

MEETING NOTICE: There will be a Special Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Thursday, December 30, 2021, 2021, at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

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

MEMBERS OF THE PUBLIC MAY PARTICIPATE

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

For the best audio experience, please use computer audio.

Or Telephone: +1(650) 419-1505

Meeting ID: 381 39 2427

A. CALL TO ORDER

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

C. APPROVAL OF THE ORDER OF THE AGENDA

D. PUBLIC COMMENT

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

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

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

E. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of November 16, 2021

F. TRUSTEE VACANCY APPOINTMENT (information, discussion, possible action)

G. ELECTION OF OFFICERS FOR 2022 (information, discussion, possible action)

H. REPORTS

- a. Financial Reports--October
- b. Friends of the Library

I. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

J. OLD BUSINESS

- a. Update on Library Renovation (information, discussion, possible action)
- b. Possible Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)
- c. Possible Changes to CALPERS Retirement Plan (information, discussion, possible action)

K. NEW BUSINESS

L. REPORTS (CONTINUED)

- a. Staff Reports
 - i. Public Services Reports
 - ii. Facilities Report
 - iii. District Director's Report
- b. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

M. FUTURE AGENDA ITEMS

N. UPCOMING MEETING DATES

Regular Meeting January 25, 2022

O. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

SPECIAL MEETING OF DECEMBER 30, 2021

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

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

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

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

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF NOVEMBER 16, 2021
E. APPROVAL OF MINUTES

1. Approval of Minutes
 - a. Regular Meeting of November 16, 2021

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 16, 2021

CALL TO ORDER---The Teleconference Meeting was called to order at 6:05 PM by Board President Laura Phillips. Trustees Ron Merson, Ricardo Reyes, and Miriam Zamora were in attendance, a quorum established. Due to Trustee Grace Michael's resignation only four Trustees were present. District Director Ned Branch was present.

RESOLUTION - Unanimously approved resolution proclaiming meeting in person would present imminent risks to the health and safety of the attendees. (Zamora/Merson 4-0)

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

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

APPROVAL OF MINUTES---The Minutes of the Regular Meeting on October 26, 2021 were unanimously approved (Reyes/Phillips, 4-0).

REPORTS ---

a. Director Branch presented the Financial Reports for review. Some minor discrepancies found by the Finance Committee (Phillips) to be reconciled. Received and filed. (Merson/Zamora, 4-0)

b. Friends of the Library (FOL) - Trustee Phillips: The annual meeting will be held November 18th and the elections for the board will be held.

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

OLD BUSINESS--- Director Branch

a. Library renovation update.

1. At the last meeting two bid packages were approved for the roofing project and the solar project. The State has acknowledged our preliminary grant application which they will probably open in December.

The RFD (request for bid) for the roofing project is in draft form. There will be a three week time frame for bids to be submitted.

The solar project component is in progress. An electrical engineer recommended a company to write up the specs and to create a RFD package.

2. Discussed with Marilyn Appleby about developing building plans for the new building. An estimate for the cost of the plans is being prepared.

3. The front of the Library remodel schedule was reviewed. Specs are being put together to get estimates and bids for furniture, lighting, etc. A revised floor plan is being worked on.

NEW BUSINESS---

a. Trustee resignation and new trustee appointment process was reviewed. Trustee Grace Michael has submitted her resignation. The position has been posted.

b. Possible changes in Black Gold Cooperative Structure were reviewed.

REPORTS (continued)

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, November 16, 2021

a. Staff Reports

- i. Public services--- Updates were reviewed
- ii Facilities Report – Discussed alarms being set off, Miriam Zamora offered to be a library alarm responder.
- iii District Director’s Report---
 - 1. Statistics were reviewed.

d. Board Committees

- i Finance--- None
- ii Human Resources--- Trustee Reyes asked about the update for the PERS (retirement program) that was previously requested. Director Branch asked for clarification of what was needed. More information will be presented at the next meeting.

Also, what is the status of the vacation accruals? We want to avoid employees losing accrued time due to going over their cap. Director Branch will check but believes he’s the only one to be over a vacation cap.

iii Strategic Plan Teams

- 1. Visioning/Strategic Plan--- Working on details for facilitating the pop-up interviews within the community.
- 2. Fundraising/Grants--- None

FUTURE AGENDA ITEMS--- The Board agreed to include the following future Agendas: accrued vacation update, Library renovation update, new Trustee interviews, and Black Gold System changes.

UPCOMING MEETING DATE--- The next regular meeting will be December 28, 2021 at 6:00 pm.

ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Zamora/Reyes, 4-0) at 7:42 PM.

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF NOVEMBER 16, 2021
F. TRUSTEE VACANCY APPOINTMENT

Christina Eilar submitted an updated resume and answers to Board questions. As she is the only applicant for the vacant trustee seat, the Board should decide whether or not to appoint her to the vacant position.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

Christina Eilar

(805) 317 - 9066

caeilar@gmail.com

Education

Massachusetts Institute of Technology
Bachelors of Science in Mathematics

Work Experience

Student Desk Worker Feb 2014 – Aug 2016 **MIT ResLife**

*Staffed phone helpline for residents and visitors
Managed mailroom and processed paperwork for new residents*

Research Assistant Mar 2014 – Mar 2015 **MIT EAPS**

*Used MATLAB script to generate graphs and figures from seismic data
Presented at the American Geophysics Union fall meeting: "Characterizing Rayleigh Wave Velocity and Amplitude Anisotropy in an Alpine Glacier"*

Research Assistant Aug 2014 – Aug 2015 **MIT D-LAB**

Generated an industry report on current handcycle development Designed custom modifications and user-tested prototypes

Substitute Teacher Aide Aug 2016 – Apr 2018 **MupuSchoolDistrict**

*Worked in classrooms one-on-one with students requiring special services
Managed yard and lunch tables during lunchtime and recess*

Election Canvasser Oct 2016 – Nov 2016 **CAUSE**

Solicited support for local election items visiting voters and making calls

Shift Manager Apr 2017 – Jun 2017 **CAUSE**

Coordinated a team handing out fliers for UFCW, collected signatures for petitions

Machine Operator Mar 2018 – Feb 2019 **Spears**

Assembly machine operating, assembling and packaging parts for shipping

Project Manager Feb 2019 – present **GEO-Instruments**

*Installing and maintaining instrument systems for geotechnical monitoring
Processing incoming data and setting up online display for clients*

Relevant Skills

Bilingual English and Spanish

Prototyping experience, shop-trained, SB Makerspace member

Basic programming skills in MATLAB, Python, Java, HTML and CSS Microsoft Office, including familiarity with accounting using Excel

Review and synthesize technical/financial reports

Data visualization and communication

Preparing and presenting slides for annual reports or as promotional material

1. Why do you want to be considered for the library Board?

I am a competent and responsible person equal to the task of making decisions for the best interests of the library and Santa Paula. I would try to contribute a perspective that is researched to the best of my ability, and put the time and effort to be well-informed on the agenda to make good decisions with the Board. My opinions will always be of a long-time Santa Paula resident who wants a better world, here, in my community. I would love the opportunity to serve the library and any improvement to library stability and role in the community would be a personal success as a trustee.

2. What personal experiences and skills can you bring to the library Board to help serve the library?

I grew up going to Blanchard Community Library regularly. Years ago I had fun drawing for prizes during summer reading contests and feeling proud of filling up the tracking sheet completely with books. I am very familiar with seeing flyers for community events I would have completely missed or stopping by to check out what the crowd is about while driving by. These days I still use library resources regularly. I have had memberships at other library systems, including through schools, and know some of the wide variety of online resources that libraries can provide. Some situations where I looked for library resources included as a student doing homework, a first-time job search, technical background for a new job, and language-learning practice. I believe the library should always have information and resources for these situations. I can contribute with grant-writing and drafting reports as needed, and would be interested in more library blog news posts. I do often explore the services like Zinio, rbDigital, hoopla or Freegal and could write up a user experience to encourage others to do the same. I would like for the services the library already provides to be more popular and recognized in the community at large.

3. What do you perceive to be the library's role within the community, and what do you perceive to be in the library's best interests for securing its welfare and progress?

I perceive the library's role to be as a place of information and a knowledge resource available to anyone who walks in (or accesses the website). The library is a uniquely democratic institution and I would like it to be the best it can be. Here in Santa Paula it is often a community space for small meetings and artist events. It also provides consistent access to computer/internet use and printing for residents who may not have easy home access. The library's best relationship with the community will be where it provides resources to address community needs. I perceive the needs in Santa Paula

where the library will serve best include (1) Spanish-English language resources, (2) hosting and communication around community events, and (3) expanding free online access to learning technology. I hope that the library will be a place where it is a step ahead of many in the community exploring new technology so its resources are solutions for patrons in their daily lives.

4. What do you perceive to be unmet needs in the community, and what do you see as the library's role in helping meet those needs?

A challenge in our community in Santa Paula is the language barrier between strictly Spanish-speaking residents and strictly English-speaking residents. My family is largely bilingual but I grew up only speaking English and learned Spanish beginning in middle school. I like having access to books in Spanish through the library and I am interested how the bilingual tutoring group is doing at the library. I would like to support their efforts and address any challenges they face in encouraging a bilingual community. I am familiar with the school system reaching out to bilingual family members to help translate for parent-teacher interactions and would like anyone who is familiar with the library tutoring to take an additional step of being an informal translator for the school system or seeking out the certification of professional Spanish-English translation for Ventura County services. This is one area where I believe Blanchard Community Library could address a need in the community, and also encourage personal professional development for residents to gain access to in-demand jobs (which will also serve our community well).

5. The library's user population is diverse. There is a vast difference between the modern library and the library of yesteryear. Please explain what a "modern library" means to you.

A modern library has a website with subscriptions to online resources that would be impractical or unavailable to a private citizen. Physical books are only one of many expectations for a modern library to fulfill. A public library is a physical space where residents can meet safely and quietly as they please, and expect to be respected without discrimination. Knowledge and technology are constantly changing, and a modern library will keep up, providing free access to such developments as it can for all its patrons.

6. Is your library doing a good job? Does it serve the community well? What can it do better?

Blanchard Community Library does a great job in Santa Paula. There is always an uphill battle communicating with residents and keeping ahead of the knowledge curve, but I believe the library has a good reputation for being a trusted resource and safe space for the community. The small-town challenge of doing much with little is a familiar struggle in Santa Paula and the library has to be selective with what it offers. Taking stock of other library systems and how the options available to the library can best serve the existing user base or attract more regular patrons will be major factors in decisions as a trustee. Ongoing social distancing disrupts a lot of access to the library, so safely adapting some services and working on long-term goals before opening to business as usual is another task at hand. Remote access to apps and ebooks is unaffected, so encouraging use or facilitating online meetings are still ways to engage with the community.

7. Do you have a library card?

Of course. I managed to come full circle on the original card for my account after losing two replacements and re-discovering the first a few years ago. I consider myself lucky to have had library resources growing up in Santa Paula and hope the library carries on its good work into the future.

SPECIAL MEETING OF DECEMBER 30, 2021
H(a). REPORTS: FINANCIAL REPORTS

1. Receive and file November 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES
YTD as of November 2021 - Month 5 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET		
Income	Property Tax	\$ 248,678	\$ 231,120	7.6%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 63,782	\$ 56,323	13.2%	Larger than expected State Library Literacy grant
	Donations- YTD	\$ 11,694	\$ 10,450	11.9%	\$5,000 Building Fund donation
Expense	Salaries & Benefits	\$ 227,620	\$ 271,200	-16.1%	One staff member on maternity leave
	Computer Services	\$ 30,870	\$ 37,050	-16.7%	Hoopla no longer categorized as Computer Services; BG has not bill for Q2
	Collection Development	\$ 25,955	\$ 19,900	30.4%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted.
	Programs	\$ 3,619	\$ 13,200	-72.6%	Delay in resuming congregate programs due to COVID
	Insurance	\$ 9,223	\$ 9,200	0.2%	
	Professional Services	\$ 15,049	\$ 20,100	-25.1%	Have not received final bills from auditors and from actuary
	Building Maintenance	\$ 6,280	\$ 8,150	-22.9%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
	Utilities	\$ 18,769	\$ 15,000	25.1%	Summertime cooling costs. Budget is based on monthly average, not actual usage.

BUDGET SUMMARY

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget	Annual Variance Based on Monthly Average
Income	\$ 257,456	\$ 324,631	\$ 298,413	8.8%	\$ 993,873	#DIV/0!
Expense	\$ 368,085	\$ 354,357	\$ 415,117	-14.6%	\$ 992,800	#DIV/0!
Other						
Income	\$ -	\$ -	\$ -		\$ -	
Expense	\$ -	\$ -	\$ 1,500		\$ 18,000	

Blanchard/Santa Paula Library District
Balance Sheet
 As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Payroll (Checking Account - Payroll)	2,156.03
General Fund	63,995.69
County Accounts	996,829.42
Investment Accounts	391,187.97
Literacy	
1010.30 · Checking - FLAIR	67,500.79
1014.30 · CD - FLAIR	5,406.57
Total Literacy	72,907.36
Building Fund	104,781.00
1020 · Book Trust Account	4,931.59
1010.40 · Santa Paula City	191,989.88
Blake	15,172.93
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	1,844,363.27
Other Current Assets	51,275.52
Total Current Assets	1,895,638.79
Fixed Assets	763,295.72
TOTAL ASSETS	2,658,934.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,935.62
Credit Cards	619.81
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	-16,818.31
2510 · Due to Friends of the Library	382.55
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	21,819.22
Total Current Liabilities	29,374.65
Total Liabilities	29,374.65
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,600,272.15
Net Income	-28,835.65
Total Equity	2,629,559.86
TOTAL LIABILITIES & EQUITY	2,658,934.51

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

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	6,264.57	500.00	248,677.82	231,120.00	883,230.00
4700 · Grants	0.00	0.00	63,782.00	56,323.00	69,323.00
4600 · Donations	330.00	2,090.00	11,694.00	10,450.00	40,080.00
4800 · Library Services	30.60	100.00	398.97	520.00	1,240.00
4900 · Miscellaneous Income	19.32		77.28		
Interest Income	0.12		0.85		
Total Income	<u>6,644.61</u>	<u>2,690.00</u>	<u>324,630.92</u>	<u>298,413.00</u>	<u>993,873.00</u>
Gross Profit	6,644.61	2,690.00	324,630.92	298,413.00	993,873.00
Expense					
*Reconciliation Discrepancies	0.00		0.00		
Salaries & Employee Benefits					
Salaries	28,621.98	39,530.00	165,536.40	197,650.00	503,100.00
Payroll Tax	0.00	3,390.00	8,561.19	16,950.00	42,080.00
Retirement	4,130.00	6,120.00	25,810.05	30,600.00	73,800.00
Health Insurance	5,974.94	4,930.00	27,071.27	24,650.00	59,160.00
Insurance- Workers Comp.	144.19	170.00	641.01	1,350.00	2,540.00
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.00	0.00
Total Salaries & Employee Benefits	<u>38,871.11</u>	<u>54,140.00</u>	<u>227,619.92</u>	<u>271,200.00</u>	<u>680,680.00</u>
Services					
Computer Services	629.38	1,010.00	30,870.37	37,050.00	76,120.00
Collection Development					
AV Materials	64.38	400.00	1,937.19	2,000.00	4,800.00
Books	2,520.85	2,180.00	11,243.10	10,900.00	26,160.00
Databases	0.00	690.00	6,223.00	3,450.00	8,280.00
WiFi Hot Spots	750.22	500.00	4,160.30	2,500.00	6,000.00
Periodicals	148.98	210.00	2,391.72	1,050.00	2,520.00
Collection Development - Other	0.00	0.00	0.00	0.00	0.00
Total Collection Development	<u>3,484.43</u>	<u>3,980.00</u>	<u>25,955.31</u>	<u>19,900.00</u>	<u>47,760.00</u>
Library Supplies	0.00	170.00	614.45	850.00	2,040.00
Memberships & Dues	331.27	420.00	4,691.59	2,100.00	5,040.00
Programs					
Adult Programs	0.00	380.00	206.87	1,900.00	4,560.00
Young Adult Programs	0.00	420.00	249.12	2,100.00	5,040.00
Children's Programs	0.00	1,170.00	1,298.90	5,850.00	14,040.00
Literacy Programs	395.81	670.00	1,864.36	3,350.00	8,040.00
Programs - Other	0.00	0.00	0.00	0.00	0.00
Total Programs	<u>395.81</u>	<u>2,640.00</u>	<u>3,619.25</u>	<u>13,200.00</u>	<u>31,680.00</u>
Promotion & Public Relations	29.99	483.34	213.84	2,416.66	5,800.00
Travel and Meetings	0.00	180.00	41.98	900.00	2,160.00
Services - Other	0.00	0.00	0.00	0.00	0.00
Total Services	<u>4,870.88</u>	<u>8,883.34</u>	<u>66,006.79</u>	<u>76,416.66</u>	<u>170,600.00</u>
Administration					
Advertising	0.00	30.00	0.00	150.00	360.00
Bank Charges	61.34	40.00	257.22	200.00	480.00
Insurance	0.00	1,840.00	9,222.60	9,200.00	22,080.00

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

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget
Miscellaneous	0.00		60.00		
Office Expenses (Office expenses)	755.92	1,170.00	2,951.50	5,850.00	14,040.00
Payroll Processing	319.15		1,122.05		
Professional Services					
Accounting Fees	0.00	920.00	1,751.00	4,600.00	11,040.00
Audit Services	0.00	0.00	7,000.00	12,000.00	12,000.00
Collection Services	17.90		116.35		
Grant Writing	0.00	0.00	0.00	1,000.00	1,000.00
Legal Fees	1,375.00	500.00	5,212.50	2,500.00	6,000.00
Professional Services - Other	0.00	0.00	969.75	0.00	0.00
Total Professional Services	1,392.90	1,420.00	15,049.60	20,100.00	30,040.00
Public & Legal Notices	0.00		80.20		
Staff Development & Recognition	0.00	170.00	175.00	850.00	2,040.00
Strategic Planning	71.54	1,000.00	979.90	2,000.00	3,000.00
Telephone Expense	319.33	360.00	1,595.49	1,800.00	4,320.00
Administration - Other	0.00	0.00	0.00	0.00	0.00
Total Administration	2,920.18	6,030.00	31,493.56	40,150.00	76,360.00
Facilities					
Janitorial Services & Supplies	925.63	840.00	4,187.19	4,200.00	10,080.00
Repairs & Maintenance	535.40	1,390.00	6,279.66	8,150.00	19,080.00
Utilities (Utilities)	2,823.89	3,000.00	18,769.54	15,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00	0.00	0.00
Total Facilities	4,284.92	5,230.00	29,236.39	27,350.00	65,160.00
Total Expense	50,947.09	74,283.34	354,356.66	415,116.66	992,800.00
Net Ordinary Income	-44,302.48	-71,593.34	-29,725.74	-116,703.66	1,073.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary In...	0.03		890.09		
Total Other Income	0.03		890.09		
Other Expense					
Extraordinary Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.03	0.00	890.09	0.00	0.00
Net Income	-44,302.45	-71,593.34	-28,835.65	-116,703.66	1,073.00

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

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	248,677.82	248,102.46	575.36	0.2%
4700 · Grants	63,782.00	6,345.76	57,436.24	905.1%
4600 · Donations	11,694.00	1,948.18	9,745.82	500.3%
4800 · Library Services	398.97	481.99	-83.02	-17.2%
4900 · Miscellaneous Income				
Miscellaneous Revenue	77.28	576.96	-499.68	-86.6%
Total 4900 · Miscellaneous Income	77.28	576.96	-499.68	-86.6%
Interest Income	0.85	0.64	0.21	32.8%
Total Income	324,630.92	257,455.99	67,174.93	26.1%
Gross Profit	324,630.92	257,455.99	67,174.93	26.1%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	165,536.40	179,859.34	-14,322.94	-8.0%
Payroll Tax	8,561.19	14,132.72	-5,571.53	-39.4%
Retirement	25,810.05	25,730.30	79.75	0.3%
Health Insurance	27,071.27	26,063.23	1,008.04	3.9%
Insurance- Workers Comp.	641.01	980.92	-339.91	-34.7%
Total Salaries & Employee Benefits	227,619.92	246,766.51	-19,146.59	-7.8%
Services				
Computer Services	30,870.37	32,670.32	-1,799.95	-5.5%
Collection Development				
AV Materials	1,937.19	1,642.12	295.07	18.0%
Books	11,243.10	7,344.17	3,898.93	53.1%
Databases	6,223.00	2,416.71	3,806.29	157.5%
WiFi Hot Spots	4,160.30	2,436.56	1,723.74	70.7%
Periodicals	2,391.72	1,522.03	869.69	57.1%
Total Collection Development	25,955.31	15,361.59	10,593.72	69.0%
Library Supplies	614.45	778.13	-163.68	-21.0%
Memberships & Dues	4,691.59	995.00	3,696.59	371.5%
Programs				
Adult Programs	206.87	352.63	-145.76	-41.3%
Young Adult Programs	249.12	850.74	-601.62	-70.7%
Children's Programs	1,298.90	2,369.92	-1,071.02	-45.2%
Literacy Programs	1,864.36	1,575.31	289.05	18.4%
Total Programs	3,619.25	5,148.60	-1,529.35	-29.7%
Promotion & Public Relations	213.84	13,189.71	-12,975.87	-98.4%
Travel and Meetings	41.98	0.00	41.98	100.0%
Total Services	66,006.79	68,143.35	-2,136.56	-3.1%
Administration				
Bank Charges	257.22	189.70	67.52	35.6%
Insurance	9,222.60	8,126.90	1,095.70	13.5%
Miscellaneous	60.00	0.00	60.00	100.0%
Office Expenses (Office expenses)	2,951.50	2,543.97	407.53	16.0%
Payroll Processing	1,122.05	0.00	1,122.05	100.0%

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

12/21/21

Accrual Basis

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
Professional Services				
Accounting Fees	1,751.00	3,526.00	-1,775.00	-50.3%
Audit Services	7,000.00	2,500.00	4,500.00	180.0%
Collection Services	116.35	770.10	-653.75	-84.9%
Legal Fees	5,212.50	6,362.50	-1,150.00	-18.1%
Professional Services - Other	969.75	0.00	969.75	100.0%
Total Professional Services	15,049.60	13,158.60	1,891.00	14.4%
Public & Legal Notices	80.20	477.40	-397.20	-83.2%
Staff Development & Recognition	175.00	150.28	24.72	16.5%
Strategic Planning	979.90	0.00	979.90	100.0%
Telephone Expense	1,595.49	1,598.55	-3.06	-0.2%
Total Administration	31,493.56	26,245.40	5,248.16	20.0%
Facilities				
Janitorial Services & Supplies	4,187.19	5,004.08	-816.89	-16.3%
Repairs & Maintenance	6,279.66	6,551.96	-272.30	-4.2%
Utilities (Utilities)	18,769.54	15,373.29	3,396.25	22.1%
Total Facilities	29,236.39	26,929.33	2,307.06	8.6%
Total Expense	354,356.66	368,084.59	-13,727.93	-3.7%
Net Ordinary Income	-29,725.74	-110,628.60	80,902.86	73.1%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Inco...	890.09	3,949.93	-3,059.84	-77.5%
Library Impact Fees	0.00	30,527.63	-30,527.63	-100.0%
Total Other Income	890.09	34,477.56	-33,587.47	-97.4%
Net Other Income	890.09	34,477.56	-33,587.47	-97.4%
Net Income	-28,835.65	-76,151.04	47,315.39	62.1%

**Blanchard/Santa Paula Library District
General Fund Deposit Detail
November 2021**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		11/05/2021		Deposit	General Fund		4.85
				Deposit	4804 · Printing & Copying		-4.85
TOTAL							-4.85
Deposit		11/12/2021		Deposit	General Fund		19.32
			State of California - Victim Restitution	Tammy Ferguson	4904 · Restitution	General Fund	-19.32
TOTAL							-19.32
Deposit		11/18/2021		Deposit	General Fund		25.75
				Deposit	4804 · Printing & Copying		-25.75
TOTAL							-25.75

Blanchard/Santa Paula Library District Monthly General Fund Check Detail November 2021

Num	Date	Name	Memo	Account	Paid Amount
eft	11/02/2021			General Fund	
				Credit Card Fees	-61.34
TOTAL					-61.34
EFT	11/01/2021	Calif. Public Employees' Retirement S...	455-855-8181	General Fund	
			Late payroll reports - August 2021 - Sept 2021	Health Insurance	-100.00
			Late payroll reports - August 2021 - Sept 2021	Retirement	-100.00
TOTAL					-200.00
EFT	11/10/2021	Calif. Public Employees' Retirement S...	November 2021 health insurance	General Fund	
			November 2021 health insurance	PERS Group Health Insu...	-2,970.56
			November 2021 health insurance	Annuitant Health Insurance	-2,339.05
TOTAL					-5,309.61
EFT	11/12/2021	Calif. Public Employees' Retirement S...	Classic retirement contribution 09-19-21 - 10-02-21	General Fund	
			Classic retirement contribution 09-19-21 - 10-02-21	CALPERS (Payee Accou...	-1.53
TOTAL					-1.53
EFT	11/16/2021	Calif. Public Employees' Retirement S...	Classic retirement contribution 10-03-21 - 10-16-21	General Fund	
			Classic retirement contribution 10-03-21 - 10-16-21	CALPERS (Payee Accou...	-378.55
TOTAL					-378.55
EFT	11/30/2021	Calif. Public Employees' Retirement S...	Classic retirement contribution 10-17-21 - 10-30-21	General Fund	
			Classic retirement contribution 10-17-21 - 10-30-21	CALPERS (Payee Accou...	-378.55
TOTAL					-378.55
EFT	11/30/2021	Calif. Public Employees' Retirement S...	Pepra retirement contribution 10-17-21 - 10-30-21	General Fund	
			Pepra retirement contribution 10-17-21 - 10-30-21	CALPERS (Payee Accou...	-1,217.65
TOTAL					-1,217.65

Blanchard/Santa Paula Library District Monthly General Fund Check Detail November 2021

Num	Date	Name	Memo	Account	Paid Amount
11261	11/04/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
16H9-3MF...	10/22/2021			Children's Books	-73.38
TOTAL					-73.38
11262	11/04/2021	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
2036196060	10/18/2021			Children's Books	-21.11
2036196061	10/18/2021			Children's Books	-25.57
2036196062	10/18/2021		2036196062	Children's Books	-62.90
2036196063	10/18/2021		2036196063	Children's Books	-112.47
TOTAL					-222.05
11263	11/04/2021	Business Card	Credit Card Charges 07-17-2021 - 08-16-2021	General Fund	
09-17-21 - ...	10/16/2021		09-17-21 - 10-16-21	Bank of America Platinu...	-1,323.58
TOTAL					-1,323.58
11264	11/04/2021	Castle Air		General Fund	
BL1021	09/08/2021		BL1021	HVAC Maintenance	-1,200.00
TOTAL					-1,200.00
11265	11/04/2021	Document Systems	VE3166	General Fund	
174819	09/20/2021		174819	Printing	-113.07
TOTAL					-113.07
11266	11/04/2021	Metalhaus	New Bike Rack	General Fund	
791	10/27/2021		New Bike Rack	Professional Services	-969.75
TOTAL					-969.75
11267	11/04/2021	Midwest Tape	2000009658	General Fund	
501147550	10/18/2021		INV. 501147550	Adult AV	-85.98

Blanchard/Santa Paula Library District Monthly General Fund Check Detail November 2021

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-85.98
11268	11/04/2021	Ned Branch	Monthly health insurance reimbursement	General Fund	
	11/01/2021		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11269	11/04/2021	OverDrive, Inc	1352-1004	General Fund	
ADV-0004...	10/01/2021		ADV-0004939	Databases	-2,000.00
TOTAL					-2,000.00
11270	11/04/2021	Southern California Edison	VOID: 700501221979	General Fund	
TOTAL					0.00
11271	11/04/2021	SoCalGas	151-414-1668-3	General Fund	
08-31-21 - ...	10/18/2021		08-31-21 - 10-01-21	Electricity	-18.39
TOTAL					-18.39
11272	11/04/2021	Southern California Edison	700501221979	General Fund	
09-17-21 - ...	10/19/2021		09-17-21 - 10-18-21	Electricity	-2,545.66
TOTAL					-2,545.66
11273	11/05/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
197J-Q7X...	10/31/2021		Replacement Books	Children's Books	-24.00
1XWR-GJ...	10/31/2021		Replacement Books	Children's Books	-132.50
1F41-GNT...	10/31/2021		Replacement Books	Children's Books	-102.22
1LTF-RQ6...	11/02/2021		Replacement Books	Children's Books	-185.36
TOTAL					-444.08
11274	11/18/2021	Amazon Capital Services	A2UKBMZA52GWII	General Fund	
1F7J-7MP...	11/15/2021		INV. 1F7J-7MPX-63DT	Children's Books	-20.56

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
 November 2021

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-20.56
11275	11/18/2021	Athens Enviromental	A20004977	General Fund	
11219623	11/01/2021		11082737	Trash	-218.28
TOTAL					-218.28
11276	11/18/2021	Black Gold Cooperative Library System	VOID: 2021 - 2022 - 2nd Qtr	General Fund	
TOTAL					0.00
11277	11/18/2021	Channel Islands Pressure Washing		General Fund	
2111095	11/09/2021		INV. 2111095	Building Maintenance	-225.00
TOTAL					-225.00
11278	11/18/2021	City of Santa Paula (067000-00)	111-067000-00	General Fund	
09-24-21 - ...	10/31/2021		09-24-21 - 10-24-21	Water and Sewer	-406.34
TOTAL					-406.34
11279	11/18/2021	City of Santa Paula (067500-00)	111-067500-00	General Fund	
09-24-21 - ...	10/31/2021		09-24-21 - 10-24-21	Water and Sewer	-91.70
TOTAL					-91.70
11280	11/18/2021	Kelly Cleaning & Supplies	November 2021	General Fund	
589693726	11/01/2021		November 2021	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11281	11/18/2021	Los Angeles Times	10011275968	General Fund	
10012759...	10/25/2021		1001275968 - Oct. 2021	Periodicals	-110.49
TOTAL					-110.49
11282	11/18/2021	Midwest Tape	2000009658	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
November 2021

Num	Date	Name	Memo	Account	Paid Amount
501221277	11/03/2021		501221277	Adult AV	-22.98
TOTAL					-22.98
11283	11/18/2021	Moss, Levy & Hartzheim LLP	BLANCHARD	General Fund	
29303	10/31/2021		Inv. 29303	Audit Services	-7,000.00
TOTAL					-7,000.00
11284	11/18/2021	SoCalGas	151-414-1668-3	General Fund	
10-02-21 - ...	11/04/2021		10-02-21 - 11-02-21	Electricity	-38.04
TOTAL					-38.04
11285	11/18/2021	Sparkletts	26410174648715	General Fund	
4648715-1...	11/04/2021		4648715-100721	Office Expense	-85.12
TOTAL					-85.12
11286	11/18/2021	T-Mobile	968719262	General Fund	
09-21-21 - ...	11/01/2021		09-21-21 - 10-21-21	WiFi Hot Spots	-375.11
TOTAL					-375.11
11287	11/18/2021	Unique Management Services, Inc.	538	General Fund	
607325	11/01/2021		INV. 607325	Collection Services	-17.90
TOTAL					-17.90
11288	11/18/2021	Black Gold Cooperative Library System	2021 - 2022 - 2nd Qtr	General Fund	
22-242	10/01/2021		2021 - 2022 - 2nd Qtr eContent Hoopla 2021 - 2022 - 2nd Qtr	Network Services/ILS Databases Databases WiFi Hot Spots	-13,490.60 -856.47 -1,549.56 -1,148.56
TOTAL					-17,045.19

SPECIAL MEETING OF DECEMBER 30, 2021

I. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

SPECIAL MEETING OF DECEMBER 30, 2021, 2021
J(a). UPDATE ON LIBRARY RENOVATION

A list of Development Impact Fee projects anticipated to start in the next 12 months and a summary of the activities related to the remodel of the front of the library are attached.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

<u>Project</u>	<u>Location</u>	<u>Type of Product</u>	<u># Units</u>		<u>Status</u>
Habitat for Humanity	14 th Street and Prieto Street	SFH	6	2233.73	\$ 13,402 on hold pending next funding cycle
Peoples Self Help Housing	714 West Harvard Blvd	apartments	68	2257.43	\$ 153,505 permitted development will occur 2022
Spirit of Santa Paula	1498 East Harvard Blvd	shelter beds/services	49		\$ - permitted development will occur 2022
Arbor Executive Homes	Forest Drive and Cliff Dr	SFH	19	2233.73	\$ 42,441 CofO for 6 homes this month, remaining 13 will be completed 2022
Creekside Homes	Santa Paula Street & Grant Line Rd	SFH	9	2233.73	\$ 20,104 permitted development underway on remaining parcels, will be completed 2022
Tiny Quads	720 E. Main Street	4-plex apartments	12	2257.43	\$ 27,089 building plans under review, construction expected mid-2022
King Building	927 E. Main Street	apartments/mixed use	6	2257.43	\$ 13,545 building plans under review, construction planned for 2022
11 th Street Townhomes	1102 E. Main St	townhomes	10	2257.43	\$ 22,574 building plans under review, construction late 2022
Former Kmart site	895 Faulkner	apartments	240	2257.43	\$ 541,783 conceptual plans reviewed- plan submittal expected early next year, construction late 2022
Redtail Garden Apartments	18004 Telegraph Rd	apartments	276	2257.43	\$ 623,051 conceptual plans reviewed- plan submittal expected early next year, construction late 2022
Main Street Senior Housing	603 East Main Street	apartments/mixed use	22	2257.43	\$ 49,663 design review completed, conceptual plans under review, construction late 2022
TOTAL			717		\$ 1,507,157

Ned Branch

From: Marilyn Appleby <Marilyn@kulwiecgroup.com>
Sent: Wednesday, December 22, 2021 2:25 PM
To: ned.branch@blanchardlibrary.org
Subject: Checking in

Hi Ned,

This is to update you.

Interior Upgrades:

- **Electrical:** I have an RFP to Parviz / Dana for Interior Upgrades. I included you in the email in case they have questions that would be better for you to answer directly; have requested an hourly fee proposal with a budget.
- **Furnishings:** I have queries to both Nancy Schram and Tri County Office on Library Furnishings. Nancy is using Tri County for the Fillmore Library. I have also asked Nancy who they used for Hill Street Library. I also have queries to a few other contacts with school libraries.
- **Colors & Finishes:** We are pulling together a few options; would like to have these coordinated with an overall furnishing furnishing Will keep you updated, but would like to have a coordinated look with the furnishings. So, moving ahead.

Community Hall - RFP has gone out to:

- Structural Engineer (3)
- Mechanical / Plumbing Engineer (2)
- Electrical Engineer (1 – Parviz)
- Civil Engineer (1 – ECG)
- Fire Protection (1)
- Landscape Architect (1)

The FRP includes Design Development, Construction Documents, Bidding Support, and Construction Administration. I have asked that questions come in the first week of January so we can address them together (rather than piecemeal). I anticipate have a list of questions to review with you the first week in January.

I will be out of the office from December 23 – January 3. I will be checking emails, but will be pretty much away during that time.

I hope you have a wonderful Christmas and very happy New Year!

Best,

Marilyn Appleby, AIA, LEED Green Associate

ANDERSON KULWIEC APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula CA 93060

805-933-0225 ext 2
805-890-6412 CELL

SPECIAL MEETING OF DECEMBER 30, 2021, 2021
 J(c). POSSIBLE CHANGE TO CALPERS RETIREMENT PLAN

Trustee Reyes asked whether it is possible to maintain existing participants in CalPERS retirement programs but enroll future participants in a different plan, possibly a defined-contribution plan.

Staff spoke with a CalPERS representative who stated that CalPERS retirement enrollment is either all eligible staff or none. To verify that conclusion, staff consulted with the library’s general counsel, who also checked with an employee benefits consultant. Our general counsel advised that was not possible under the Government Code. Her conversation with the employee benefits consultant verified that conclusion. A copy of the email from our attorney is attached.

The relevant Government Code sections are also attached.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Merson						
Phillips						
Reyes						
Zamora						

Ned Branch

From: Nancy Schreiner <Nancy@nkslaw.com>
Sent: Thursday, December 9, 2021 3:42 PM
To: Ned Branch
Subject: FW: Blanchard Community Library District

Ned-I received an email from Mr Bartel that he was having Mary Beth contact me. I just spoke to her and she provided me the email below. She had access to the basic CALPers info and reports. She said basically BCL has \$634,000 unfunded for the classics and to leave would be between \$1.9 to \$2.8 million. She confirmed you are either in CalPers or not. I told her I would forward this information to you and you may want to call her directly and she said that was fine and there was no charge for this information. Use her cell number it is the best.

I hope this helps and feel free to call her.

Nancy Kierstyn Schreiner
Attorney at Law
Law Offices of Nancy Kierstyn Schreiner
400 Camarillo Ranch Road, Suite 102
Camarillo, CA 93012
(805) 248-9093

Please note our office has relocated to 400 Camarillo Ranch Road, Suite 102, Camarillo, California 93012. Our phone number will remain the same (805) 248-9093.

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From: Mary Beth Redding [mailto:mbredding@bartel-associates.com]
Sent: Thursday, December 09, 2021 3:29 PM
To: Nancy Schreiner
Cc: John Bartel
Subject: RE: Blanchard Community Library District

<https://www.calpers.ca.gov/docs/actuarial-reports/2020/blanchard-santa-paula-public-library-district-miscellaneous-2020.pdf>

<https://www.calpers.ca.gov/docs/actuarial-reports/2020/blanchard-santa-paula-public-library-district-pepra-miscellaneous-2020.pdf>

See the termination unfunded liabilities on page 22 of each report, vs the ongoing unfunded liability on page 6.

Mary Elizabeth Redding, FSA, Vice President



Bartel Associates, LLC
411 Borel Avenue, Suite 620
San Mateo, CA 94402
Phone: 650/377-1617
Cell: 626/808-2157

From: John Bartel <jbartel@bartel-associates.com>
Sent: Wednesday, December 8, 2021 3:43 PM
To: Nancy Schreiner <Nancy@nkslaw.com>
Cc: Mary Beth Redding <mbredding@bartel-associates.com>
Subject: RE: Blanchard Community Library District

Thank you for the voice and e-mail. I believe we can help and my partner, Mary Beth Redding, will give you a call to discuss.
John

John E. Bartel
President
Bartel Associates, LLC
411 Borel Ave., Ste 620
San Mateo CA 94402
W 650/377-1601
C 415/706-6320
F 650/345-3057

From: Nancy Schreiner <Nancy@nkslaw.com>
Sent: Wednesday, December 8, 2021 1:49 PM
To: John Bartel <jbartel@bartel-associates.com>
Subject: Blanchard Community Library District

Mr. Bartel-I also left you a voicemail message. I am outside legal general counsel for the Library and would like to discuss potential consulting services with you and your firm. My contact information is below.

Nancy Kierstyn Schreiner
Attorney at Law
Law Offices of Nancy Kierstyn Schreiner
400 Camarillo Ranch Road, Suite 102
Camarillo, CA 93012
(805) 248-9093

Please note our office has relocated to 400 Camarillo Ranch Road, Suite 102, Camarillo, California 93012. Our phone number will remain the same (805) 248-9093.

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Ned Branch

From: Palacio Bonilla, Elizabeth <Elizabeth.PalacioBonilla@calpers.ca.gov>
Sent: Monday, June 14, 2021 1:29 PM
To: ned.branch@blanchardlibrary.org
Subject: Retirement Contract Questions

Hello Ned,

As per our conversation, I have provided the CalPERS PERL 2021 information you requested regarding your retirement contract. Please advise if you have any other additional questions.

Per number 2. in the contract with PERS and Blanchard/Santa Paula Public Library District CalPERS ID: 4558558181

Public Agency shall participate in the Public Employees' Retirement System from and after September 1, 1968, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

See Public Employees Retirement Law (PERL 2021) pages 81-82

§ 20281. Continuation of Membership All members of the retirement system immediately prior to the time this part becomes operative continue to be members of this system. An employee of a contracting agency on the effective date of its contract with the board becomes a member immediately. Every other employee becomes a member upon his or her entry into employment. (Added by Stats. 1945, Ch. 123 and Stats. 1953, Ch. 1186; amended by Stats. 1945, Ch. 1224; by Stats. 1946, 1st Ex. Session, Ch. 78; by Stats. 1951, Ch. 612; by Stats. 1955, Ch. 1705; by Stats. 1957, Ch. 2374; by Stats. 1959, Ch. 1036; by Stats. 1961, Ch. 1834, effective 7/18/61; and by Stats. 1963, Ch. 2098, operative 10/1/63; renumbered by Stats. 1995, Ch. 379.)

§ 20283. Employer Penalty for Failure to Enroll Employee (a) Any employer that fails to enroll an employee into membership when he or she becomes eligible, or within 90 days thereof, when the employer knows or can reasonably be expected to have known of that eligibility shall be required to pay all arrears costs for member contributions and administrative costs of five hundred dollars (\$500) per member as a reimbursement to this system's current year budget. (b) An employer shall not pass on to an employee any costs assessed pursuant to subdivision (a). (Added by Stats. 1993, Ch. 1297, operative 7/1/94; renumbered by Stats. 1995, Ch. 379; amended by Stats. 2009, Ch. 130.)

Thank you and best regards,

Elizabeth P Bonilla

Contract Analyst | Pension Contract Management
Services & Prefunding Programs Division
California Public Employees' Retirement System (CalPERS)
(916) 795-2184 | Elizabeth.PalacioBonilla@calpers.ca.gov

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SPECIAL MEETING OF DECEMBER 30, 2021
L(a)(i) REPORTS: PUBLIC SERVICES

NOVEMBER 2021 ADULT SERVICES REPORT

Programs & Services



New Educational Resources

Recently, the California State Library introduced a package of American Rescue Plan Act (ARPA) funded online tools that provide job training, skill building, test preparation, and professional development.

Thanks to this ARPA funding, the Blanchard Community Library now offers free access to Coursera, GetSetUp, LearningExpress, LinkedIn Learning, Northstar Digital Literacy, and Skillshare. These resources will be

available through September 30, 2022 and can be found at <https://www.blanchardlibrary.org/resources/databases-research>.

Senior Connectivity Kits

The library has expanded its collection of loanable laptops and hotspots, as 10 Senior Connectivity Kits have been made available for checkout. Each kit includes a laptop, internet hotspot, wired mouse, USB drive, and headphones. These kits have longer checkout periods than our regular Connectivity Kits, but are limited to checkout by Senior patrons.

Their acquisition has been made possible largely through the efforts of Dr. Maria Munguía, the Santa Paula representative on the Ventura County Area Agency on Aging (VCAAA). The kits were originally distributed through VC Connects, a program created through a partnership between the VCAAA and the Ventura County Library system. Dr. Munguía wanted to see the kits made available locally and campaigned for an allotment to be made available for Blanchard Community Library patrons.

More information can be found at <https://www.blanchardlibrary.org/senior-connectivity-kits>

Collection

124 adult-oriented items were added to the collection in November 2021.

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	DVD	BLU-RAY
JULY	17	5	0	0	49	3
AUGUST	48	62	3	6	69	3
SEPTEMBER	23	8	1	0	28	6
OCTOBER	56	66	4	9	19	6
NOVEMBER	49	60	7	4	3	1

Youth Services Report
November 2021

Fall Leaves Craft (Scratch paper art) 60



New Patron Registrations	Adult	Juvenile	Total
September	30	4	34
October	54	24	78
November	40	19	59

Circulation	Juvenile Fiction	Juvenile Non-Fiction	Total
September	874	228	1,102
October	1109	249	1,358
November	1040	277	1,317

New Books	YA	YA Non-Fic	Juv Fic	Juv Non-Fic	J DVD	Total
	2	0	48	18	0	68

Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles	Laptops
	351	274	29	3	218	11	3	26	16	16

Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	1040	277	78	2	7	73	0	0	2424

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	0	22	0	0	0	64	86

Social Media

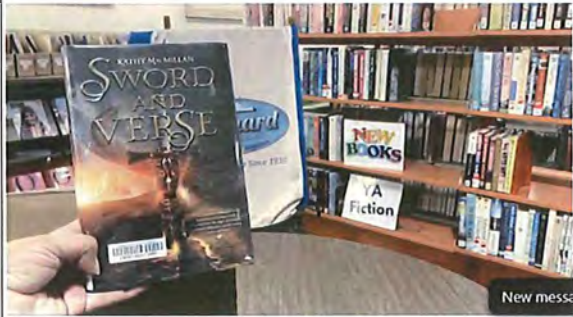
3 new unboxing videos were created and uploaded for newly purchased items.

Blanchard Community Library posted an episode of **New Books for Teens!**
Published by Blanchard Storytime · November 8 ·

See what new teen fiction (YA) books have arrived for November 2021! A list of these titles (and all recent additions) can be found in our catalog at <https://bit.ly/3jFzOu8> for easy placement of holds.
Monday-Thursday: 12:00pm- 7:00pm
Saturdays 10:00am - 2:00pm
805-525-3615 x101

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Blanchard Community Library
November 5 ·

The California Library Association, in partnership with the California State Library and the ELF project, provided our library with a free book shelf of diverse children's book titles.
The bookshelf includes a mix of titles with characters from diverse backgrounds and experiences, titles created by California authors/illustrators, and titles with a social emotional focus.
The books celebrate the First Partner's Summer Book Club Jennifer Siebel Newsom. They were selected by ... See more



Performance for your post

324 People Reached		
21 Reactions, Comments & Shares		
10 Like	7 On Post	3 On Shares
6 Love	6 On Post	0 On Shares
2 Comments	1 On Post	1 On Shares
3 Shares	3 On Post	0 On Shares
11 Post Clicks		
3 Photo views	1 Link clicks	7 Other clicks
NEGATIVE FEEDBACK		
0 Hide post	0 Hide all posts	
0 Report as spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		

November 2021 BEST Learning Center Library Board Report

Adult Literacy

One- To-One Adult Literacy Tutoring and Small Groups

In November adult literacy tutors and learners spent a combined total of 154 hours practicing reading and writing skills. Participants of our weekly *Best Virtual Book Discussion* continued to read *The Secret Garden* by Frances Hodgson Burnett.

Laying the Groundwork for ESL Services

The California State Library has received 15 million dollars to support ESL services for California Library Literacy Services (CLLS) programs for the next 5 years. BEST Adult Learning Center is currently in the process of gathering information from community connectors to identify community assets and gaps in services to help make a strong case to enhance ESL services in Santa Paula.

Family Literacy:

BEST hosted three *Families Connect* family literacy sessions in November. Every week children and families participate in interactive circle time and play-based learning activities together.

November sessions comprised of the following;

Build a Letter: This session focused on letter recognition.

Library Scavenger Hunt: Caregivers and children were introduced to library programs and services via this fun and interactive activity.

Fairy Tale Fun: Caregivers and children engaged in a fairytale themed storytime and created their own fairytale castles out of table top blocks.



Statistics:

November 2021 Adult Literacy Tutoring and Small Groups

One-To-One Tutoring
Active Tutors: 10
Total Tutor Hours: 90
Active Learners: 12
Total Tutoring Hours: 64

BEST Virtual Book Discussion (Small Groups)
Total Participants: 34

October 2021 Family Literacy Programs and Events

Families Connect

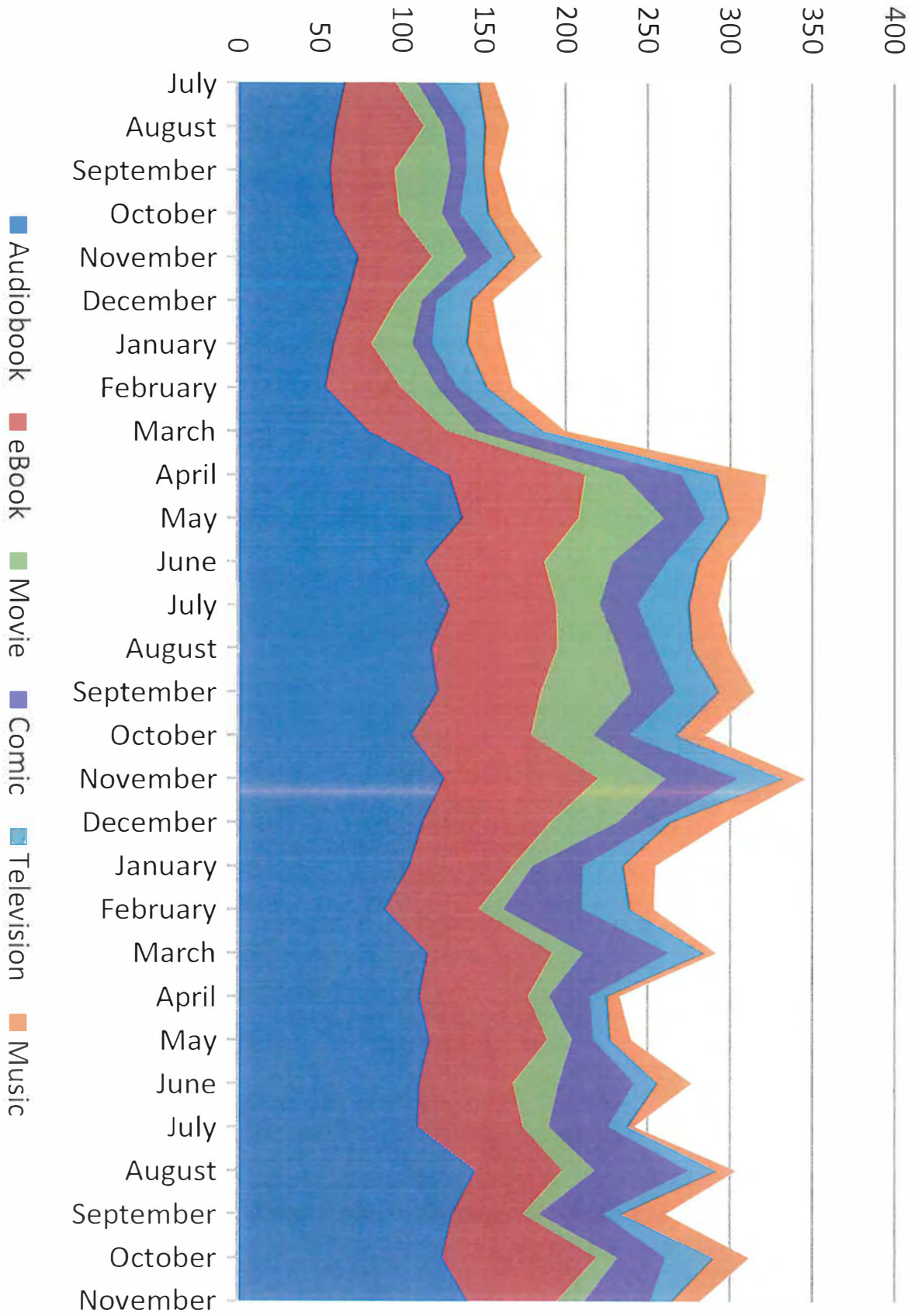
Total Participants: 5

SPECIAL MEETING OF DECEMBER 30, 2021
J(a)(ii) REPORTS: FACILITIES

SPECIAL MEETING OF DECEMBER 30, 2021
L(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

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

HOOPLA



TOTAL CIRCULATION

