

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, July 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 June 26, 2018
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. None
- H. NEW BUSINESS
 - a. SP Chamber of Commerce Mixer, November 14 or 21, 2018 (discussion, possible action)

- b. Open House, November 24, 2018 (discussion, possible action)

I. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants
 - 3. Volunteerism
 - 4. Community Connections
 - 5. Publicity/Public Relations
 - 6. Adult Programs
 - 7. Facilities
 - 8. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

August 28, 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 JULY 24, 2018
D. CONSENT CALENDAR

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

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

1. Receive and file June 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

June 30, 2018

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Accountant's Compilation Report	1
Statement of Assets, Liabilities and Fund Balance	2
Comparative Statement of Revenue and Expense	3
Supplementary Schedules	
Schedule of Cash Balances	4
Comparative Expanded	5
Schedule of Accounts Payable	6
City Transactions	7

STEPHEN F MCFADDEN
CERTIFIED PUBLIC ACCOUNTANT
915 EAST MAIN STREET
SUITE E-1
SANTA PAULA CA 93060
TELEPHONE 805-525-4494
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ACCOUNTANT'S COMPILATION REPORT

Board of Directors
Blanchard Community Library
Santa Paula CA

MANAGEMENTS RESPONSIBILITIES

Management is responsible for the preparation and fair presentation of the accompanying interim financial statements which comprise the statement of assets, liabilities and fund balance and the related statements of revenues and expenses for the period ended May 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 June 30, 2018 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

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

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

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

I am not independent with respect to Blanchard Community Library.

Stephen F. McFadden CPA
July 15, 2018

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

June 30, 2018

ASSETS

		CURRENT ASSETS	
CASH		\$1,290,617	
RESTRICTED CASH		<u>358,322</u>	
			\$ 1,648,939
PREPAID EXPENSES		<u>43</u>	
TOTAL CURRENT ASSETS			\$ 1,648,982
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>571,058</u>
			<u><u>\$2,220,040</u></u>
TOTAL ASSETS			

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$7,481	
ACCRUED PAYROLL EXPENSE		<u>4,435</u>	
TOTAL LIABILITIES			\$11,916
FUND BALANCES			
GENERAL FUND		1,278,744	
FIXED ASSET FUND		571,058	
RESTRICTED FUNDS		<u>358,322</u>	
TOTAL FUND BALANCE			<u>2,208,124</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,220,040</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JUNE 30, 2018
MODIFIED ACCRUAL BASIS

	JUNE			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$13,413			\$808,769	\$740,132	9.3%
LIBRARY OPERATIONS	796	417	47.61%	13,033	5,000	160.7%
DONATIONS	706	2,083		40,262	45,000	-10.5%
GRANTS				\$45,312	\$27,000	67.8%
	<u>\$14,915</u>	<u>\$2,500</u>	83.24%	<u>\$907,376</u>	<u>\$817,132</u>	11.0%
EXPENSES						
PERSONNEL	\$57,326	\$49,579	13.51%	\$579,359	\$567,282	2.1%
ADMINISTRATIVE	3,726	3,779	-1.42%	49,169	61,350	-19.9%
FACILITIES	6,758	4,704	30.39%	60,464	56,450	7.1%
OPERATIONS	14,292	6,628	53.62%	134,315	144,530	-7.1%
	<u>\$82,102</u>	<u>\$64,690</u>	21.21%	<u>\$823,307</u>	<u>\$829,612</u>	-0.8%
NET INCOME (LOSS)	\$(67,187)	\$(62,190)	-36.9%	\$84,069	\$(12,480)	-773.6%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667		30,270	20,000	
INVESTMENT INTEREST	1,719			8,206		
BUILDING FUND				82,500		
NET AFTER NON BUDGETED ITEMS	\$(65,468)	\$(60,523)	-80.7%	\$205,045	\$7,520	2626.7%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

June 30, 2018

COUNTY	\$859,560	
SANTA PAULA CITY	211,709	1
BUILDING FUND	82,500	1
BLAKE	40,671	1
LITERACY	23,442	1
BOOK TRUST	63,432	
WELLS FARGO	366,133	
OTHERS	<u>1,492</u>	
TOTAL CASH	<u>\$1,648,939</u>	
1 Restricted	358,322	
Other Unrestricted	1,290,617	

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

	6/30/17	6/30/18	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$764,126	\$808,769	\$740,132	\$740,132
LIBRARY OPERATIONS	16,005	13,033	5,000	5,000
DONATIONS	54,674	40,262	45,000	45,000
GRANTS	39,540	45,312	27,000	27,000
TOTAL REVENUE	<u>\$874,345</u>	<u>\$907,376</u>	<u>\$817,132</u>	<u>\$817,132</u>
EXPENSES				
PERSONNEL				
WAGES	368,230	427,872	407,333	407,333
RETIREMENT	63,826	55,966	56,141	56,141
HEALTH INSURANCE	59,515	55,482	68,250	68,250
PAYROLL TAX	32,655	38,179	33,866	33,866
EMPLOYEE BENEFIT	1,423	1,860	1,692	1,692
	<u>525,649</u>	<u>579,359</u>	<u>567,282</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			250	250
BANK CHARGES	358	253	400	400
COMPUTER NETWORK	963	3,362		
INSURANCE	8,416	9,886	8,650	8,650
OFFICE EXPENSE	5,577	5,882	5,000	5,000
TELEPHONE	3,528	3,419	4,000	4,000
POSTAGE	719	713	350	350
PRINTING	2,785	1,646	2,700	2,700
PROFESSIONAL FEES	30,336	23,240	38,000	38,000
STAFF DEVELOPMENT	1,596	768	2,000	2,000
	<u>54,278</u>	<u>49,169</u>	<u>61,350</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANCE	12,327	17,530	14,000	14,000
JANITORIAL	8,040	8,054	8,100	8,100
UTILITIES	29,996	34,880	34,350	34,350
	<u>50,363</u>	<u>60,464</u>	<u>56,450</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	64,921	59,237	60,000	60,000
PUBLICITY	13,966	3,214	12,000	12,000
MEMBERSHIPS	3,834	4,633	3,000	3,000
ACQUISITIONS	15,089	35,346	30,000	30,000
PROGRAMS	19,813	22,078	30,230	30,230
COMPUTER SERVICE	2,221	1,035	4,800	4,800
BOOK BINDING	1,021	2,692	2,000	2,000
ADVERTISING	2,434	3,464		
TRAVEL	2,151	2,616	2,500	2,500
	<u>125,450</u>	<u>134,315</u>	<u>144,530</u>	<u>144,530</u>
TOTAL EXPENSES	<u>755,740</u>	<u>823,307</u>	<u>829,612</u>	<u>829,612</u>
NET INCOME(LOSS)	<u>\$118,605</u>	<u>\$84,069</u>	<u>\$(12,480)</u>	<u>\$(12,480)</u>
NON BUDGETED INCOME (EXPENSES)				
ELECTION COSTS	(11,884)			
REIMBURSEMENT DIF	16,721	30,270	20,000	20,000
INVESTMENT INTEREST	2,845	8,206		
BUILDING FUND		82,500		
NET AFTER NON BUDGETED ITEMS	<u>\$126,287</u>	<u>\$205,045</u>	<u>\$7,520</u>	<u>\$7,520</u>

See accountant's compilation report

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

June 30, 2018

Due to Friends of the Library	\$	525
Credit Card		2,690
Baker and Taylor Books		2,569
Amazon		1,692
Others		5
Total	\$	<u>7,481</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	<u>34,566.41</u>
		<u>\$211,709.42</u>
	BALANCE AT 3.31.18	

Blanchard/Santa Paula Library District
Deposit Detail
 June 2018

11:14 AM
 07/23/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		06/18/2018		Deposit	General Fund		650.00
Sales Receipt	182	06/18/2018	Optimist Club of Santa Paul...	Summer reading program	1499.10 · Undeposited Funds	Teen Programs:Teen Summer...	-200.00
Sales Receipt	183	06/18/2018	Optimist Club of Santa Paul...	Teen center books	1499.10 · Undeposited Funds	Teen Programs:Teen & YA Bo...	-200.00
Sales Receipt	184	06/18/2018	Optimist Club of Santa Paul...	In memory of Raylene Cunning...	1499.10 · Undeposited Funds	Teen Programs:Teen & YA Bo...	-100.00
Sales Receipt	185	06/18/2018	Optimist Club of Santa Paul...	teen books from Ronald & Pam...	1499.10 · Undeposited Funds	Teen Programs:Teen & YA Bo...	-100.00
Sales Receipt	186	06/18/2018	Optimist Club of Santa Paul...	ck from Tim & Cathy Hicks c/o ...	1499.10 · Undeposited Funds	Teen Programs:Teen & YA Bo...	-50.00
TOTAL							-650.00
Deposit		06/20/2018		Deposit	General Fund		331.05
				Circulation desk week of 5/21/18	Fines	General Fund	-324.30
				Circulation desk week of 5/21/18	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-10.50
				Circulation desk week of 5/21/18	Other Donations	General Fund	-6.25
				Circulation desk week of 5/21/18	Over/Short	General Fund	10.00
TOTAL							-331.05
Deposit		06/20/2018		Deposit	General Fund		135.00
				Circulation Desk week of 6/4/18	Fines	General Fund	-120.50
				Circulation Desk week of 6/4/18	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-12.00
				Circulation Desk week of 6/4/18	Over/Short	General Fund	-2.50
TOTAL							-135.00
Deposit		06/20/2018		Deposit	General Fund		99.35
				Circulation Desk week of 5/29/18	Fines	General Fund	-84.50
				Circulation Desk week of 5/29/18	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-14.00
				Circulation Desk week of 5/29/18	Over/Short	General Fund	-0.85
TOTAL							-99.35
Deposit		06/20/2018		Deposit	General Fund		226.69
				Circulation desk week of 6/11/18	Fines	General Fund	-205.50
				Circulation desk week of 6/11/18	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-19.44
				Circulation desk week of 6/11/18	Donations	General Fund	-0.25
				Circulation desk week of 6/11/18	Printing & Copying	General Fund	-1.50
TOTAL							-226.69
Deposit		06/27/2018		Deposit	General Fund		70.75
				Circulation Desk for the week o...	Fines	General Fund	-54.75
				Circulation Desk for the week o...	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-14.00
				Circulation Desk for the week o...	Over/Short	General Fund	-2.00
TOTAL							-70.75

Blanchard/Santa Paula Library District
Deposit Detail
 June 2018

11:15 AM
 07/23/18

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		06/18/2018		Deposit	1020.10 · Book Trust Account-Unrestricted		50.00
Sales Receipt	181	06/06/2018	John & Stephanie Pendleton...		1499.10 · Undeposited Funds	Children's Services:Children's ...	-50.00
TOTAL							-50.00

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

11:20 AM
07/23/18

Num	Date	Name	Memo	Account	Paid Amount
EFT	06/18/2018	Blanchard Community Library	Funds transfer for payroll	General Fund	
TOTAL			Funds transfer for payroll	Payroll (Checking Account - Payroll)	-27,300.00
EFT	06/25/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 05/2...	CALPERS (Payee Account - Employee Dedu...	-1,105.51
EFT	06/25/2018	Calif. Public Employees' Retire...	Classic 817 retirement contribution pay peri...	General Fund	
TOTAL			Classic 817 retirement contribution pay period ...	CALPERS (Payee Account - Employee Dedu...	-292.45
EFT	06/25/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRA June 2...	General Fund	
TOTAL			Unfunded Accrued Liability PEPRA June 2018	PERS Retirement (Contribution Account - Re...	-43.57
EFT	06/25/2018	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Jun...	General Fund	
TOTAL			Unfunded Accrued Liability Classic 817 June 2...	PERS Retirement (Contribution Account - Re...	-3,045.03
EFT	06/25/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 0...	General Fund	
TOTAL			PEPRA retirement contribution pay period 05/0...	CALPERS (Payee Account - Employee Dedu...	-550.99
EFT	06/25/2018	Blanchard Community Library	Transfer funds for vacation buyback	General Fund	
TOTAL			Transfer funds for vacation buyback	Payroll (Checking Account - Payroll)	-1,880.00
10013	06/07/2018	Castle Air		General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

June 2018

11:20 AM
07/23/18

Num	Date	Name	Memo	Account	Paid Amount
BL0518	06/04/2018			HVAC Maintenance	-625.00
TOTAL					-625.00
10014	06/07/2018	Coleman Landscape	7310	General Fund	
7310	06/04/2018		7310	Grounds Maintenance	-305.00
TOTAL					-305.00
10015	06/07/2018	County of Ventura Information ...	District APN list	General Fund	
	06/04/2018		District APN list	Public & Legal Notices	-75.15
TOTAL					-75.15
10016	06/07/2018	Craig Newton	June 12, 2018 "Historical Journeys Through...	General Fund	
	06/04/2018		June 12, 2018 "Historical Journeys Through A...	Children's Programs	-275.00
TOTAL					-275.00
10017	06/07/2018	Ned Branch		General Fund	
	06/01/2018		Monthly health insurance reimbursement	PERS Group Health Insurance	-404.51
	06/04/2018		Refreshments for staff training 5/30/18	Staff Development	-12.69
	06/04/2018		Mileage for Admin Council meeting	Travel	-107.04
TOTAL					-524.24
10018	06/07/2018	Salinas Rooter	Drain cleanout	General Fund	
9400	06/04/2018		Drain cleanout	Building Maintenance	-300.00
TOTAL					-300.00
10019	06/07/2018	Southern California Edison		General Fund	
	06/04/2018			Electricity	-1,428.89
TOTAL					-1,428.89
10020	06/07/2018	Sparkletts		General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

June 2018

11:20 AM
07/23/18

Num	Date	Name	Memo	Account	Paid Amount
4648...	06/04/2018			Office Supplies	-9.29
TOTAL					-9.29
10021	06/07/2018	Stephen McFadden CPA	May	General Fund	
5374	06/04/2018		May	Accounting Fees (Outside (non-employee) ac...	-863.00
TOTAL					-863.00
10023	06/05/2018	Bank Card Services	April/May statement	General Fund	
TOTAL			April/May statement	Bank of America Platinum Plus	-1,192.47
					-1,192.47
10024	06/05/2018	David Cousin	June 19, 2018	General Fund	
TOTAL			#061918-1830	Children's Programs	-325.00
					-325.00
10025	06/05/2018	Dodos Design	SRP T shirts	General Fund	
TOTAL			#1800	Teen & YA Programs	-209.00
					-209.00
10026	06/05/2018	City of Santa Paula (067000-00)	111-067000-00	General Fund	
111-0...	06/04/2018		4/24/18-5/24/18	Water and Sewer	-392.57
TOTAL					-392.57
10027	06/05/2018	City of Santa Paula (067500-00)	111-067500-00	General Fund	
111-0...	06/04/2018		4/24/18-5/24/18	Water and Sewer	-71.53
TOTAL					-71.53
10028	06/11/2018	Amazon Capital Services		General Fund	
10KJ...	05/22/2018		10KJ-DKRN-D6CF	Adult AV	-72.90

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

11:20 AM
 07/23/18

Num	Date	Name	Memo	Account	Paid Amount
1JFK...	05/23/2018		1JFK-N3VM-HPTN	Adult AV	-485.17
1FDC...	05/25/2018			Computer Services	-664.89
1v6y...	06/05/2018		1v6y-gdqh-cpg6	Young adult books	-10.81
13QH...	06/05/2018		13QH-16YH-1DL7	Young adult books	-271.05
1v6y...	06/05/2018		1v6y-gdqh-6j64 Kindle Paperwhite	Adult Programs	-123.39
TOTAL					-1,628.21
10029	06/11/2018	Athens Enviromental	A20004977	General Fund	
81272	06/01/2018		81272 June Service	Trash	-172.46
TOTAL					-172.46
10030	06/11/2018	Baker & Taylor Books	415157 L115238 4 B00000	General Fund	
4012...	06/04/2018		4012232133	General	-307.40
4012...	06/04/2018		4012232140	General	-235.70
TOTAL					-543.10
10031	06/11/2018	Kelly Cleaning & Supplies	45285194	General Fund	
4528...	06/01/2018		45285194	Janitorial Services & Supplies	-670.00
TOTAL					-670.00
10032	06/11/2018	SoCalGas	4/30/18-6/1/18	General Fund	
4/30/...	06/11/2018		4/30/18-6/1/18	Gas	-20.96
TOTAL					-20.96
10033	06/11/2018	Unique Management Services, I...	463747 May	General Fund	
463747	06/01/2018		463747 May	Collection Agency	-44.75
TOTAL					-44.75
10034	06/11/2018	Whorf Systems Designs	Cabling for security gates and self-check	General Fund	
317	06/11/2018		Cabling for security gates and self-check	Computer Network	-933.58
TOTAL					-933.58

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

11:20 AM
07/23/18

Num	Date	Name	Memo	Account	Paid Amount
10035	06/18/2018	Document Systems		General Fund	
Invoic...	06/01/2018		Admin Copier 5/23/18 to 6/22/18	Printing	-96.98
Invoic...	06/01/2018		Front Area Copier 5/23/18 to 6/22/18	Printing	-308.34
TOTAL					-405.32
10036	06/18/2018	Baker & Taylor Books		General Fund	
			415157 L115238 4 B00000 Invoice #4012243...	General Fund	-579.38
			415157 L115238 4 B00000 Invoice #4012243723	General	-579.38
TOTAL					-1158.76
10037	06/18/2018	The Rope Warrior, Inc.		General Fund	
			Family Evening Program 6/26/18	General Fund	-200.00
			Family Evening Program 6/26/18	Children's Programs	-200.00
TOTAL					-400.00
10038	06/18/2018	Blue Shield of California		General Fund	
			Invoice #181580000591	General Fund	-613.29
			Health Insurance for Eileen	Salaries & Employee Benefits	-613.29
TOTAL					-1226.58
10039	06/18/2018	Los Angeles Times		General Fund	
			Acct # 10011275968	General Fund	-104.00
			Pays through 8/30/18	Periodicals	-104.00
TOTAL					-208.00
10040	06/18/2018	Frontier Communications		General Fund	
			Acct 805 525 2384-012885-5	General Fund	-222.40
			Phone service 6/10/18 to 7/9/18	Telephone Expense	-222.40
TOTAL					-444.80
10041	06/18/2018	Amazon Capital Services		General Fund	
			Invoice #1J1K-XXGN-X33W & 1X9C-D7DQ-6...	General Fund	-8.58
			invoice #1J1K-XXGN-X33W	Office Supplies	-10.86
			invoice #1X9C-D7DQ-6V63	General	-19.44
TOTAL					-38.88

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

11:20 AM
07/23/18

Num	Date	Name	Memo	Account	Paid Amount
10042	06/18/2018	Amazon Capital Services		General Fund	
1KJL...	05/22/2018			Children's AV	-21.64
TOTAL					-21.64
10043	06/25/2018	Baker & Taylor Books	415157 L115238 4 B00000	General Fund	
			Invoice #4012249416	General	-927.47
			Invoice #4012252364	Children's Books	-103.18
			Invoice #4012250374	General	-907.49
TOTAL					-1,938.14
10044	06/25/2018	Amazon Capital Services	Invoice 1FV7-QD4C-3W6H	General Fund	
			Invoice 1FV7-QD4C-3W6H	Library Materials - Other	-23.80
TOTAL					-23.80
10045	06/25/2018	Southern California Edison	Acct 2-03-984-8064	General Fund	
			Elec usage 5/18/18 to 6/19/18	Electricity	-2,462.68
TOTAL					-2,462.68
10046	06/25/2018	Santa Paula Times	Subscriptions	General Fund	
			paper subscription	Periodicals	-36.00
			email subscription	Periodicals	-50.00
TOTAL					-86.00
10047	06/25/2018	Black Gold Cooperative	VOID: Invoice #18-147	General Fund	
TOTAL					0.00
10048	06/25/2018	Business Card	Credit Card Charges 5/17/18 to 6/16/18	General Fund	
	06/14/2018		Credit Card Charges 5/17/18 to 6/16/18	Bank of America Platinum Plus	-917.09
TOTAL					-917.09

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

11:20 AM
 07/23/18

Num	Date	Name	Memo	Account	Paid Amount
10049	06/25/2018	Black Gold Cooperative	Invoice #18-147	General Fund	
TOTAL			3rd qtr billing 2017-2018	Network Services	-1,457.87
10050	06/25/2018	Sparkletts	Acct #26410174648715	General Fund	
TOTAL			Water delivery May & June	Office Supplies	-79.32
10051	06/25/2018	Castle Air	Invoice #BL0618	General Fund	
TOTAL			Invoice #BL0618	HVAC Maintenance	-250.00
10052	06/25/2018	Reptile Family	VOID:	General Fund	0.00
TOTAL					
10053	06/25/2018	Reptile Family	Super Safari 7/3/18	General Fund	
TOTAL			Super Safari Family Event 7/3/18	Children's Programs	-350.00
					-350.00

**Blanchard/Santa Paula Library District
Monthly Book Trust Check Detail**
June 2018

11:10 AM
07/23/18

Numr	Date	Name	Memo	Account	Paid Amount
	06/18/2018	Document Systems	VOID:	1020.10 - Book Trust Account-Unrestricted	0.00
TOTAL					0.00
EFT	06/05/2018	Calif. Public Employees' Retire...	Health insurance premium June	1020.10 - Book Trust Account-Unrestricted	
			Health insurance premium June	PERS Group Health Insurance	-4,660.40
TOTAL					-4,660.40
EFT	06/05/2018	Calif. Public Employees' Retire...	PEPRA retirement contribution pay period 4...	1020.10 - Book Trust Account-Unrestricted	
			PEPRA retirement contribution pay period 4/22...	CALPERS (Payee Account - Employee Dedu...	-1,125.83
TOTAL					-1,125.83
EFT	06/05/2018	Calif. Public Employees' Retire...	Classic 817 retirement contribution pay peri...	1020.10 - Book Trust Account-Unrestricted	
			Classic 817 retirement contribution pay period ...	CALPERS (Payee Account - Employee Dedu...	-396.77
TOTAL					-396.77
EFT	06/05/2018	Blanchard Community Library	Funds transfer for payroll pay date 6/7/18	1020.10 - Book Trust Account-Unrestricted	
			Funds transfer for payroll pay date 6/7/18	Payroll (Checking Account - Payroll)	-16,500.00
TOTAL					-16,500.00

REGULAR MEETING OF JULY 24, 2018
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

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

13. July, 2018

BEST Adult Learning Center

Board Report for July, 2018



Summer is a time to step back, reflect.

That's what these ladies did, 3 women preparing for the **GED test**, and their tutor. After talking it through, they decided to meet at different times in the coming year: one woman works days and needs to meet evenings. The other two have school-age kids, and need to meet days. The first test out of the bag will be Social Studies, this fall.



On June 19th I got to fly up to **Sacramento** for a California Library Literacy Services (CLLS) committee meeting in the **State Library**. We are working on a better reporting vehicle for the 105 (and growing) library-based adult literacy programs around the state. We want our outcome statistics to be clear and compelling to convince the legislature (and others) of the value of our adult education programs!

(Did you know this cute little guy guards Governor Brown's door in the Capitol Building? Well, there's an armed guard, too.)

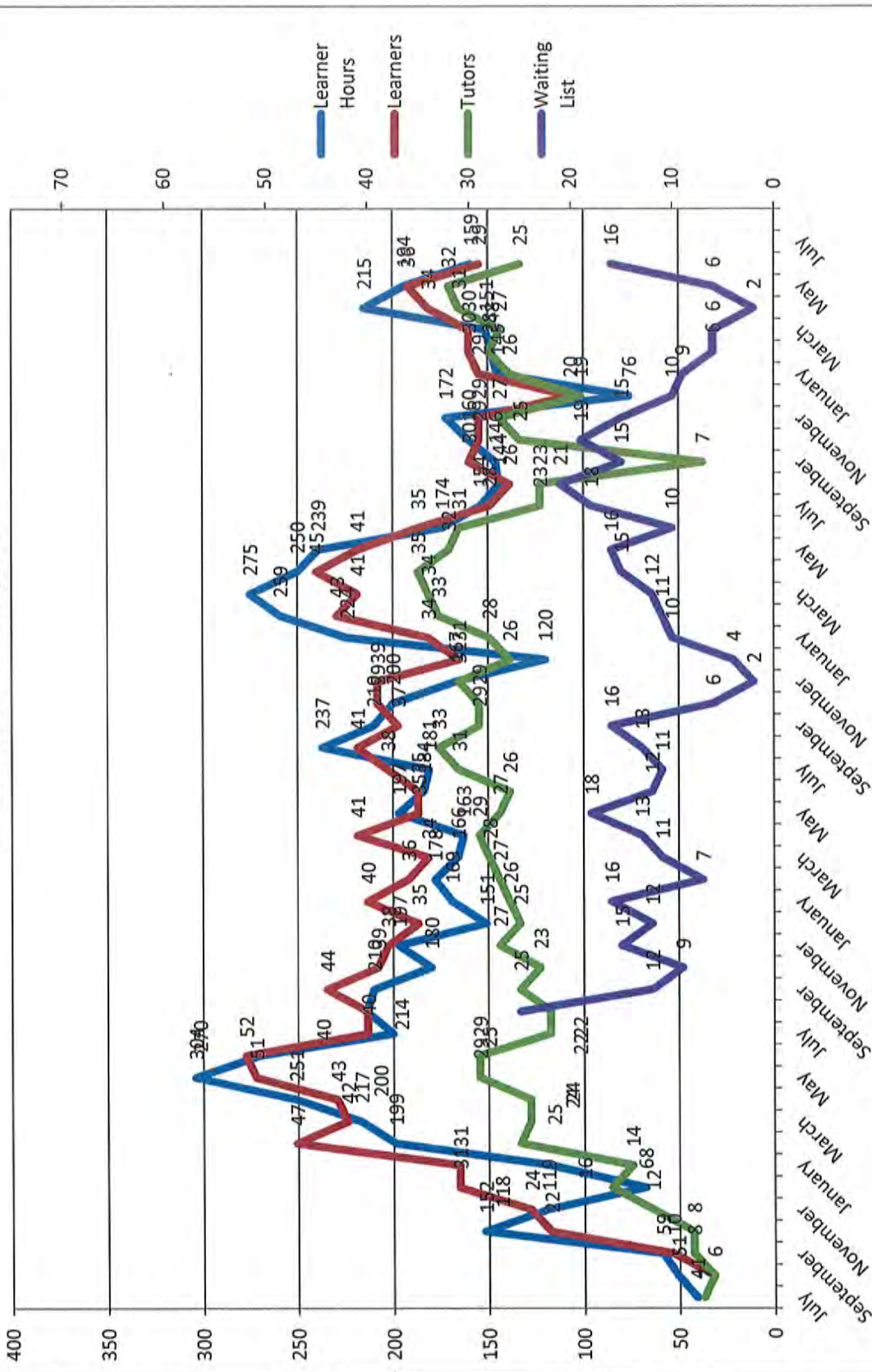
Blanchard Community debuted their **BRAND NEW POP-UP** at Santa Paula's first **Senior Festival**, Wednesday, July 11th. Our new Volunteer Coordinator, Jeri Mead, did a great job of displaying volunteer opportunities at the library. Wendy got a few new people signed up for tutoring. The Friends, anchored by President Laura Phillips, drew in lots of people with their new "Wheel of Fortune". Maureen Coughlin, Cathy Sorenson, Nancy Nasalroad, and Susan Stephenson all engaged the crowd. It was a fun event! Lots of good PR for the Library.



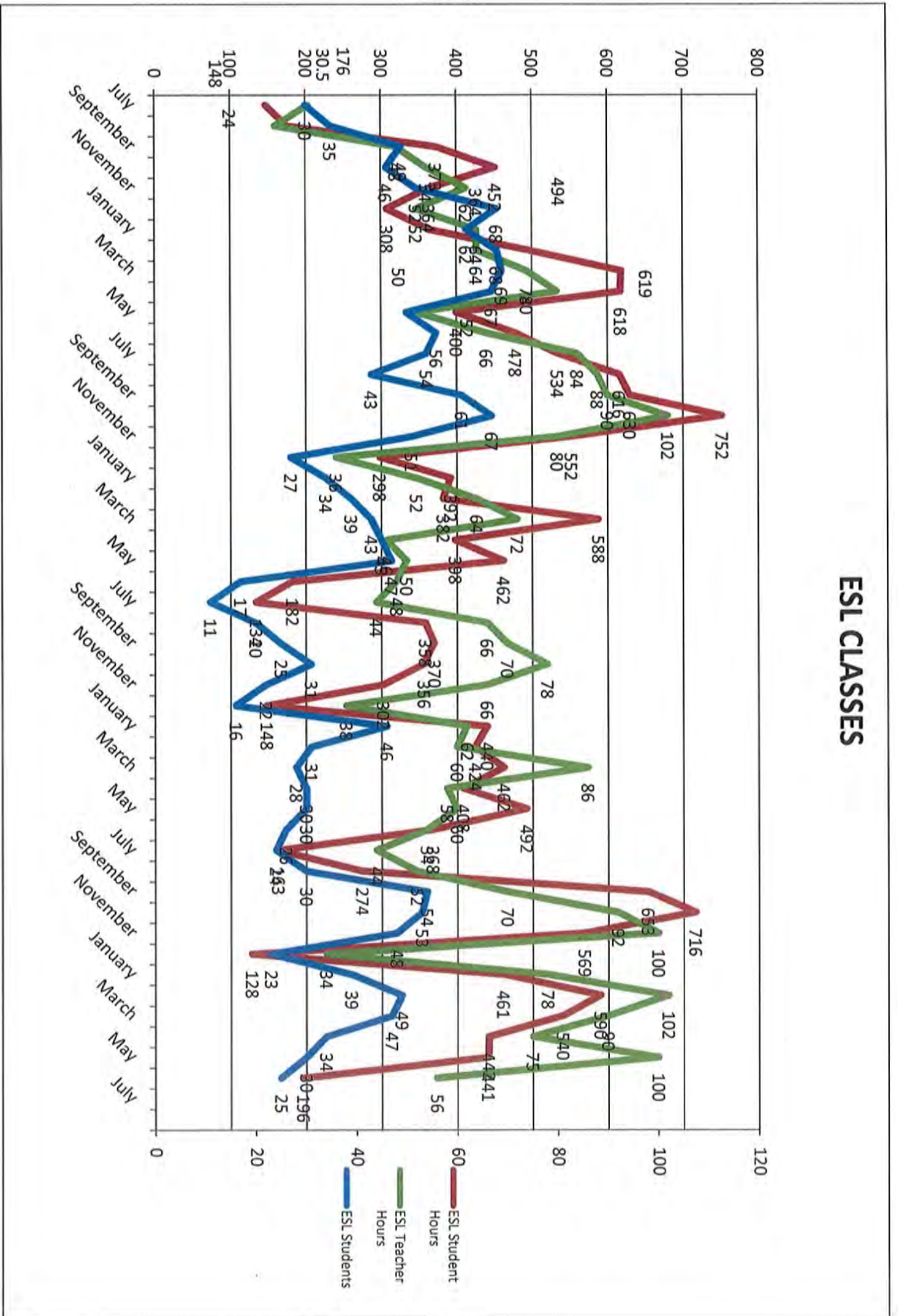
Don't forget to mark your calendars!

THE BICULTURAL DINNER will be the last Wednesday evening in August (29th), and we are looking to share insights into each other's cultures – Culinary insights, Decorative insights, Musical insights, and insights on the importance of Time and Family! Be there!

LITERACY TUTORING



ESL CLASSES



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

For the most popular Adult program this month, Corina Roberts, founder of the non-profit group Redbird shared insights and information from her photographic project of documenting the recovery of the Angeles National Forest after the Station Fire of 2009. Corina was joined by Jeff Zimmerman, a professional fire fighter, fire photographer and fire historian, who shared his experience on California's fire ecology and his photographic documentation of the Thomas fire.

The Adult Coloring Club saw 1 and 2 attendees this month and the Blanchard Community Book Club had 7 in attendance to discuss Louise Erdrich's *The Round House*. Next month's title is Ernest Cline's *Ready Player One*.

June 12 also marked the launch of the first Adult Summer Reading Program which allows adult readers to track their progress and earn prizes. Every participant will be entered into a drawing for Santa Paula Theater Center tickets and a Kindle Paperwhite, while those who read 10 or more books (and review them) before August 31 may suggest a purchase and — if added to the collection — have a personalized bookplate added to the book. So far, 20 individuals have signed up for the SRP.

The American Bone Health's *Calcium Challenge* workshop was a bust despite being advertised by both organizations and mentions in the Santa Paula Times. We are looking into rescheduling to an evening session to see if the date and time were to blame for poor attendance.

The Third Thursday Movie Night showing of a *Black Panther* attracted the largest audience for that series since starting this February. Another recent family-appropriate blockbuster, *Ready Player One*, will be shown in August.

Program Name	Description	Attendance	Date	Start	End
After the Fire	Lecture	26	7-Jun	6:00 PM	8:00 PM
Adult Coloring Club	Miscellaneous	1	9-Jun	12:00 PM	2:00 PM
Adult Coloring Club	Miscellaneous	2	12-Jun	12:00 PM	2:00 PM
Calcium Challenge	Workshop	0	16-Jun	10:00 AM	12:00 PM
Black Panther [PG-13]	Third Thursday Movie	18	21-Jun	5:30 PM	8:00 PM
The Round House	BC Book Club	7	28-Jun	6:30 PM	7:30 PM

**Youth Services Programs
June 2018**

1. **Family Evenings-** The Summer Reading Program began on Monday, June 11th and will run through July 28th and to celebrate we will have a weekly Family Program on Tuesday evenings.

Tuesday, June 12: Craig Newton kicked off our Summer Reading Program and there were **100** patrons in attendance, families went on a Historical Journey through Americas Music.

Tuesday, June 19th : Juggler Extraordinaire David Cousin **130** patrons in attendance.

Tuesday, June 26th : "The Rope Warrior" David Fisher **120** patrons in attendance.

2. **Teen Scene-** We had **9** teens for our Father's Day Craft meeting on Thursday, June 14th, teens created unique cards for their fathers, grandfathers, etc. There were **8** teens that joined us Thursday, June 28th for Jabber-Walking with Teen Scene! Teens went for a walk around the library building and garden and wrote poetry, based on the book Jabber-Walking by poet laureate Juan Felipe Herrera. Our next Teen Scene will be held on Tuesday, July 12th and teens will celebrate "Reading is Our Thing"!

3. **Maker Box Collective-** "Raspberry Pi" There were 9 students (ages 11-17) and 1 parent who came to learn about computer programming on Thursday, June 21st. Participants explored and learned about Raspberry Pi a credit card-sized single board computer developed for teaching computer science and then had the opportunity to Code with Scratch. We will be taking a break for the summer and will have another Maker Box event in the fall.

4. **Special Programs-**

Family Movie: Wednesday, June 20th Horton Hears a Who **40** in attendance.

Slime Time: Wednesday, June 27th **60** kids/teens of all ages.

5. **Ongoing Programs –**

a. Story time	(4)	162
b. LEGO	(8)	205
c. Barking for Books	(4)	30

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



Volunteer Coordinator Board Report
July 2018

It has been exciting beginning my new job at Blanchard Community Library. The staff and volunteers have been so welcoming and supportive. I am thrilled to be learning about my new position and making plans for volunteer outreach.

The Senior Festival was my first venture into networking in Santa Paula. I have touched base with several people who signed up at this event that would like to volunteer, and Wendy and I are starting to plan our visits to service clubs, organizations, and local church groups.

I am amazed at the current number of volunteers we already have at the library and look forward to encouraging more people to join our library family.

Blanchard Community Library

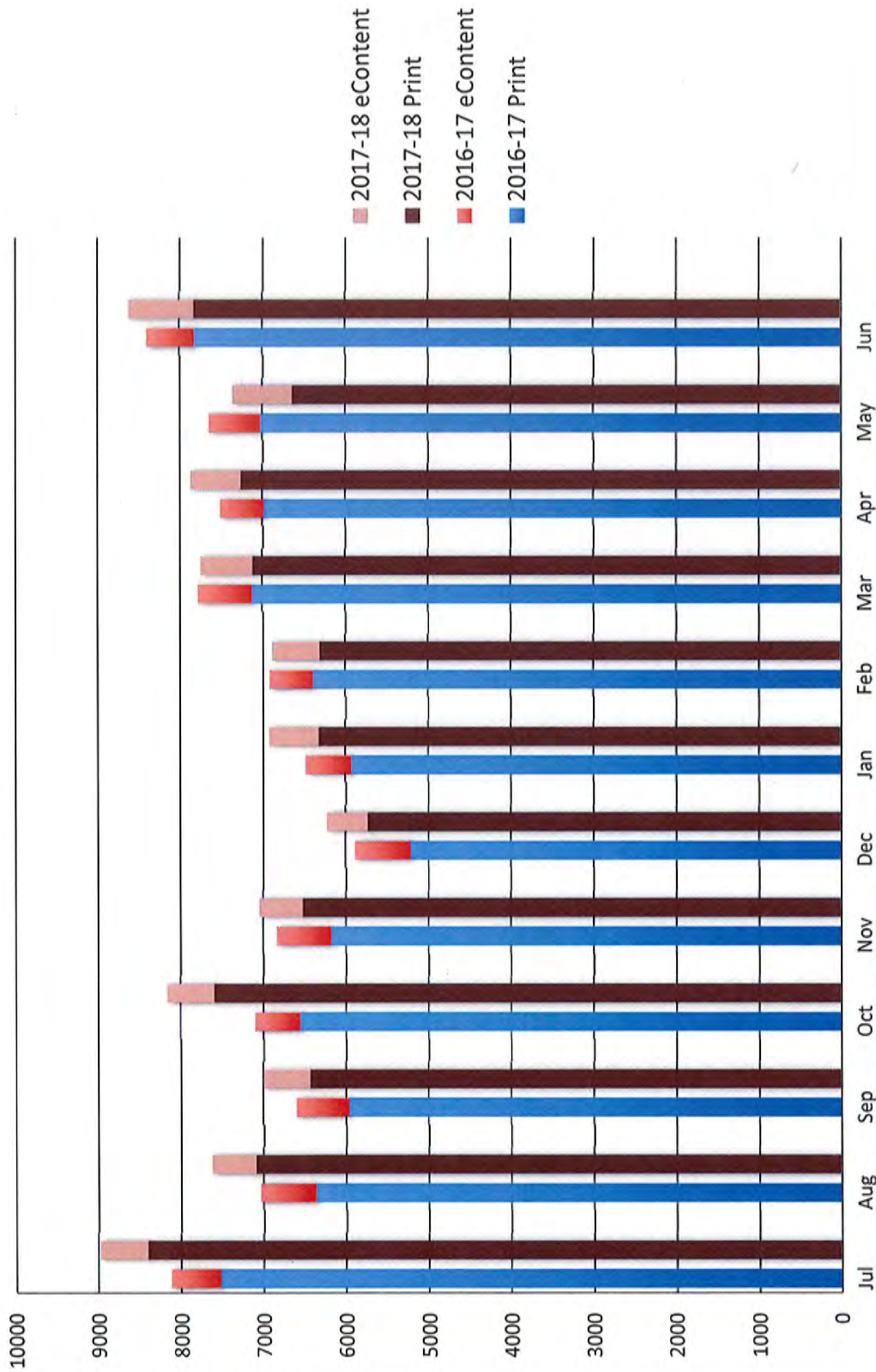
Volunteer Hours 2018

Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board	Total
January	Hours	223.00	41.25	98.00	40.75	14.00	12.00	21.00	0.00	34.50	484.50
February	Hours	250.00	30.50	111.00	87.50	0.00	10.00	0.00	0.00	27.00	516.00
March	Hours	241.00	23.50	167.00	109.25	65.50	17.00	0.00	0.00	46.50	669.75
April	Hours	291.00	25.25	102.00	116.50	83.00	12.00	0.00	0.00	43.00	672.75
May	Hours	294.00	10.00	154.75	79.00	43.50	7.00	1.75	0.00	30.50	620.50
June	Hours	215.00	19.25	151.50	1.50	16.75	0.00	0.00	200.75	27.50	632.25
July	Hours										
August	Hours										
September	Hours										
October	Hours										
November	Hours										
December	Hours										
Total	Hours	1514.00	149.75	784.25	434.50	222.75	58.00	22.75	200.75	209.00	3,595.75

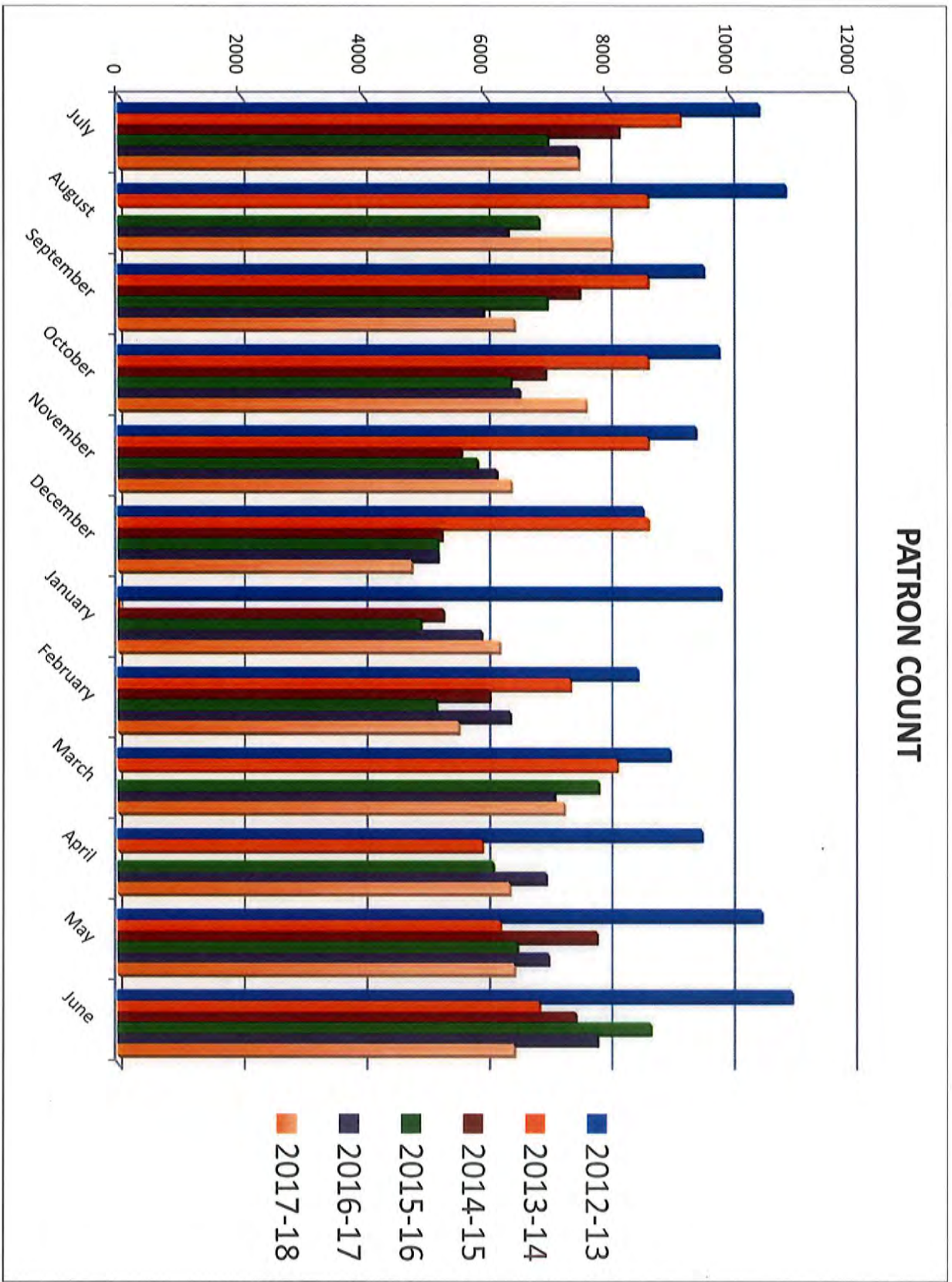
REGULAR MEETING OF JULY 24, 2018
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. RFID Project
3. Pitch An Idea Grant
4. New meeting room
5. LAFCo Municipal Services Review

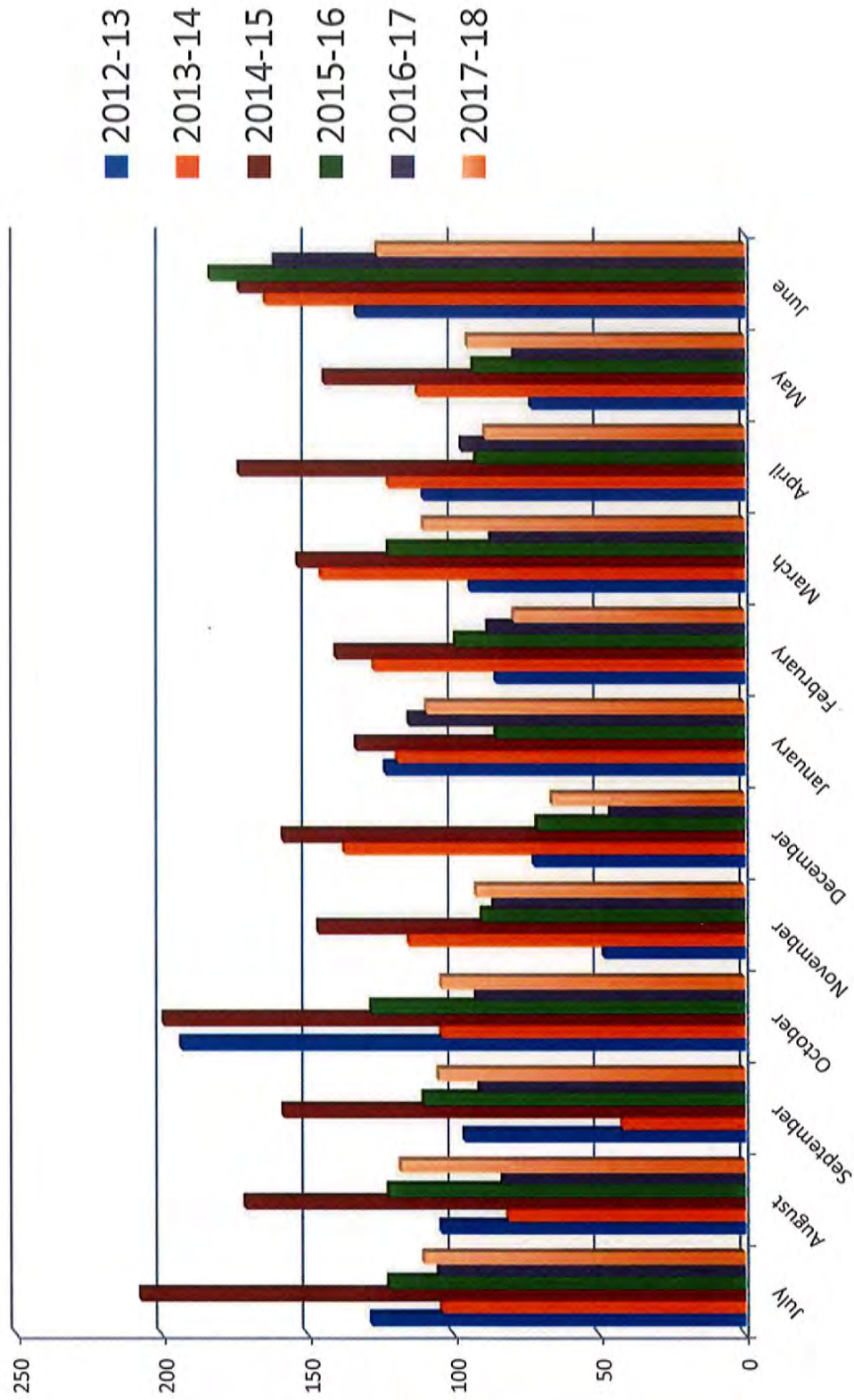
TOTAL CIRCULATION



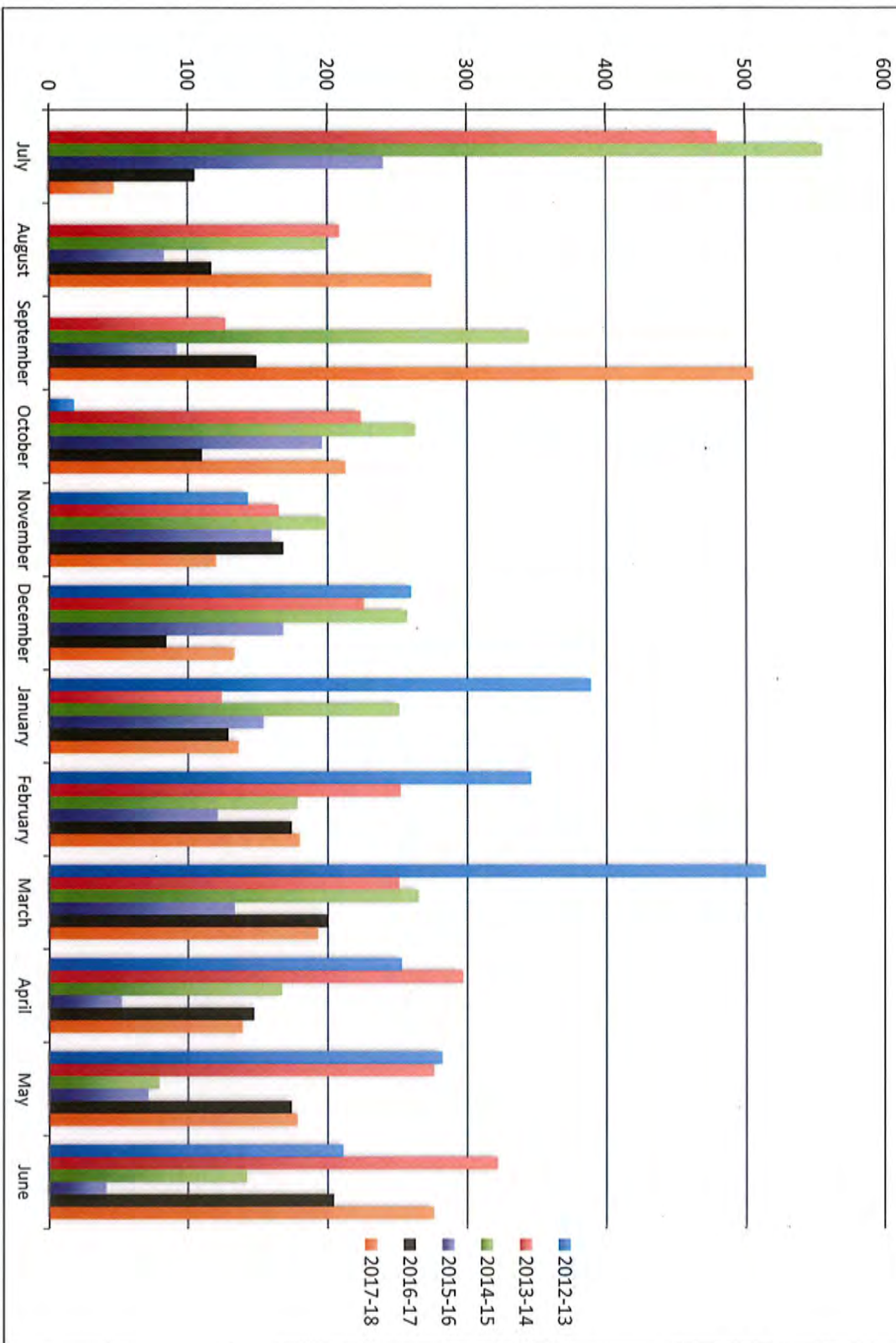
PATRON COUNT



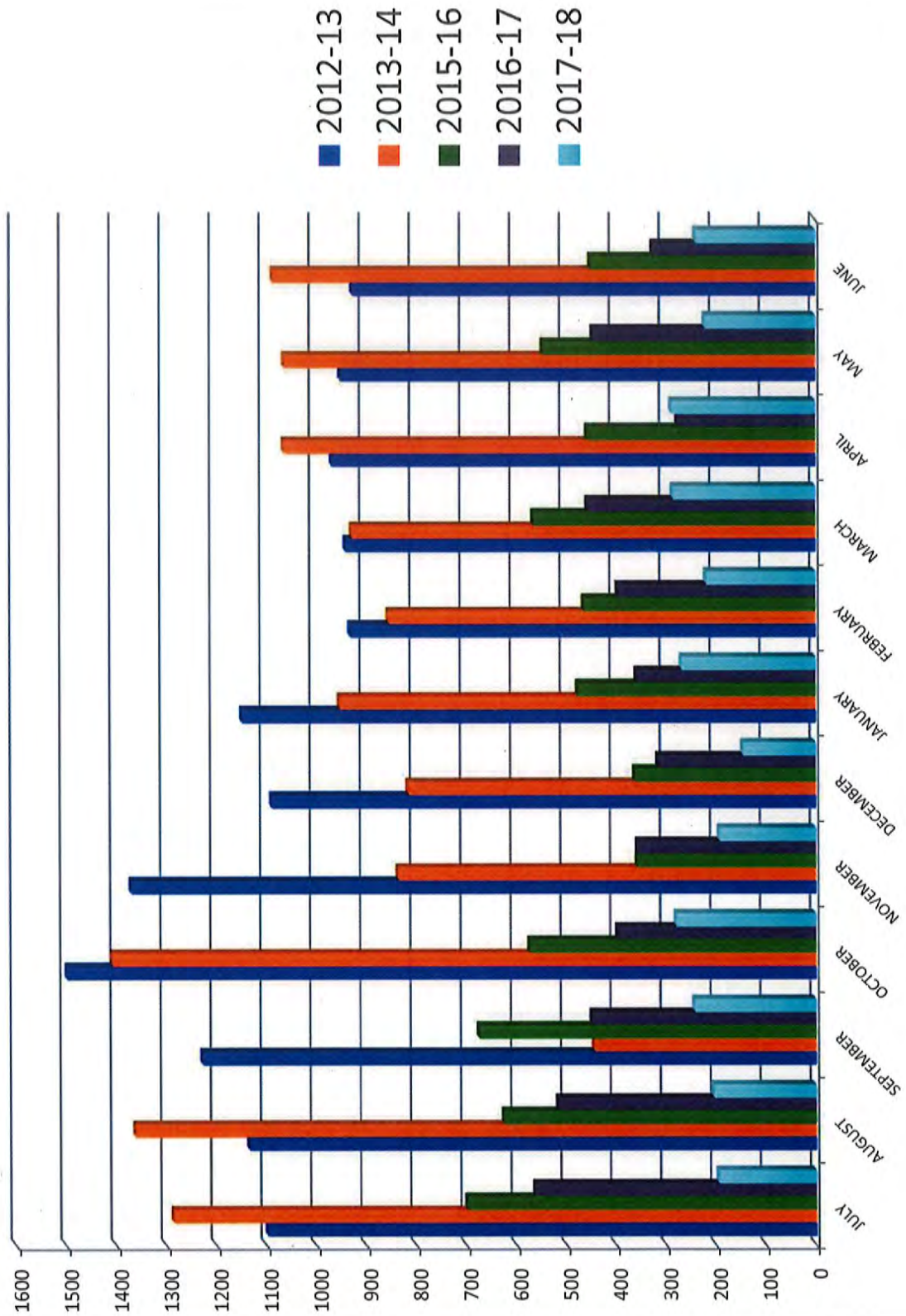
PATRON REGISTRATIONS



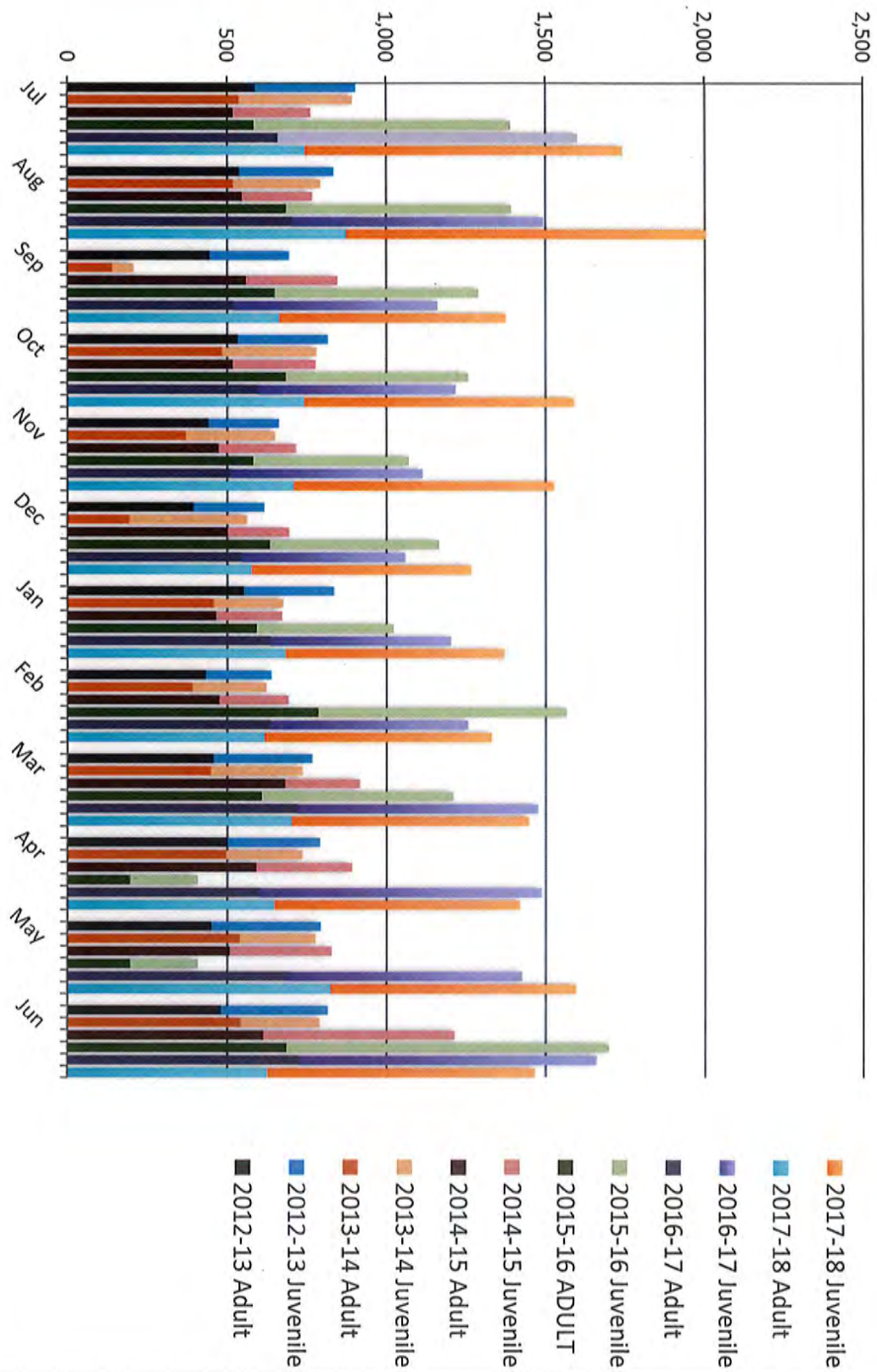
VOLUMES ADDED



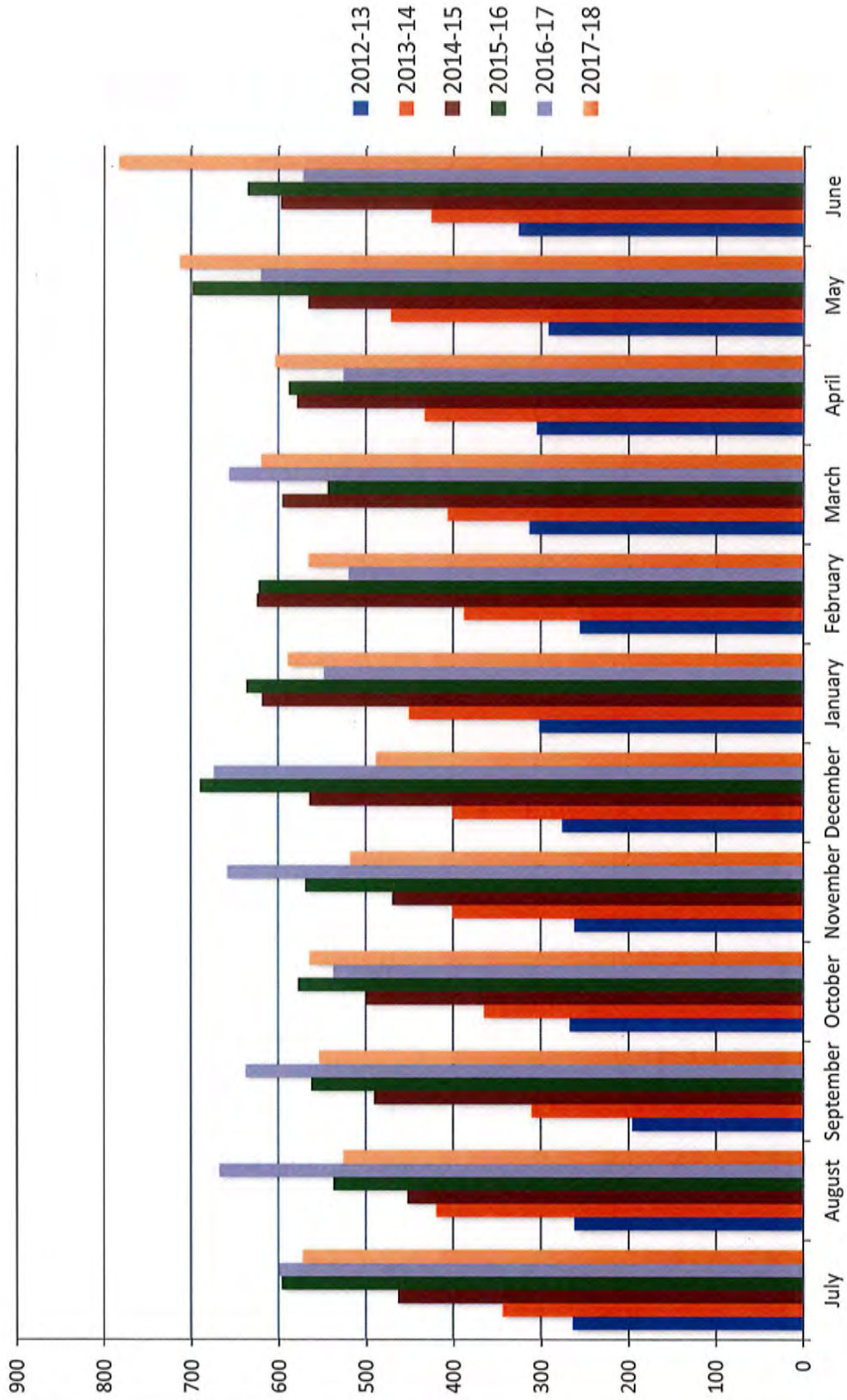
REFERENCE INQUIRIES



COMPUTER USAGE



eBOOK CIRCULATION



HOOPLA

