

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, January 25, 2022 at 6:00 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> 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 December 30, 2021

F. BOARD COMMITTEE APPOINTMENTS (information, discussion, possible action)

G. REPORTS

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

H. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

I. OLD BUSINESS

- a. Update on Library Renovation and Request for Approval Architectural and Electrical Engineering Design Fees (information, discussion, possible action)
- b. Possible Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)

J. NEW BUSINESS

- a. Personnel Evaluation—District Direct (information, discussion, possible action)
- b. 2022 Meeting Calendar (information, discussion, possible action)

K. 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

L. FUTURE AGENDA ITEMS

M. UPCOMING MEETING DATES

Regular Meeting February 23, 2022

N. ADJOURNMENT

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

REGULAR MEETING OF JANUARY 25, 2022

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
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF JANUARY 25, 2022  
E. APPROVAL OF MINUTES

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF JANUARY 25, 2022  
G(a). REPORTS: FINANCIAL REPORTS

1. Receive and file December 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**BUDGET VARIATIONS AND SUMMARIES**  
**YTD as of December 2021 - Month 6 of 12**

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET		
<b>Income</b>	Property Tax	\$ 709,324	\$ 653,903	8.5%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 63,782	\$ 56,323	13.2%	Larger than expected State Library Literacy grant
	Donations- YTD	\$ 11,694	\$ 12,540	-6.7%	\$5,000 Building Fund donation
<b>Expense</b>	Salaries & Benefits	\$ 309,859	\$ 325,240	-4.7%	One staff member on maternity leave
	Computer Services	\$ 31,500	\$ 38,060	-17.2%	Hoopla no longer categorized as Computer Services; BG has not bill for Q2
	Collection Development	\$ 28,356	\$ 23,880	18.7%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted.
	Memberships & Dues	\$ 4,990	\$ 2,520	98.0%	CSDA annual dues
	Programs	\$ 4,218	\$ 15,840	-73.4%	Delay in resuming congregate programs due to COVID
	Promotion & Public Relations	\$ 244	\$ 2,900	-91.6%	
	Insurance	\$ 9,223	\$ 11,040	-16.5%	
	Payroll Processing	\$ 2,338	\$ -		New payroll service previously paid as part of now-discontinued accounting service.
	Professional Services	\$ 15,623	\$ 21,520	-27.4%	Have not received final bills from auditors and from actuary. Accounting service brought in house.
	Building Maintenance	\$ 7,982	\$ 9,540	-16.3%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
Utilities	\$ 21,295	\$ 18,000	18.3%	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	\$ 542,305	\$ 709,324	\$ 653,903	8.5%	\$ 993,873	
Expense	\$ 459,256	\$ 452,326	\$ 489,300	-7.6%	\$ 992,800	
<b>Other</b>						
Income	\$ -	\$ -	\$ -		\$ -	
Expense	\$ -	\$ -	\$ 1,500		\$ 18,000	

## Blanchard/Santa Paula Library District

## Balance Sheet

As of December 31, 2021

01/21/22

Accrual Basis

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010.10 · General Fund	40,889.72
Payroll (Checking Account - Payroll)	11,256.19
Literacy	72,972.25
1020 · Book Trust Account	4,931.59
1010.20 · County Accounts	1,305,762.38
Investment Accounts	394,377.30
Building Fund	
1010.40 · Santa Paula City	207,738.28
Blake	35,314.36
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	2,178,434.47
Other Current Assets	45,945.96
<b>Total Current Assets</b>	<b>2,224,380.43</b>
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction In Process	113,055.37
1401.1 · Land	69,309.00
1402.10 · Building	474,710.00
1485.10 · Furniture & Fixtures	292,980.92
1490.10 · Equipment	305,430.69
1495.10 · Improvements	675,389.74
<b>Total Fixed Assets</b>	<b>763,295.72</b>
<b>TOTAL ASSETS</b>	<b>2,987,676.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	7,019.37
Credit Cards	649.90
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	6,060.30
2510 · Due to Friends of the Library	382.55
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	44,697.83
<b>Total Current Liabilities</b>	<b>52,367.10</b>
<b>Total Liabilities</b>	<b>52,367.10</b>
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	1,600,359.79
Net Income	276,825.90
<b>Total Equity</b>	<b>2,935,309.05</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,987,676.15</b>

**Blanchard/Santa Paula Library District**  
**Profit & Loss Budget Performance**  
**July through December 2021**

	Jul - Dec 21	Budget	Jul - Dec 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	632,610.78	584,420.00	632,610.78	584,420.00	883,230.00
4700 · Grants	63,782.00	56,323.00	63,782.00	56,323.00	69,323.00
4600 · Donations	11,694.00	12,540.00	11,694.00	12,540.00	40,080.00
4800 · Library Services	1,074.90	620.00	1,074.90	620.00	1,240.00
4900 · Miscellaneous Income	161.49		161.49		
Interest Income	1.03		1.03		
<b>Total Income</b>	<b>709,324.20</b>	<b>653,903.00</b>	<b>709,324.20</b>	<b>653,903.00</b>	<b>993,873.00</b>
<b>Gross Profit</b>	<b>709,324.20</b>	<b>653,903.00</b>	<b>709,324.20</b>	<b>653,903.00</b>	<b>993,873.00</b>
Expense					
*Reconciliation Discrepancies	0.00		0.00		
Salaries & Employee Benefits	309,858.79	325,240.00	309,858.79	325,240.00	680,680.00
Services					
Computer Services	31,499.75	38,060.00	31,499.75	38,060.00	76,120.00
Collection Development	28,355.57	23,880.00	28,355.57	23,880.00	47,760.00
Library Supplies	762.42	1,020.00	762.42	1,020.00	2,040.00
Memberships & Dues	4,989.86	2,520.00	4,989.86	2,520.00	5,040.00
Programs					
Adult Programs	206.87	2,280.00	206.87	2,280.00	4,560.00
Young Adult Programs	249.12	2,520.00	249.12	2,520.00	5,040.00
Children's Programs	1,364.10	7,020.00	1,364.10	7,020.00	14,040.00
Literacy Programs	2,398.15	4,020.00	2,398.15	4,020.00	8,040.00
Programs - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Programs</b>	<b>4,218.24</b>	<b>15,840.00</b>	<b>4,218.24</b>	<b>15,840.00</b>	<b>31,680.00</b>
Promotion & Public Relations	243.83	2,899.96	243.83	2,899.96	5,800.00
Travel and Meetings	41.98	1,080.00	41.98	1,080.00	2,160.00
Services - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Services</b>	<b>70,111.65</b>	<b>85,299.96</b>	<b>70,111.65</b>	<b>85,299.96</b>	<b>170,600.00</b>
Administration					
Advertising	0.00	180.00	0.00	180.00	360.00
Bank Charges	387.00	240.00	387.00	240.00	480.00
Insurance	9,222.60	11,040.00	9,222.60	11,040.00	22,080.00
Miscellaneous	60.00		60.00		
Office Expenses (Office expenses)	6,708.12	7,020.00	6,708.12	7,020.00	14,040.00
Payroll Processing	2,338.40		2,338.40		
Professional Services					
Accounting Fees	1,751.00	5,520.00	1,751.00	5,520.00	11,040.00
Audit Services	7,000.00	12,000.00	7,000.00	12,000.00	12,000.00
Collection Services	134.25		134.25		
Grant Writing	0.00	1,000.00	0.00	1,000.00	1,000.00
Legal Fees	6,737.50	3,000.00	6,737.50	3,000.00	6,000.00
Professional Services - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Professional Services</b>	<b>15,622.75</b>	<b>21,520.00</b>	<b>15,622.75</b>	<b>21,520.00</b>	<b>30,040.00</b>
Public & Legal Notices	80.20		80.20		
Staff Development & Recognition	380.52	1,020.00	380.52	1,020.00	2,040.00
Strategic Planning	1,004.90	3,000.00	1,004.90	3,000.00	3,000.00
Telephone Expense	1,912.50	2,160.00	1,912.50	2,160.00	4,320.00
Administration - Other	0.00	0.00	0.00	0.00	0.00



**Blanchard/Santa Paula Library District**  
**Profit & Loss Budget Performance**  
**July through December 2021**

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>Jul - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total Administration	37,716.99	46,180.00	37,716.99	46,180.00	76,360.00
Facilities					
Janitorial Services & Supplies	5,362.55	5,040.00	5,362.55	5,040.00	10,080.00
Repairs & Maintenance	7,981.51	9,540.00	7,981.51	9,540.00	19,080.00
Utilities (Utilities)	21,294.87	18,000.00	21,294.87	18,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00	0.00	0.00
Total Facilities	34,638.93	32,580.00	34,638.93	32,580.00	65,160.00
Total Expense	452,326.36	489,299.96	452,326.36	489,299.96	992,800.00
Net Ordinary Income	256,997.84	164,603.04	256,997.84	164,603.04	1,073.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary I...	4,079.42		4,079.42		
Library Impact Fees	15,748.64		15,748.64		
Total Other Income	19,828.06		19,828.06		
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	19,828.06	0.00	19,828.06	0.00	0.00
Net Income	<u>276,825.90</u>	<u>164,603.04</u>	<u>276,825.90</u>	<u>164,603.04</u>	<u>1,073.00</u>

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

01/21/22

Accrual Basis

	Jul - Dec 21	Jul - Dec 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	632,610.78	530,134.81	102,475.97	19.3%
4700 · Grants	63,782.00	6,345.76	57,436.24	905.1%
4600 · Donations	11,694.00	3,198.18	8,495.82	265.7%
4800 · Library Services	1,074.90	501.99	572.91	114.1%
4900 · Miscellaneous Income	161.49	1,688.78	-1,527.29	-90.4%
Interest Income	1.03	435.58	-434.55	-99.8%
<b>Total Income</b>	<b>709,324.20</b>	<b>542,305.10</b>	<b>167,019.10</b>	<b>30.8%</b>
Gross Profit	709,324.20	542,305.10	167,019.10	30.8%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits	309,858.79	313,705.33	-3,846.54	-1.2%
Services	70,111.65	78,162.15	-8,050.50	-10.3%
Administration				
Bank Charges	387.00	248.42	138.58	55.8%
Insurance	9,222.60	9,752.28	-529.68	-5.4%
Miscellaneous	60.00	0.00	60.00	100.0%
Office Expenses (Office expenses)	6,708.12	3,215.34	3,492.78	108.6%
Payroll Processing	2,338.40	0.00	2,338.40	100.0%
Professional Services				
Accounting Fees	1,751.00	4,407.50	-2,656.50	-60.3%
Audit Services	7,000.00	9,500.00	-2,500.00	-26.3%
Collection Services	134.25	877.50	-743.25	-84.7%
Legal Fees	6,737.50	6,612.50	125.00	1.9%
Total Professional Services	15,622.75	21,397.50	-5,774.75	-27.0%
Public & Legal Notices	80.20	477.40	-397.20	-83.2%
Staff Development & Recognition	380.52	482.87	-102.35	-21.2%
Strategic Planning	1,004.90	0.00	1,004.90	100.0%
Telephone Expense	1,912.50	1,919.01	-6.51	-0.3%
<b>Total Administration</b>	<b>37,716.99</b>	<b>37,492.82</b>	<b>224.17</b>	<b>0.6%</b>
Facilities				
Janitorial Services & Supplies	5,362.55	5,714.89	-352.34	-6.2%
Repairs & Maintenance	7,981.51	6,856.96	1,124.55	16.4%
Utilities (Utilities)	21,294.87	17,323.74	3,971.13	22.9%
<b>Total Facilities</b>	<b>34,638.93</b>	<b>29,895.59</b>	<b>4,743.34</b>	<b>15.9%</b>
<b>Total Expense</b>	<b>452,326.36</b>	<b>459,255.89</b>	<b>-6,929.53</b>	<b>-1.5%</b>
<b>Net Ordinary Income</b>	<b>256,997.84</b>	<b>83,049.21</b>	<b>173,948.63</b>	<b>209.5%</b>
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary In...	4,079.42	3,949.93	129.49	3.3%
Library Impact Fees	15,748.64	31,892.12	-16,143.48	-50.6%
<b>Total Other Income</b>	<b>19,828.06</b>	<b>35,842.05</b>	<b>-16,013.99</b>	<b>-44.7%</b>
<b>Net Other Income</b>	<b>19,828.06</b>	<b>35,842.05</b>	<b>-16,013.99</b>	<b>-44.7%</b>
<b>Net Income</b>	<b>276,825.90</b>	<b>118,891.26</b>	<b>157,934.64</b>	<b>132.8%</b>

## Blanchard/Santa Paula Library District General Fund Deposit Detail December 2021

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		12/02/2021		Deposit	1010.10 · General Fund		5.00
			Merchant	Deposit	4804 · Printing & Copying	General Fund	-5.00
TOTAL							-5.00
Deposit		12/10/2021		Deposit	1010.10 · General Fund		7.80
			Merchant	Deposit	4804 · Printing & Copying	General Fund	-7.80
TOTAL							-7.80
Deposit		12/21/2021		Deposit	1010.10 · General Fund		25.97
			Amazon	Refund on ov...	Office Expense	General Fund	-25.97
TOTAL							-25.97
Deposit		12/21/2021		Deposit	1010.10 · General Fund		373.08
				Circulation D...	4800 · Library Services	General Fund	-373.08
TOTAL							-373.08
Deposit		12/21/2021		Deposit	1010.10 · General Fund		210.05
				Deposit	4804 · Printing & Copying	General Fund	-210.05
TOTAL							-210.05
Deposit		12/22/2021		Deposit	1010.10 · General Fund		19.32
			State of California - Vi...	Tammy Ferg...	4904 · Restitution	General Fund	-19.32
TOTAL							-19.32
Deposit		12/23/2021		Deposit	1010.10 · General Fund		30.00
				Deposit	4804 · Printing & Copying	General Fund	-30.00
TOTAL							-30.00
Deposit		12/30/2021		Deposit	1010.10 · General Fund		1,986.07

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

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
			OverDrive, Inc	Overpayment...	Databases	Databases	-1,986.07
TOTAL							-1,986.07
Genera...	JE-...	12/31/2021		Cuauhtemoc...	1010.10 · General Fund	General Fund	50.00
				Cuauhtemoc ...	4801 · Books Lost & Paid	General Fund	-50.00
TOTAL							-50.00

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

Num	Date	Name	Memo	Account	Paid Amount
dr	12/02/2021	Merchant		1010.10 · General Fund	
				Credit Card Fees	-62.21
TOTAL					-62.21
EFT	12/01/2021	Calif. Public Employees' Retirement System	Pepra retirement contribution 10-31-2021 - 11-13-2...	1010.10 · General Fund	
			Pepra retirement contribution 10-31-2021 - 11-13-2021	CALPERS (Payee Accou...	-1,217.65
TOTAL					-1,217.65
EFT	12/10/2021	Calif. Public Employees' Retirement System	December 2021 health insurance	1010.10 · General Fund	
			December 2021 health insurance	PERS Group Health Insu...	-2,970.56
			December 2021 health insurance	Annuitant Health Insurance	-2,339.05
TOTAL					-5,309.61
EFT	12/14/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 10-31-2021 - 11-13-...	1010.10 · General Fund	
			Classic retirement contribution 10-31-2021 - 11-13-2021	CALPERS (Payee Accou...	-225.98
TOTAL					-225.98
EFT	12/15/2021	Calif. Public Employees' Retirement System	Pepra retirement contribution 11-14-2021 -	1010.10 · General Fund	
			Pepra retirement contribution 11-14-2021	CALPERS (Payee Accou...	-1,217.65
TOTAL					-1,217.65
EFT	12/28/2021	Calif. Public Employees' Retirement System	Pepra retirement contribution 11-04-2021 - 11-27-2...	1010.10 · General Fund	
			Pepra retirement contribution 11-04-2021 - 11-27-2021	CALPERS (Payee Accou...	-1,413.42
TOTAL					-1,413.42
EFT	12/28/2021	Calif. Public Employees' Retirement System	Classic retirement contribution 11-04-2021 - 11-27-...	1010.10 · General Fund	
			Classic retirement contribution 11-04-2021 - 11-27-2021	CALPERS (Payee Accou...	-382.71
TOTAL					-382.71

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

Num	Date	Name	Memo	Account	Paid Amount
11289	12/02/2021	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
119F-9KG...	11/15/2021		119F-9KG6-HYWW	Children's Books	-32.68
1TH7-G16...	11/17/2021		1TH7-G16H-9KJY	Children's Books	-151.80
1KK1-DG...	11/17/2021		1KK1-DGPN-VYLQ	Children's Books	-71.17
1MGL-K6X...	11/22/2021		1MGL-K6XJ-1V4N	Office Expense	-74.07
16NR-DN...	11/24/2021		16NR-DNK9-7LQ3	Literacy Programs	-255.26
TOTAL					-584.98
11290	12/02/2021	Business Card	Credit Card Charges10-17 -2021 - 11-16-2021	1010.10 · General Fund	
10-17-21 - ...	11/15/2021		Credit Card Charges10-17 -2021 - 11-16-2021	Bank of America Platinu...	-1,180.88
TOTAL					-1,180.88
11291	12/02/2021	Document Systems	VE3166	1010.10 · General Fund	
180493	11/19/2021		11-23-2021 - 02-22-2022	Printing	-165.95
TOTAL					-165.95
11292	12/02/2021	Landscape Valley	October 2021	1010.10 · General Fund	
October 2...	11/01/2021		October 2021	Grounds Maintenance	-305.00
TOTAL					-305.00
11293	12/02/2021	Midwest Tape	2000009658	1010.10 · General Fund	
501252181	11/09/2021		INV. 501252181	Adult AV	-41.40
TOTAL					-41.40
11294	12/02/2021	Southern California Edison	700501221979	1010.10 · General Fund	
10-19-21 1...	11/18/2021		10-19-21 11-17-21	Electricity	-2,029.15
TOTAL					-2,029.15
11295	12/02/2021	Western Exterminator Company	00093864-7	1010.10 · General Fund	
9199600	10/30/2021		October 2021	Pest Control	-122.10

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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-122.10
11296	12/16/2021	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1VVV-39L...	11/19/2021		1VVV-39L3-WLT7	Young adult books	-6.48
1HXL-GV9...	12/09/2021		1HXL-GV9W-WXKL	Literacy Programs	-69.12
TOTAL					-75.60
11297	12/16/2021	Athens Enviromental	A20004977	1010.10 · General Fund	
11403851	12/03/2021		11403851	Trash	-218.28
TOTAL					-218.28
11298	12/16/2021	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2036339569	11/19/2021			Children's Books	-15.21
2036339570	11/19/2021			General	-157.77
2036340740	11/19/2021			General	-1,769.37
2036358444	12/01/2021			General	-43.98
2036358445	12/01/2021			General	-474.98
TOTAL					-2,461.31
11299	12/16/2021	Boyd & Associates	9030	1010.10 · General Fund	
253982	10/14/2021		09/14/21 - 10/14/21	Security	-125.00
TOTAL					-125.00
11300	12/16/2021	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
10/24/21 - ...	11/29/2021			Water and Sewer	-446.72
TOTAL					-446.72
11301	12/16/2021	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
10/24/21 - ...	11/29/2021			Water and Sewer	-91.70
TOTAL					-91.70
11302	12/16/2021	Kelly Cleaning & Supplies		1010.10 · General Fund	

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

Num	Date	Name	Memo	Account	Paid Amount
589694292	12/01/2021			Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11303	12/16/2021	Landscape Valley	November 2021	1010.10 · General Fund	
November ...	12/01/2021			Grounds Maintenance	-305.00
TOTAL					-305.00
11304	12/16/2021	Nancy Kierstyn Schreiner		1010.10 · General Fund	
1689	11/30/2021			Legal Fees	-1,375.00
TOTAL					-1,375.00
11305	12/16/2021	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
December ...	12/01/2021		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11306	12/16/2021	Quadient Finance USA, Inc		1010.10 · General Fund	
7900-0110...	11/25/2021			Postage	-129.87
TOTAL					-129.87
11307	12/16/2021	SoCalGas	151-414-1668-3	1010.10 · General Fund	
11-02-21 - ...	12/07/2021		11-02-21 - 12-03-21	Gas	-96.04
TOTAL					-96.04
11308	12/16/2021	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-1...	12/02/2021			Office Expense	-61.66
TOTAL					-61.66
11309	12/16/2021	T-Mobile	968719262	1010.10 · General Fund	



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

Num	Date	Name	Memo	Account	Paid Amount
10/21/21 - ...	11/21/2021			WiFi Hot Spots	-375.11
TOTAL					-375.11
11310	12/16/2021	Unique Management Services, Inc.	538	1010.10 · General Fund	
608357	12/01/2021			Collection Services	-17.90
TOTAL					-17.90
11311	12/30/2021	Business Card	Credit Card Charges 11-17-2021 - 12-16-2021	1010.10 · General Fund	
11-17-202...	12/13/2021		Credit Card Charges 11-17-2021 - 12-16-2021	Bank of America Platinu...	-1,318.98
TOTAL					-1,318.98
11312	12/31/2021	Demco, Inc.	040481488	1010.10 · General Fund	
7055009	12/14/2021		INV. 7055009	Book Binding/Mending	-147.97
TOTAL					-147.97
11313	12/31/2021	Document Systems	VE3166	1010.10 · General Fund	
180494	11/19/2021		11-23-2021 - 02-22-2022	Printing	-165.95
182895	12/20/2021		09-23-2021 - 12-22-2021	Printing	-247.90
182894	12/20/2021		09-23-2021 - 12-22-20211	Printing	-226.98
TOTAL					-640.83
11314	12/31/2021	Laura Phillips	Staff Awards	1010.10 · General Fund	
Staff Awards	12/22/2021		Oivia, Irene, Ricardo - Staff Awards	Staff Development & Rec...	-99.12
TOTAL					-99.12
11315	12/31/2021	Southern California Edison	700501221979	1010.10 · General Fund	
11-18-21 - ...	12/18/2021		11-18-21 - 12-17-21	Electricity	-1,739.89
TOTAL					-1,739.89
11316	12/28/2021	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	

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01/21/22

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

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1P11-9M9...	12/08/2021		1P11-9M9D-11JQ	Children's Books	-7.59
1W4K-PLJ...	12/08/2021	Ronald & Pamela Merson	1HXL-GV9W-WXKL - Donation - Ron Merson	Literacy Programs	-332.07
TOTAL					-339.66

REGULAR MEETING OF JANUARY 25, 2022  
H. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF JANUARY 25, 2022

I(a) OLD BUSINESS: UPDATE ON LIBRARY RENOVATION AND REQUEST FOR APPROVAL ARCHITECTURAL AND ELECTRICAL ENGINEERING DESIGN FEES

A schedule of proposed architectural and electrical engineering fees for the remodeling of the front portion of the library is attached.

RECOMMENDATION: Staff recommends approving the expenditure of \$21,600 of estimated design fees

# ANDERSON KULWIEC APPLEBY

ARCHITECTS

## Blanchard Interior Upgrades - Santa Paula, California

AKA Project No. 2019-101

Fee Worksheet 02

1/19/2022

DRAFT

		Design Fee Budget					
		Architect		Electrical	Cost Estimate		
Task		AKA Architects		Parvis	Jacobus - complete	+ 20% Markup	Total AE Design Fee Budget
2	Schematic Design - Interior Upgrades - Proposal 1/24/2029 (hourly) COMPLETE	\$ 5,500.00				\$ -	\$ 5,500
3	Cost Estimate Community Hall - COMPLETE						
4	Design Development - Furnishings & Finishes (hourly)	\$ 7,000.00					
5	Construction Documents - thru Building Permits (hourly fee)	\$ 6,000.00		\$ 4,000		\$ 800	\$ 10,800
6	Bidding Support (hourly)	\$ 600.00		\$ -		\$ -	\$ 600
7	Limited Construction Administration (hourly)	\$ 2,000.00		\$ 1,000		\$ 200	\$ 3,200
						\$ -	\$ -
	<b>Subtotal</b>	\$ 15,600.00		\$ 5,000	\$ -	\$ 1,000	\$ 15,600
	+ 20% Markup			\$ 1,000			
	<b>Total</b>	\$ 15,600.00		\$ 6,000	\$ -		\$ 21,600

**Note:**

**20% Markup has been added to ALL Consultant Fees**

# PARVIZ EBRAHIMI, INC.

Consulting Electrical Engineers

29395 Agoura Road, Suite 205-Agoura Hills, CA 91301 Tel: (818) 991-7371

peinc.info@earthlink.net

January 10, 2022

Marilyn Appleby  
Anderson Kulwiec Appleby Architects  
854 Main St., Suite 100  
Santa Paula, CA 93060

Ref.: Blanchard Community Library Upgrades  
Subject: Proposal for Electrical Engineering

Marilyn:

Please find our Proposal for Electrical Engineering services as follows:

## **Project Description:**

Blanchard Library upgrades.

## **Scope of Work:**

1. Conduct a site survey to review existing electrical installation.
2. Design of the Convenience and Dedicated power outlets for circulation desk, check-out and self-serve computer area/tables.
3. Lighting system: replace existing light fixtures with new LED light fixtures in Library Stacks Area (approx 12500SF); provide lighting design compliant with Title 24 energy codes.
4. Design of the conduits only and rough-ins for Data.
5. Preparation of the Construction Drawings for submittal to Building Department.
6. Coordination with the design team via Voice and Internet communications.
7. Plan Check comments corrections as needed.
8. Assisting the Architect with RFI/RFC correspondence generated by the Contractors.

## **Compensations:**

1. We offer our services on a Time & Material basis mutually agreed upon and not to exceed amount of **\$5,000** (Five Thousand Dollars) and as follows:

Construction Drawings (32 hours)	\$4000
Limited construction administration (8 hours)	\$1000
Total 40 hours	\$5000
2. Our consulting hourly rate shall be \$125/Hour. This rate shall remain fixed for the duration

of the project.

3. Reimbursable expenses will include: Printing and Special Deliveries.
4. We shall submit invoices to the Architect for payment proportion with the work performed, submitted invoices shall be payable to us within (30) days.

### **Miscellaneous Provisions:**

1. Definitions: Parviz Ebrahimi, Inc. shall mean 'Consultant'. Anderson Kulwieg Appleby Architects shall mean 'Architect'.
2. It is agreed that this Proposal when accepted and signed by the Architect shall constitute an Agreement between (the Architect) and Consultant. The Law of the State of California shall govern this Agreement It is further agreed that the Consultant services shall be terminated after either of the completion of the services by the Consultant as described in the "Scope of Work", or substantial completion of the project, or issuance of the Certificate of the Occupancy by the Building Department for the project, whichever occurs first.
3. It is further agreed that this agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Unless the termination is the fault of the Consultant, the Consultant shall be compensated for all services performed prior to receipt of the written notice from the Architect of such termination.
4. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to non-binding mediation as a condition precedent to arbitration or the institution of legal proceedings by other party.
5. Work excluded from the Consultant Scope shall be: Project cost estimate, low voltage wiring design for Fire Alarm, Security, Voice, Data and Access control systems and commissioning of electrical systems as mandated by the Title 24 ordinance.
6. It is understood that the Consultant's field review of the existing electrical equipment shall include review of major electrical equipment that is accessible and verifiable and does not include investigation of undocumented as-built condition of existing lighting and power circuits. Others shall provide these services.
7. It is agreed that the Consultant will not have control or charge of construction means, methods, techniques, sequences, or procedures, in connection with the installation since these are solely Contractor's responsibilities under the contract.
8. It is agreed that The Consultant will not be held liable for any construction or design deficiencies, which are the direct result of the existing construction, design, and Codes compliance issues.
9. It is agreed that the Consultant shall not be held responsible for the delay of services rendered by the city officials and Utility companies on the project.
10. Our proposal will be valid for 30 days from the date first written on the above.

Thank you for the opportunity to present this proposal. If you agree with our proposal, please sign a copy in the space provided and return to our office.

Sincerely,



Dana Tonai, President

Agreed and Accepted:

Anderson Kulwiec Appleby Architects  
854 East Main Street, Suite 100  
Santa Paula, CA 93060

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By:

Signature:

Date:



REGULAR MEETING OF JANUARY 25, 2022  
 J(b) NEW BUSINESS: BOARD MEETING CALENDAR FOR 2022

The Board generally meets on the fourth Tuesday of each month for its regular meeting except those months in which holidays make the week difficult. Staff proposes the following meeting calendar for 2022

RECOMMENDATION:

Board of Trustees meetings at 5:30 on the following dates:

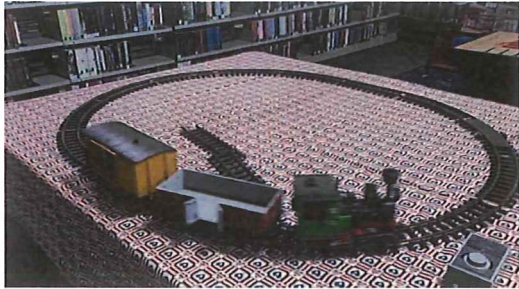
- January 25
- February 22
- March 23
- April 24
- May 25
- June 28
- July 26
- August 23
- September 27
- October 25
- November 15 (Thanksgiving is November 24)
- December 27

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF JANUARY 25, 2022  
K(a)(i) REPORTS: PUBLIC SERVICES

## DECEMBER 2021 ADULT SERVICES REPORT

### Programs & Services



There were no adult programs in December.

#### *Connectivity Kits Update*

Since first being made available for checkout in September, the nine CARES Act funded Connectivity kits (laptops + mobile hotspots) have been checked out a combined 55 times.

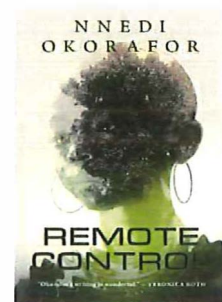
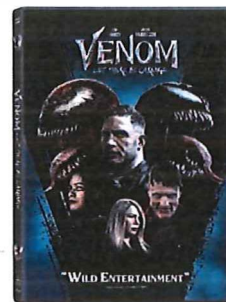
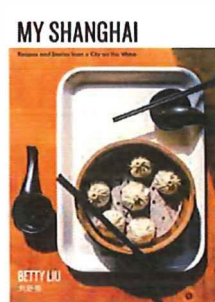
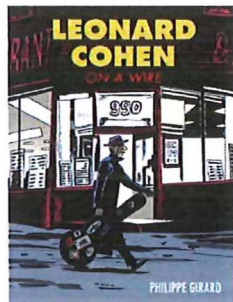
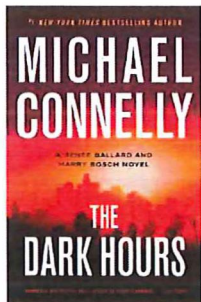
Additional funding has been made available through the California State Library Home Connectivity Kit project, and the library will be receiving nine additional kits.

### Collection

93 adult-oriented items were added to the collection in December 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
DECEMBER	34	26	2	7	17	7

Five of the most popular items added this month were...



Youth Services Report  
December 2021

Holiday Craft 72



New Patron Registrations	Adult	Juvenile	Total
September	30	4	34
October	54	24	78
November	40	19	59
December	41	15	56

Circulation	Juvenile Fiction	Juvenile Non-Fiction	Total
September	874	228	1,102
October	1109	249	1,358
November	1040	277	1,317
December	780	170	950

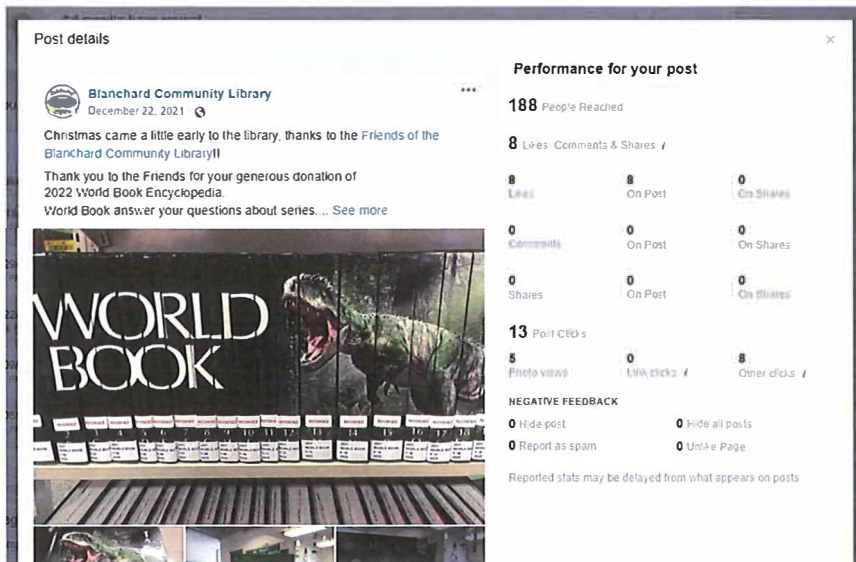
New Books	YA	YA Non-Fic	Juv Fic	Juv Non-Fic	J DVD	Total
	7	0	52	45	4	<b>108</b>

Circulation	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	Music Cd	Magazines	Hotspots	Kindles	Laptops
	338	220	22	19	241	4	0	35	12	20

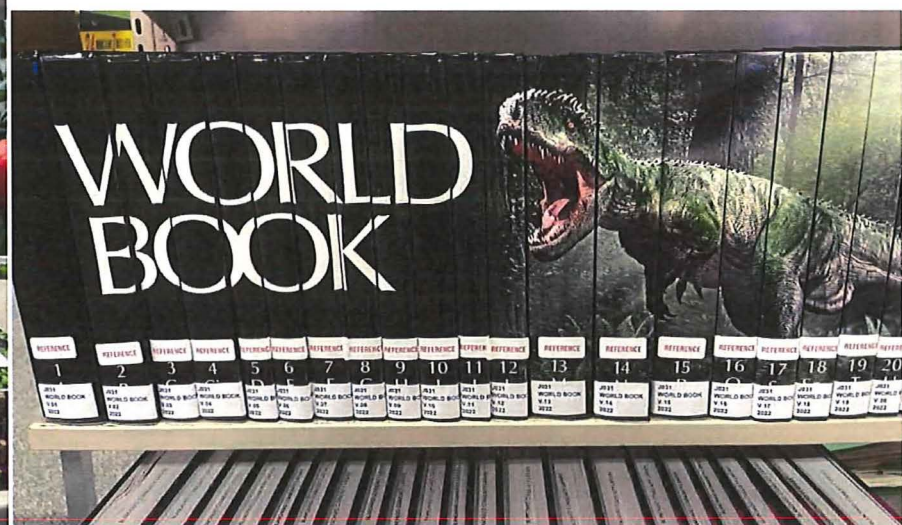
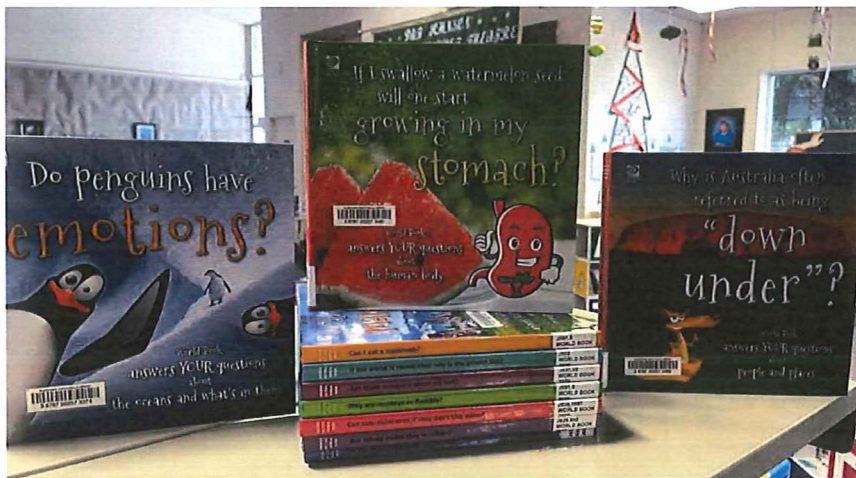
Circulation	Juvenile FIC	Juvenile NF	Teen FIC	Teen NF	J BKCD	J DVD/BLURAY	J Music Cd	J Magazine	Total
	780	170	68	5	2	67	0	0	<b>2003</b>

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
	196	0	0	0	3	1	200

Social Media



Thank you to the Friends for their generous donation of 2022 World Book Encyclopedia, World Book Answer your questions about series, and Where does it come from series.



## December 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 52 hours practicing reading and writing skills. Participants of our weekly *Best Virtual Book Discussion* are almost finished reading *The Secret Garden* by Frances Hodgson Burnett.

#### **Grant Application submitted for ESL Funding through CLLS**

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 applied for a portion of this grant funding this month. Our proposed program plan will consist of 2 ESL classes taught by a credentialed ESL instructor, an English conversational group, and one-to-one ESL tutoring for adult learners who possess beginning to intermediate conversational English skills.

### Family Literacy:

BEST hosted *Families Connect - Christmas Edition* this month. Children and families engaged in a special holiday themed circle time and play-based learning activities together. Our featured book selection for storytime was “The Little Reindeer by Nicola Killen. After storytime, two learning stations were offered for participants to explore. Station One focused on shape and pattern recognition. Children and caregivers were provided pattern blocks and mats to construct geometric snowflakes designs (See photo.) Station two provided participants art supplies to create their own ornament with cardstock, tissue paper, embellishments, and colorful ribbons.



### Statistics:

One-To-One Tutoring (ALS)	BEST Virtual Book Discussion (ALS Small Groups)	Families Connect (FLS)
Active Tutors: 5 Total Tutor Hours: 28 Active Learners: 6 Total Learner Hours: 24 Total Tutoring Hours: 52	Total Participants: 8	Total Participants: 8

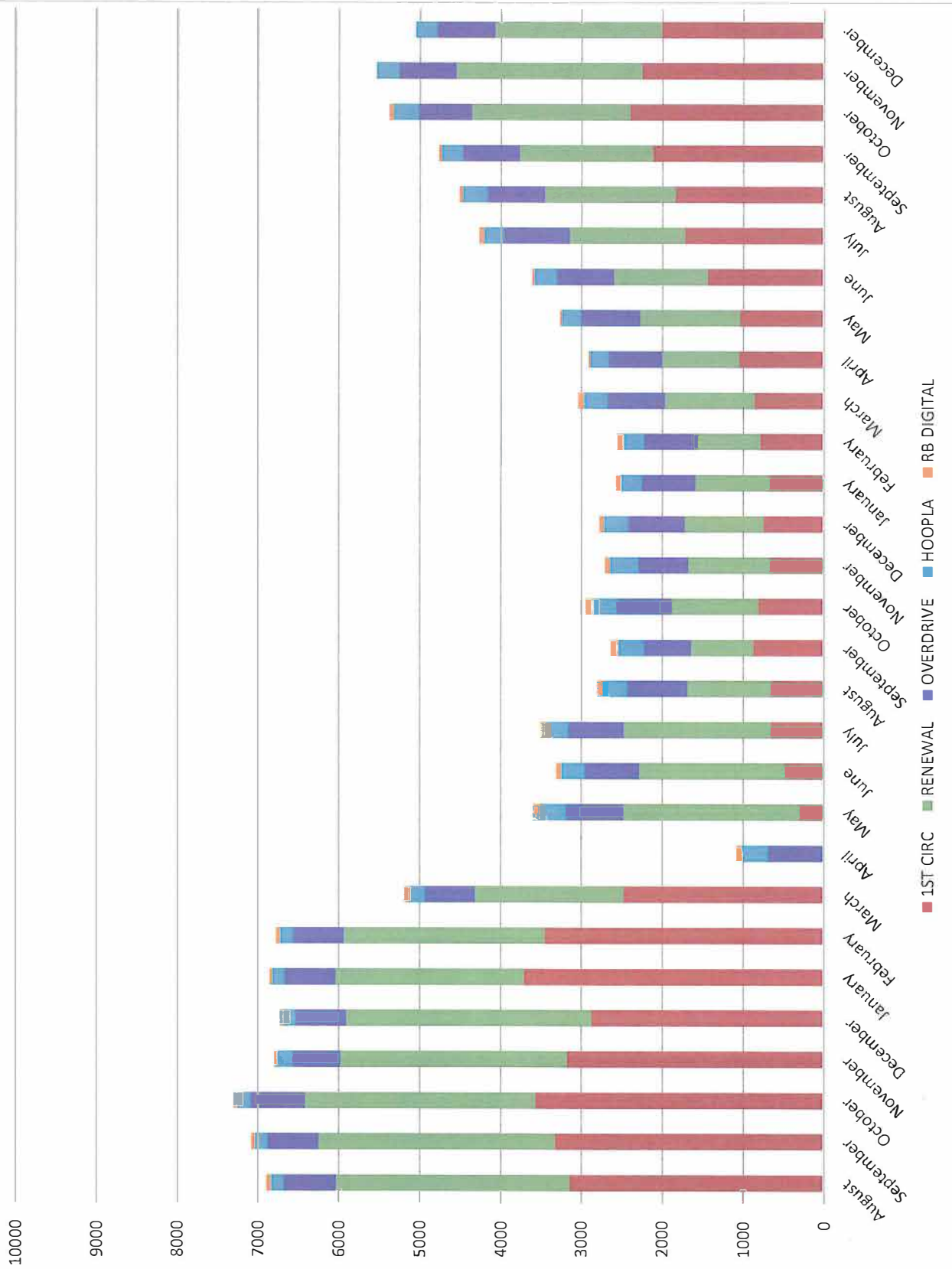
REGULAR MEETING OF JANUARY 25, 2022  
K(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF JANUARY 25, 2022  
K(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.



# TOTAL CIRCULATION



# HOOPLA

