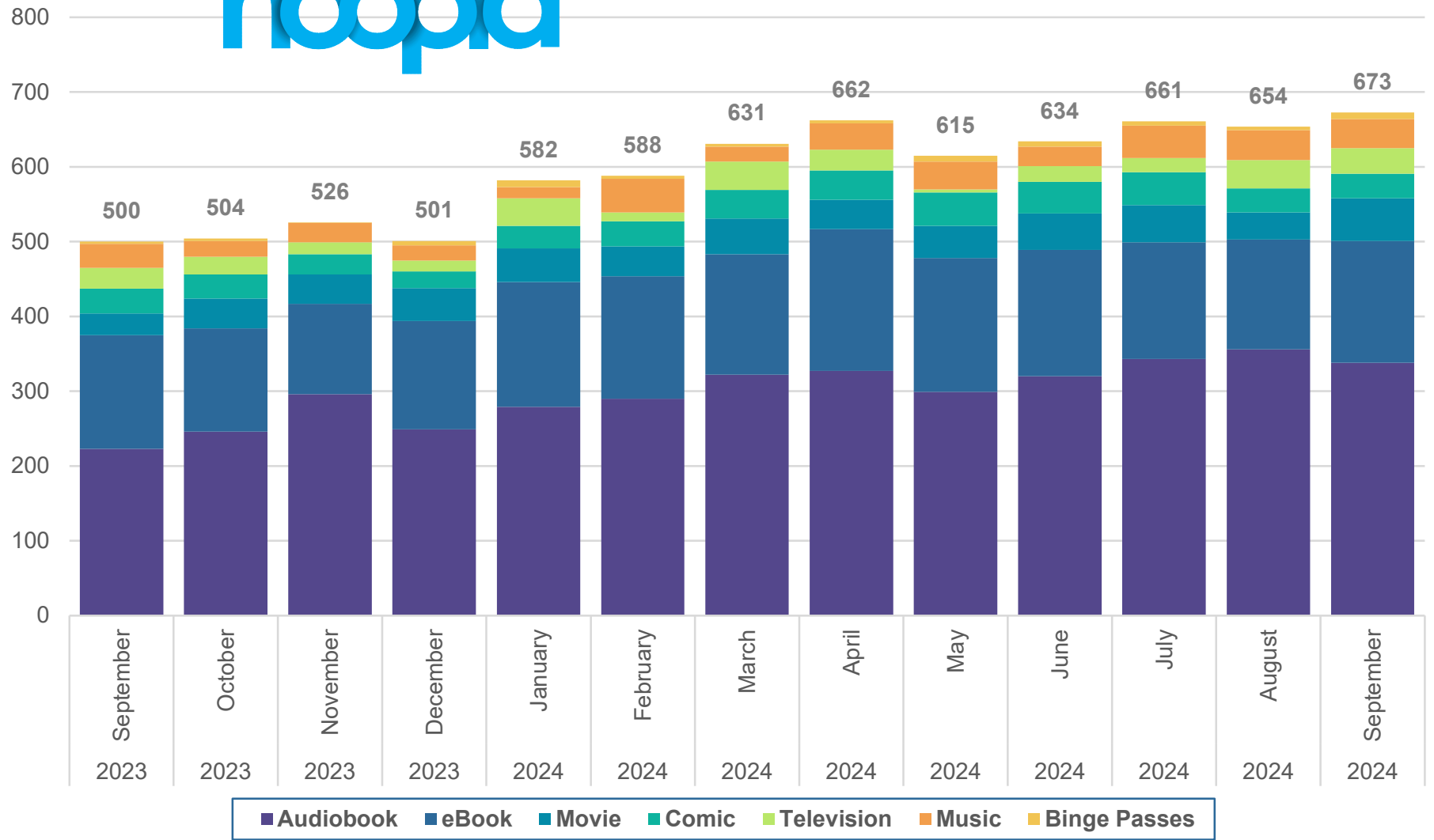


- Attachments — Library Statistics for September 2024

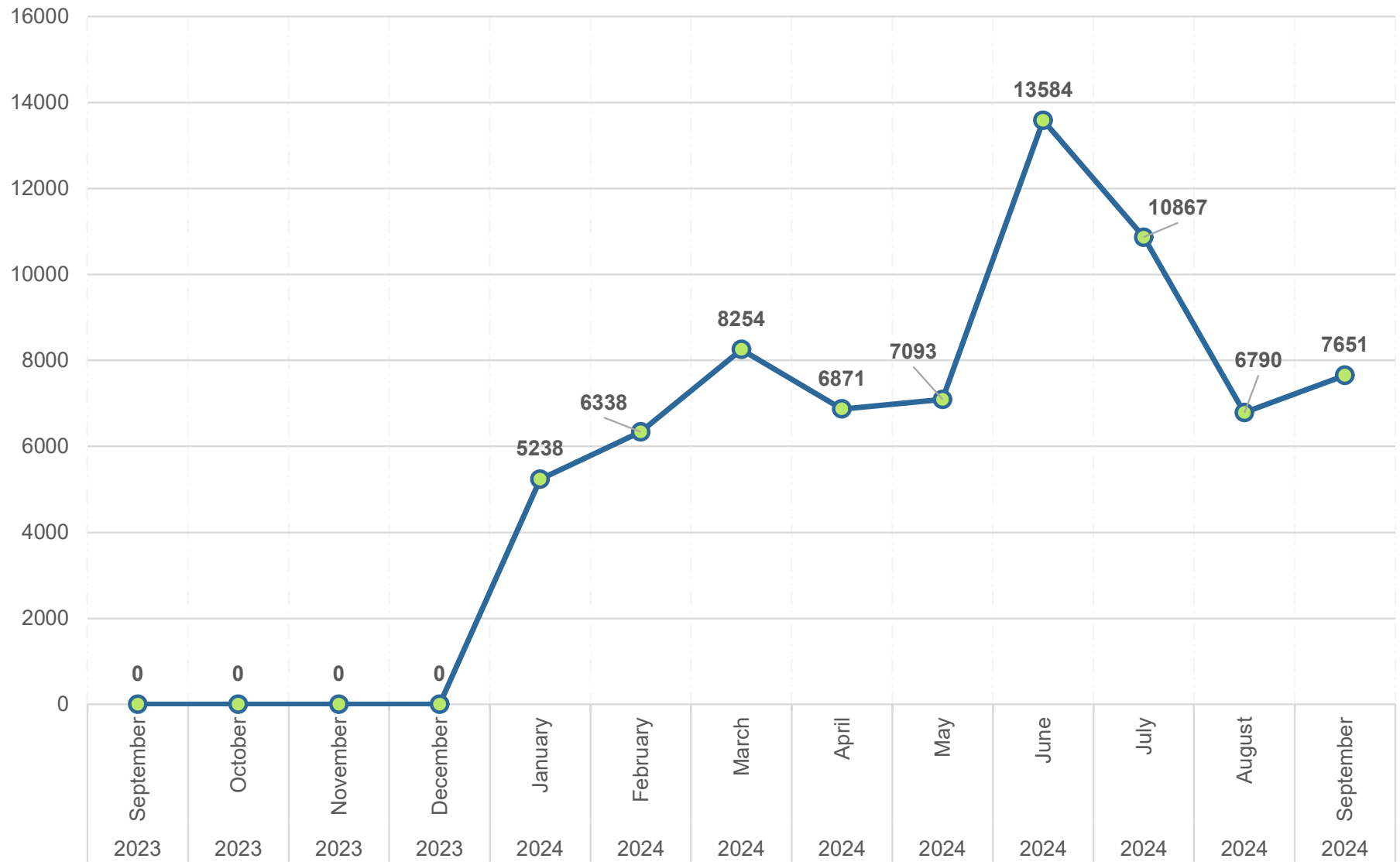
# TOTAL CIRCULATION



■ 1ST CIRC ■ RENEWAL ■ PERIODICALS ■ OVERDRIVE ■ HOOPLA



# PATRON COUNT



# NEW LIBRARY CARDS

