

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, February 26, 2019, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. PUBLIC COMMENT

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

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

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

- D. CONSENT CALENDAR
 - a. Approval of Minutes:
 - i. Regular Meeting of January 22, 2019
 - ii. Special Meeting of February 5 & 12, 2019
- E. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
 - a. Budget Review and Consideration of Prefunding Unfunded Other Than Employee Benefits Obligation (information, discussion, possible action)

H. NEW BUSINESS

- a. 2019 Contract for District Director (information, discussion, possible action)
- b. Change of Investment Advisory Relationship (information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. Volunteer Coordinator's Report
- d. District Director's Report
- e. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting March 26, 2019

L. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF FEBRUARY 26, 2019
D. CONSENT CALENDAR

1. Approval of Minutes
 - a. Regular Meeting of January 22, 2019
 - b. Special Meeting of February 5 & 12, 2019

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, January 22, 2019

CALL TO ORDER---The Meeting was called to order at 5:32 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Nancy Nasalroad, Laura Phillips, Daniel Sandoval and District Director Ned Branch were in attendance.

APPROVAL OF THE ORDER OF AGENDA---Unanimously approved (Coughlin/Nasalroad, 5-0).

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

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of December 18, 2018, were unanimously approved as corrected (Nasalroad/Coughlin 5-0).

REPORTS---Director Branch presented the *Financial Statements and Budget*. Trustee Phillips requested that Payroll be included under General Fund, some old uncleared checks be dealt with, and a small inactive savings account be transferred to the Blake account. The Financial statements were received and filed. (Sandoval/Nasalroad, 5-0) Laura Phillips reported for the *Friends* that they will be helping with the Open House, the February special will be books on entertainment, and all Trustees should be members.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---Linda Spink wrote a letter to the book restorer in Berkeley, responding to her questions about the condition of the Yosemite book. The Library GASB calculators spread out the work over three years.

UNFINISHED BUSINESS---The *Library Open House* "Love your Library" will showcase the virtual reality equipment, 3-D printer, Poetry readings, Barking for Books, three Story-hours, volunteer opportunities, displays of various Library and Literacy offerings, and door prizes.

NEW BUSINESS--- The *2017-2018 Audit Report* was unanimously approved. (Nasalroad/Phillips, 5-0)

Staff was unanimously authorized to accept a *bid for the exterior video cameras*, not to exceed \$9,000 with funds coming from the Blake Account. (Sandoval/Coughlin, 5-0)

The *2019 Meeting Calendar* was approved unanimously (Sandoval/Phillips, 5-0)

A Special Meeting will be held on February 5, 2019 for the *District Director Performance Evaluation*.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, January 22, 2019

REPORTS CONT. ---

Literacy Program: The Literacy Program received a \$45,000 grant from CLLS and a \$10,000 grant from the ALA for a Family Literacy Program. Volunteer Soheil Roshan-Zamir is teaching a Computer Basics class with 7 new iPads from CLLS.

Public Services: Since March-April 2018, there were 57 programs for 435 attendees, an average of 7.63 each.

Volunteer Coordinator: The Winter Community Workday will be January 26. “Volunteer Opportunities” is being added to the “About Us” tab in the Library webpage.

Director’s Report: Director Branch reported that the laptop kiosk is up and running and classes have been scheduled, the compliance requirements for the Grand Jury report are completed, and Marilyn Appleby will submit information for the front of the Library and the community room to professional estimators. The Library hopes to start the work in 2019. Plans are not yet set to share the Ventura Library bookmobile.

Board Committee Reports:

2019 Committees:

- Finance: Laura, Maureen
- HR: Tim, Maureen
- Facilities: Daniel, Nancy
- Publicity: Daniel, Nancy
- Visioning: Laura, Daniel
- Fundraising: Daniel, Nancy
- Community Connections: all
- Technology: Ned
- Acquisition: Nancy, Maureen
- Endowment Liaison: Maureen

Finance- none.

Human Resources- The Employee Handbook will be updated to include 2019 changes in the laws.

Strategic Plan Team Reports:

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, January 22, 2019

Fundraising / Grants: A new Grant for \$15,000 will be submitted on Wednesday to the State Library.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas:
District Director Contract

UPCOMING MEETING DATE---A Special Meeting will be held on February 5, 2019, at 5:30 p.m. The next Regular Meeting will be on Tuesday, February 26, 2019, at 5:30 p.m.

ADJOURNMENT---There being no further business, the Regular Meeting was adjourned at 7:12 p.m.

Library Board Clerk

ATTEST:

District Director

MINUTES of the Special Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 5, 2019 and Tuesday, February 12, 2019

CALL TO ORDER---The Special Meeting was called to order at 5:32 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Nancy Nasalroad, Laura Phillips and Daniel Sandoval were in attendance. District Director Ned Branch was present. A quorum was established.

APPROVAL OF THE ORDER OF AGENDA---Unanimously approved (Nasalroad/Phillips, 5-0).

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

NEW BUSINESS--- The Board authorized Director Branch to spend up to \$20,000 for Architectural schematics and Designs Estimates through Anderson, Kulwiec, Appleby. (Sandoval/Nasalroad, 5-0)

ADJOURN SPECIAL SESSION---The Special Session was adjourned to go into Closed Session at 5:48 p.m. for District Director Evaluation.

THE SPECIAL SESSION RESUMED at 7:02 p.m. No report.

THE MEETING WAS ADJOURNED--- to Tuesday, February 12, 2019, at 5:30 p.m. at the Blanchard Community Library. The meeting will continue the unfinished Closed Session.

THE CONTINUATION OF THE SPECIAL MEETING WAS CALLED TO ORDER on Tuesday, February 12, at 5:30 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Nancy Nasalroad, and Daniel Sandoval were in attendance. Board member Laura Phillips was absent. A quorum was established. Director Ned Branch joined the meeting in Closed Session.

ADJOURN SPECIAL SESSION---The Special Session was adjourned to go into Closed Session at 5:30 p.m. for District Director Evaluation.

THE SPECIAL SESSION RESUMED at 6:30 p.m. No report

Library Board Clerk

ATTEST

District Director

REGULAR MEETING OF FEBRUARY 26, 2019
E(a)REPORTS: FINANCIAL REPORTS

1. Receive and file January 2019 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

January 31, 2019

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

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

BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

January 31, 2019

ASSETS

		CURRENT ASSETS	
CASH		\$1,432,335	
RESTRICTED CASH		290,023	
		\$ 1,722,358	
PREPAID EXPENSES		5,347	
TOTAL CURRENT ASSETS		\$ 1,727,705	
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			
		731,111	
TOTAL ASSETS		\$2,458,816	

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$2,989	
ACCRUED PAYROLL EXPENSE		7,891	
TOTAL LIABILITIES		\$10,880	
FUND BALANCES			
GENERAL FUND		1,426,802	
FIXED ASSET FUND		731,111	
RESTRICTED FUNDS		290,023	
TOTAL FUND BALANCE		2,447,936	
TOTAL LIABILITIES AND FUND BALANCE		\$2,458,816	

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JANUARY 31, 2019
MODIFIED ACCRUAL BASIS

	JANUARY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$8,365	\$2,626	218.55%	\$587,468	\$525,908	11.71%
LIBRARY OPERATIONS	1,049	417	151.56%	6,599	2,917	126.23%
DONATIONS	15,998	2,083	668.03%	50,039	14,583	243.13%
GRANTS	\$20,700	\$12,000		\$81,400	\$30,000	
	<u>\$46,112</u>	<u>\$17,126</u>	62.86%	<u>\$725,506</u>	<u>\$573,408</u>	26.53%
EXPENSES						
PERSONNEL	\$66,710	\$48,918	36.37%	\$356,781	\$325,010	9.78%
OPERATIONS	9,034	21,600	-58.18%	72,973	96,200	-24.14%
ADMINISTRATIVE	4,688	4,454	5.25%	34,747	38,679	-10.17%
FACILITIES	6,337	4,704	34.72%	39,437	32,929	19.76%
	<u>\$86,769</u>	<u>\$79,676</u>	8.90%	<u>\$503,938</u>	<u>\$492,818</u>	2.26%
NET INCOME (LOSS)	<u>\$(40,657)</u>	<u>\$(62,550)</u>		<u>\$221,568</u>	<u>\$80,590</u>	174.93%
NON BUDGETED INCOME (EXPENSES)						
INSURANCE PROCEEDS				13,151		
REIMBURSEMENT DIF		1,667		2,850	\$11,667	
INVESTMENT INTEREST	1			1,730		
NET AFTER NON BUDGETED ITEMS	<u>\$(40,656)</u>	<u>\$(62,550)</u>	-80.73%	<u>\$239,299</u>	<u>\$80,590</u>	196.93%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

January 31, 2019

COUNTY	\$997,068	
SANTA PAULA CITY	117,089	1
BUILDING FUND	83,400	1
BLAKE	53,829	1
LITERACY	35,705	1
BOOK TRUST	15,230	
GENERAL FUND	49,284	
WELLS FARGO	370,048	
OTHERS	<u>705</u>	
TOTAL CASH	<u>\$1,722,358</u>	
1 Restricted	290,023	
Other Unrestricted	1,432,335	

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

	1/31/18	1/31/19	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$571,984	\$579,103	\$525,908	\$740,132
LIBRARY OPERATIONS	7,319	6,428	2,917	5,000
DONATIONS	45,814	34,041	14,583	45,000
GRANTS	23,000	81,400	30,000	31,000
TOTAL REVENUE	<u>\$648,117</u>	<u>\$700,972</u>	<u>\$573,408</u>	<u>\$821,132</u>
EXPENSES				
PERSONNEL				
WAGES	220,566	259,862	234,873	407,333
RETIREMENT	31,791	37,720	33,025	56,141
HEALTH INSURANCE	32,230	36,680	36,372	68,250
PAYROLL TAX	20,951	21,433	19,753	33,866
EMPLOYEE BENEFIT	771	1,086	987	1,692
	<u>306,309</u>	<u>356,781</u>	<u>325,010</u>	<u>567,282</u>
OPERATIONS				
LIBRARY NETWORK	43,701	30,306	45,000	60,000
PUBLICITY	2,964	858	3,033	5,200
MEMBERSHIPS	4,431	3,706	1,750	3,000
ACQUISITIONS	19,524	16,150	24,950	39,800
PROGRAMS	10,452	12,691	16,042	27,500
COMPUTER SERVICE	9	4,022	2,800	4,800
BOOK BINDING	582	1,085	1,167	2,000
ADVERTISING	1,228	1,305		
TRAVEL	2,331	2,850	1,458	2,500
	<u>85,222</u>	<u>72,973</u>	<u>96,200</u>	<u>144,800</u>
ADMINISTRATIVE				
ADVERTISING			146	250
BANK CHARGES	210	217	233	400
COMPUTER NETWORK	1,178	4,295		
INSURANCE	5,771	5,468	6,125	10,500
OFFICE EXPENSE	3,444	2,669	2,917	5,000
TELEPHONE	2,087	1,590	2,333	4,000
POSTAGE	477	463	350	600
PRINTING	468	2,138	1,575	2,700
PROFESSIONAL FEES	17,340	17,775	23,833	38,000
STAFF DEVELOPMENT	47	93	1,167	2,000
	<u>31,022</u>	<u>34,708</u>	<u>38,679</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	8,270	11,555	9,167	14,000
JANITORIAL	4,690	4,794	4,725	8,100
UTILITIES	22,466	23,087	20,038	34,350
	<u>35,426</u>	<u>39,436</u>	<u>33,930</u>	<u>56,450</u>
TOTAL EXPENSES	<u>457,979</u>	<u>503,898</u>	<u>493,819</u>	<u>775,532</u>
NET INCOME(LOSS)	<u>\$190,138</u>	<u>\$197,074</u>	<u>\$79,589</u>	<u>\$45,600</u>
NON BUDGETED INCOME (EXPENSES)				
INSURANCE REIMBURSEMENT		13,151		
REIMBURSEMENT DIF	2,720	2,850	11,667	20,000
INVESTMENT INTEREST	4,383	1,729		
BUILDING FUND				
NET AFTER NON BUDGETED ITEMS	<u>\$197,241</u>	<u>\$214,804</u>	<u>\$91,256</u>	<u>\$65,600</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

January 31, 2019

Due to Friends of the Library	\$	384
Credit Card		2,600
Others		5
Total	\$	<u>2,989</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE \$176,201.02
TRANSACTIONS		
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	927.07
10.31.18	CHECK	(17,117.00)
		<u>(59,112.28)</u>
		<u><u>\$117,088.74</u></u>

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

RFID	29,019	From network charges
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BLANCHARD COMMUNITY LUBRARY

1.31.19

EXPLANATIONS

- 1 COMBINED PREPAID INSURANCE WITH NEGATIVE ACCOUNTS PAYABLE
5126 PLUS 134
- 2 ACCOUNTS PAYABLE IS AP PLUS CREDIT CARD PLUS DUE TO FOTL
5 PLUS 5418.90 PLUS 333.80
- 3 COMBINED BANK CHARGES AND MISCELLANEOUS IN ADMIN 9.17
15 PLUS 108
- 4 COMBINED MEMBERSHIP AND OVER/SHORT IN OPERATIONS 9.17
3.30 PLUS 522.00
- 5 CASH BALANCES FOR GENERAL ACCOUNT ADDED TO PAYROLL ACCOUNT
45803.69 PLUS 3480.86

Blanchard/Santa Paula Library District
 General Fund Deposit Detail
 January 2019

11:35 AM
 02/22/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		01/02/2019		Deposit	General Fund		21,744.32
Sales Receipt	225	01/02/2019	State of California - Victim Restitution	Deposit	Miscellaneous Income	General Fund	-19.32
Sales Receipt	224	01/02/2019	State of California Martin S. & Mary Louise Zuanich Las Pasadas HOA	Pitch an idea grant	Other Grants 1499.10 - Undeposited Funds 1499.10 - Undeposited Funds	PAI General Fund General Fund	-20,700.00 -1,000.00 -25.00
TOTAL							-21,744.32
Deposit		01/03/2019		Deposit	General Fund		31.00
TOTAL				Deposit	Fines		-31.00
Deposit		01/03/2019		Deposit	General Fund		10.00
TOTAL				Deposit	Fines		-10.00
Deposit		01/07/2019		Deposit	General Fund		4,326.81
Sales Receipt	227	01/07/2019	Wendy Balstone	Deposit	Miscellaneous	General Fund	-126.82
Sales Receipt	228	01/07/2019	Friends of the Blanchard Library	1499.10 - Undeposited Funds	1499.10 - Undeposited Funds	Books:Children's...	-697.99
Sales Receipt	229	01/07/2019	Friends of the Blanchard Library:Family ... Friends of the Blanchard Library:Teen S...	1499.10 - Undeposited Funds	1499.10 - Undeposited Funds	Programs:Childr... Programs:Young...	-1,500.00 -2,000.00
TOTAL							-4,326.81
Deposit		01/07/2019		Deposit	General Fund		95.30
TOTAL				Circulation desk week of 12/17/18	Fines	General Fund	-88.75
Deposit		01/07/2019		Circulation desk week of 12/17/18	2510 - Due to Friends of the Library (Money receive...	Friends of the Lib...	-3.00
TOTAL				Circulation desk week of 12/17/18	Printing & Copying	General Fund	-1.05
Deposit		01/07/2019		Deposit	General Fund		164.00
TOTAL				Circulation desk week of 12/17/18	Over/Short	General Fund	-2.50
Deposit		01/07/2019		Deposit	General Fund		164.00
TOTAL				Circulation Desk week of 12/22/...	Fines	General Fund	-140.25
Deposit		01/08/2019		Circulation Desk week of 12/22/...	2510 - Due to Friends of the Library (Money receive...	Friends of the Lib...	-1.50
TOTAL				Circulation Desk week of 12/22/...	Printing & Copying	General Fund	-7.25
Deposit		01/08/2019		Deposit	General Fund		12.75
TOTAL				Circulation Desk week of 12/22/...	Over/Short	General Fund	-15.00
Deposit		01/08/2019		Deposit	General Fund		164.00
TOTAL							-164.00

Blanchard/Santa Paula Library District
General Fund Deposit Detail
January 2019

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL				Deposit	Fines		-12.75
Deposit		01/09/2019		Deposit	General Fund		46.75
TOTAL				Deposit	Fines		-46.75
Deposit		01/10/2019		Deposit	General Fund		25.00
TOTAL				Deposit	Fines		-25.00
Deposit		01/16/2019		Deposit	General Fund		12.75
TOTAL				Deposit	Fines		-12.75
Deposit		01/17/2019		Deposit	General Fund		250.90
TOTAL				Copier receipts for November	Printing & Copying	General Fund	-250.90
Deposit		01/17/2019		Deposit	General Fund		114.75
TOTAL				Circulation Desk week of 1/8/19	Fines	General Fund	-68.25
Deposit		01/22/2019	Black Gold Cooperative	Circulation Desk week of 1/8/19	2510 - Due to Friends of the Library (Money receive...	Friends of the Lib...	-19.50
TOTAL			Black Gold Cooperative	Circulation Desk week of 1/8/19	Over/Short	General Fund	-27.00
Deposit		01/25/2019		Deposit	General Fund		373.56
TOTAL				2nd Qtr payment	Fines	General Fund	-161.34
Deposit		01/25/2019		Hoopla refund	Network Services/LLS	General Fund	-212.22
TOTAL				Deposit	General Fund		63.00
Deposit		01/28/2019		Circulation desk week of 1/14/19	Fines	General Fund	-54.50
TOTAL				Circulation desk week of 1/14/19	2510 - Due to Friends of the Library (Money receive...	Friends of the Lib...	-8.50
Deposit		01/28/2019		Deposit	General Fund		70.50

Blanchard/Santa Paula Library District
General Fund Deposit Detail
 January 2019

11:35 AM

02/22/19

Type	Num	Date	Name	Memo	Account	Class	Amount
TOTAL				Circulation Desk week of 1/22/19	Fines	General Fund	-61.25
				Circulation Desk week of 1/22/19	Over/Short	General Fund	-9.25
							-70.50
Deposit	01/28/2019			Deposit	General Fund		24.00
				Deposit	Fines		-24.00
TOTAL							-24.00
Deposit	01/30/2019			Deposit	General Fund		8.75
				Deposit	Fines		-8.75
TOTAL							-8.75

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
January 2019

Num	Date	Name	Memo	Account	Paid Amount
eft	01/03/2019	TSYS		General Fund	
				Bank Charges	-38.38
TOTAL					-38.38
EFT	01/01/2019	Blanchard Community Library	Funds transfer for payroll pay day 1/31/19	General Fund	
				Payroll (Checking Account - Payroll)	-12,000.00
TOTAL					-12,000.00
EFT	01/03/2019	Blanchard Community Library	Funds transfer for payroll pay date 1/31/19	General Fund	
				Payroll (Checking Account - Payroll)	-5,200.00
TOTAL					-5,200.00
EFT	01/07/2019	Calif. Public Employees' Retirement System	Cal Pers Classic 817 Pay 11/18/18 to 12/31/18	General Fund	
				CALPERS (Payee Account - Employee Deductio...	-280.16
TOTAL					-280.16
EFT	01/07/2019	Calif. Public Employees' Retirement System	Cal Pers PEPRA Contribution for pay period 11/18/18-12/31/18	General Fund	
				CALPERS (Payee Account - Employee Deductio...	-1,184.52
TOTAL					-1,184.52
EFT	01/07/2019	Calif. Public Employees' Retirement System	PERS Health Insurance for January	General Fund	
				PERS Group Health Insurance	-5,047.28
TOTAL					-5,047.28
EFT	01/15/2019	Blanchard Community Library	Funds transfer for payroll pay date 1/17/19	General Fund	
				Payroll (Checking Account - Payroll)	-18,000.00
TOTAL					-18,000.00
EFT	01/25/2019	Calif. Public Employees' Retirement System	Unfunded Accrued Liability Classic 817 January 2019	General Fund	
				PERS Retirement (Contribution Account - Retire...	-3,644.85
TOTAL					-3,644.85
EFT	01/25/2019	Calif. Public Employees' Retirement System	Unfunded Accrued Liability PEPRA January 2019	General Fund	
					-3,644.85
TOTAL					-3,644.85

**Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail**
January 2019

11:35 AM

02/22/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Unfunded Accrued Liability PEPR	PERS Retirement (Contribution Account - Retire...	-52.30
					-52.30
EFT	01/25/2019	Calif. Public Employees' Retirement System	Cal Pers PEPR Contribution for pay period 12/03/18 to 12/15/18	General Fund	
TOTAL			Cal Pers PEPR Contribution for pay period 12/03/18 to 12/15/18	CALPERS (Payee Account - Employee Deductio...	-1,185.82
					-1,185.82
EFT	01/25/2019	Calif. Public Employees' Retirement System	Cal Pers Classic 817 Pay 12/2/18 to 12/15/18	General Fund	
TOTAL			Cal Pers Classic 817 Pay 12/2/18 to 12/15/18	CALPERS (Payee Account - Employee Deductio...	-270.76
					-270.76
EFT	01/29/2019	Blanchard Community Library	Funds transfer for payroll pay date 1/31/2019	General Fund	
TOTAL			Funds transfer for payroll pay date 1/31/2019	Payroll (Checking Account - Payroll)	-17,500.00
					-17,500.00
10223	01/02/2019	Softchoice Corporation	Invoice #5002281	General Fund	
TOTAL			Invoice #5002281	Computer Network	-711.40
			Invoice #5002281	Computer Network	-474.20
					-1,185.60
10224	01/02/2019	Boyd & Associates	Invoice #175982	General Fund	
TOTAL			Invoice #175982	Security	-206.70
					-206.70
10225	01/02/2019	Southern California Edison	2-03-984-8064	General Fund	
TOTAL			Electricity usage 11/16/18 to 12/18/18	Electricity	-1,083.96
					-1,083.96
10226	01/02/2019	Coleman Landscape	Invoice #7518	General Fund	
TOTAL			December landscaping	Grounds Maintenance	-305.00
					-305.00
10227	01/02/2019	Laura Phillips		General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
January 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Prizes for Festival of Books	Children's Programs	-175.42
10228	01/02/2019	SocalGas	151 414 1600 6	General Fund	-175.42
TOTAL			Gas usage 10/31/18 to 11/21/18	Gas	-29.95
10229	01/02/2019	Stephen McFadden CPA	Invoice #5587	General Fund	-29.95
TOTAL			Accounting & Payroll for December	Accounting Fees (Outside (non-employee) acco...	-877.00
10230	01/02/2019	Beatriz Camacho	Refund of lost book fee	General Fund	-877.00
TOTAL			Refund of lost book fee	Fines	-29.00
10231	01/02/2019	Baker & Taylor Books	415157 L444180 4 000	General Fund	-29.00
TOTAL			415157 L444180 4 000	General	-49.83
			415157 L444180 4 000	General	-1,310.34
			415157 L444180 4 000	General	-394.28
			415157 L444180 4 000	Children's Books	-360.50
TOTAL					-2,114.95
10232	01/02/2019	Business Card	Credit Card Charges 11/17/18 to 12/16/18	General Fund	
TOTAL			Credit Card Charges 11/17/18 to 12/16/18	Bank of America Platinum Plus	-1,319.47
10233	01/07/2019	Anthony Luna	Refund of Lost book fee "Junie B. Jones...."	General Fund	-1,319.47
TOTAL			Refund of Lost book fee "Junie B. Jones...."	Fines	-5.75
10234	01/07/2019	Java Connections, LLC	Invoice #1609	General Fund	-5.75
TOTAL			Invoice #1609	1490.10 - Equipment	-34,494.38
10235	01/07/2019	Noemi Coronel-Galindo	Refund of lost book fee	General Fund	-34,494.38

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
 January 2019

11:35 AM
02/22/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Refund of lost book fee	Fines	-19.00
10236	01/07/2019	Sparkletts	Invoice #4648715 010319	General Fund	-19.00
TOTAL			January cooler rental	Office Expense	-8.82
					-9.82
10237	01/07/2019	Ned Branch	Monthly health insurance reimbursement	General Fund	
	01/01/2019		Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38
TOTAL					-502.38
10238	01/14/2019	Baker & Taylor Books	415157 L444180 4 0000	General Fund	
TOTAL			Invoice #4012422112	General	-454.98
					-454.98
10239	01/14/2019	Black Gold Cooperative	Invoice #19-153	General Fund	
			Invoice #19-153	1490.10 - Equipment	-7,387.42
			Invoice #19-153	Network Services/ILS	-821.95
TOTAL					-8,189.37
10240	01/14/2019	City of Santa Paula (067000-00)	111-067000-00	General Fund	
			Water & service 11/24/18 to 12/24/18	Water and Sewer	-1,183.16
TOTAL					-1,183.16
10241	01/14/2019	City of Santa Paula (067500-00)	111-067500-00	General Fund	
			Fire Service 11/24/18 to 12/24/18	Water and Sewer	-71.53
TOTAL					-71.53
10242	01/14/2019	Unique Management Services, Inc.	Invoice #491071	General Fund	
			December placements	Collection Services	-89.50
TOTAL					-89.50
10243	01/14/2019	Kelly Cleaning & Supplies	Invoice #45288871	General Fund	
			Janitorial for January	Janitorial Services & Supplies	-670.00

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
January 2019

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-670.00
10244	01/14/2019	Moss, Levy & Hartzheim LLP	BLANCHARD Invoice #16881	General Fund	
			BLANCHARD Invoice #16881	Audit Services	-2,000.00
TOTAL					-2,000.00
10245	01/14/2019	SocalGas	Acct #151 414 1668 3	General Fund	
			12/7/18 1/3/19 gas charges	Gas	-182.89
TOTAL					-182.89
10246	01/14/2019	Flights of Fantasy Story Theatre	Invoice #219	General Fund	
			1/22/19 Family evening	Children's Programs	-400.00
TOTAL					-400.00
10247	01/14/2019	Andy's Plumbing Place	Invoice #6129-2019	General Fund	
			Invoice #6129-2019	Building Maintenance	-633.59
TOTAL					-633.59
10248	01/14/2019	Athens Environmental	VOID: A20004977	General Fund	
TOTAL					0.00
10249	01/14/2019	Los Angeles Times	Acct 10011275968	General Fund	
			Acct 10011275968	Periodicals	-110.94
TOTAL					-110.94
10250	01/14/2019	Santa Paula Chamber of Commerce		General Fund	
				Memberships & Dues	-150.00
TOTAL					-150.00
10251	01/14/2019	Amazon Capital Services		General Fund	
			Invoice #1FYR-JC3F-DRRK	Adult AV	-22.75
			Invoice #1LRL-YJPC-3KLN	Young Adult Programs	-628.03
			Invoice #1LRL-YJPC-7RFM	Young Adult Programs	-28.80
			Invoice #1J71-3LND-49VG	Adult Programs	-9.18
			Invoice #1RDM-HYPT-7DC1	Adult AV	-24.89

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 January 2019

11:35 AM
02/22/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-713.65
10252	01/14/2019	Athens Environmental	A20004977 Invoice #142093 /Jan 2019 trash & recycle service	General Fund	
TOTAL				Trash	-181.09
10253	01/22/2019	Baker & Taylor Books	415157 L444180 4 000000 Invoice #4012428958	General Fund	
TOTAL				General	-739.96
10254	01/22/2019	Western Exterminator Company	Customer #50764666-9 Customer #50764666-9	General Fund	
TOTAL				Pest Control	-106.00
10255	01/22/2019	Frontier Communications	Acct # 805-525-2384-012885-5 Phone Service from 1/10/19 to 2/9/19	General Fund	
TOTAL				Telephone Expense	-223.28
10256	01/28/2019	Southern California Edison	Acct 2-03-984-8064 Acct 2-03-984-8064	General Fund	
TOTAL				Electricity	-1,056.49
10257	01/28/2019	MatterHackers, Inc	Invoice #MH205187 Invoice #MH205187	General Fund	
TOTAL				Young Adult Programs	-2,512.38
10258	01/28/2019	ELM USA, Inc.	Invoice #15496 Invoice #15496	General Fund	
TOTAL				Book Binding/Mending	-19.91
10259	01/28/2019	Castle Air	Invoice #BLPM123 Preventative maintenance	General Fund	
TOTAL				HVAC Maintenance	-625.00

11:35 AM
02/22/19

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
January 2019

Num	Date	Name	Memo	Account	Paid Amount
10260	01/28/2019	Amazon Capital Services	Invoice #1V34-YLJN-PGJG 3D Printer stand	General Fund Young Adult Programs	-451.94
TOTAL					-451.94

REGULAR MEETING OF FEBRUARY 26, 2019
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF FEBRUARY 26, 2019

G(a) OLD BUSINESS: BUDGET REVIEW AND CONSIDERATION OF PREFUNDING UNFUNDED OTHER THAN PENSION EMPLOYEE BENEFITS

A copy of an email thread with the actuary that prepared the GASB 75 “Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2018” is attached. It includes an estimate of the monthly additional cost to begin pre-funding the future costs of the health insurance benefits for annuitants.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

From: Cathy MacLeod <cmacleod@macleodwatts.com>
Sent: Wednesday, February 13, 2019 6:09 PM
To: ned.branch@blanchardlibrary.org
Subject: RE: ADC for Prefunding OPEB

Ned,
I think the CERBT presentation would be very helpful to attend. They are smart folks and offer 3 options. Administrative fees are low and coordination and trust reporting under GASB 74 is good.

The other trust we most often see and like is offered by PARS. We think highly of their investments people and they are always thinking. They offer a trust product with separate "buckets" for OPEB and ancillary pension funding that many agencies are using. I would encourage you to reach out to:

Mitch Barker
Executive V. P.
PARS
800-540-6369 x116
949-310-4876 cell
www.pars.org

Cathy

From: Ned.Branch@blanchardlibrary.org <ned.branch@blanchardlibrary.org>
Sent: Wednesday, February 13, 2019 6:03 PM
To: Cathy MacLeod <cmacleod@macleodwatts.com>
Subject: Re: ADC for Prefunding OPEB

Thanks, Cathy. Good to know I understood at least that much. CalPERS is conducting a two-hour presentation about their OPEB trust next month. I signed up for it. Are there any alternatives of which you are aware?

Glad Portland wasn't paralyzed.

Ned Branch
Blanchard/Santa Paula Library District
District Director
nbranch@blanchardlibrary.org
805-525-3615 x102

On Feb 13, 2019, at 5:19 PM, Cathy MacLeod <cmacleod@macleodwatts.com> wrote:

Hi, Ned.

I hope you are doing well. We did get some of that snow, but not really what Seattle did. It was actually very pleasant here ... just fell gently a couple of times, spent the night and then starting melting the next day.

What you've said is basically correct, though calculated as if the prefunding started in FY 17-18 rather than this year. **Most importantly, this assumes the trust is established with 6.5% being a reasonable**

expectation of the long term rate of return. if the investments selected are projected to earn less, then we should re-evaluate.

But, I did a quick estimate for FY 18-19, again assuming the 6.5% return, and came up with:

- ADC for FYE 2019: \$69,000
The commitment that the District would need to make is to contribute at least that amount in total for FYE 2019 and so on (with similar adjustments) for future years.
- However, the retiree benefit payments and implicit subsidy credit amounts can be applied as contributions toward that ADC, so similar to the result for FYE 2018, those would be subtracted to get the net due to the trust for the year. We estimated retiree benefit payments of about \$32,000 and plus \$6,356 in implicit subsidy credit. So that would leave only about \$30,000 due to the trust for this year. But if benefit payments are actually lower than the \$23K we estimated, then you'd need to make up the difference in payment to the trust.

All of that was a long-way around to where you started. I think that estimating \$3,000 per month or about \$36,000 *net* to the trust each year would be about right.

Cathy

Catherine MacLeod, *Principal & Consulting Actuary*

<image002.jpg> Direct: (503) 419-0462
[e-mail](#) | [website](#)

From: ned.branch@blanchardlibrary.org <ned.branch@blanchardlibrary.org>
Sent: Wednesday, February 13, 2019 12:08 PM
To: Cathy MacLeod <cmacleod@macleodwatts.com>
Cc: ned.branch@blanchardlibrary.org
Subject: ADC for Prefunding OPEB

Hello, Cathy,

Are you getting hit with the snowstorm that clobbered Seattle?

I am looking at our budget for the remainder of the fiscal year and doing some forward planning for 2019-20. Among the issues is whether we can prefund the OPEB liability. On page 14 of the report in the section on the lower half of the page, it states that the ADC is \$66,362 and that the contributions toward the ADC were \$30,656. Does that mean the amount needing to be contributed to a prefunding trust is \$35,706 for the year (approximately \$3,000 per month)?

Thanks.

<image001.jpg>
Ned Branch
District Director
Blanchard/Santa Paula Library District
805.525.3615 x102
ned.branch@blanchardlibrary.org

REGULAR MEETING OF FEBRUARY 26, 2019

H(a) NEW BUSINESS: 2019 CONTRACT FOR DISTRICT DIRECTOR

The contract between the Library and the District Director expired as of December 31, 2018. Board President Hicks and the District Director negotiated a proposed contract for 2019, subject to Board approval. The only change from the expired contract is the salary amount. The draft of the proposed contract is attached.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

EMPLOYMENT AND CONFIDENTIALITY AGREEMENT
Blanchard Community Library Director

This Employment and Confidentiality Agreement (the "Agreement"), dated effective January 1, 2019, is made and entered into between Blanchard/Santa Paula Public Library District ("Blanchard"), and Miles "Ned" Edward Branch ("Mr. Branch").

Recitals

Whereas Blanchard (also referred to as the "Blanchard Community Library") is a California public library district, validly existing by virtue of the provisions of Chapter 279 of the laws of the State of California, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and Section 18449 of the Education Code, with its corporate offices located at 119 North 8th Street, Santa Paula, CA 93060-2709; and

Whereas Blanchard desires to avail itself of the skill, knowledge and experience of Mr. Branch in order to insure the successful management and operation of its business.

Now, therefore, in consideration of the above-referenced recitals, which are incorporated herein as set forth in full, and the representations, warranties, mutual covenants, promises, terms and conditions set forth in this Agreement, the following terms and conditions shall apply to Mr. Branch's said employment effective as of January 1, 2019, (the "Effective Date"):

1. ARTICLE I-EMPLOYMENT AND TERM

1.1 Employment. Blanchard shall employ Mr. Branch and Mr. Branch accepts such employment, in accordance with the terms and conditions set forth in this Agreement.

1.2 Term. The term of employment under this Agreement ("Term") shall commence on the Effective Date and is effective for a period of twelve (12) months (through December 31, 2019). The Term is subject to early termination as provided in Article 4 of this Agreement. Upon expiration of the Term, the Agreement shall remain in effect on a month-to-month basis unless terminated by either Blanchard or Mr. Branch pursuant to the termination requirements of Article 4, set forth herein.

2. ARTICLE 2-DUTIES OF THE EXECUTIVE

2.1 Powers. Mr. Branch shall be empowered by and at all times subject to the powers by law vested in the Board of Trustees of Blanchard. Mr. Branch shall report directly to the President of the Board of Trustees of Blanchard.

2.2 Duties. Mr. Branch shall have direct responsibility for the management of Blanchard Community Library. Mr. Branch agrees to render services and perform the duties and acts of the Director of Blanchard in connection with any aspect of Blanchard's business as may be required by the President and Board of Trustees. Mr. Branch shall perform such other duties with Blanchard as may be reasonably assigned to Mr. Branch by the President and Board of

Blanchard which are not inconsistent with the provisions of this Agreement. Mr. Branch shall perform these duties faithfully, diligently, to the best of Mr. Branch's ability and in the best interests of Blanchard, consistent with the highest standards and in compliance with all applicable laws, rules, regulations, and policies applicable to Blanchard, including, but not limited to, Blanchard's Articles of Incorporation and Bylaws.

2.3 Conflict of Interests. Mr. Branch shall not directly or indirectly render any services of a business, commercial or professional nature, to any other person, firm or corporation, whether for compensation or otherwise, which are in conflict with Blanchard's interests. Further, Mr. Branch shall not engage in any activity that would impair Mr. Branch's ability to act and exercise independent judgment in the best interests of Blanchard.

2.4 Exclusive Services. During employment by Blanchard, Mr. Branch shall not engage, directly or indirectly, in any outside employment or consulting which may materially interfere with the services required under this agreement. Mr. Branch may provide services to clients if such services will not detract from the duties he owes to Blanchard pursuant to this agreement.

2.5 Indemnification for Negligence or Misconduct. Mr. Branch shall defend, indemnify and hold Blanchard harmless from all liability for loss, damage, or injury to persons or property resulting from the negligence or misconduct of Mr. Branch.

3. ARTICLE 3-COMPENSATION

As the total consideration for the services that Mr. Branch renders under this Agreement, Mr. Branch shall be entitled to the following:

3.1 Base Salary. Blanchard shall pay Mr. Branch a base salary of Eight Thousand Three Hundred Thirty-Three Dollars and thirty-three cents per month (\$100,000.00 per year), less income tax and other applicable withholdings. Base salary shall be paid in accordance with Blanchard's regular payroll practices. Increases, if any, shall be provided at the sole discretion of the President and Board of Trustees based upon performance.

3.2 Retirement. Mr. Branch shall continue to be enrolled in the CalPERS Retirement System program in effect for new participants as of January 1, 2014, for which Blanchard shall pay the employer contribution specified in its contract with CalPERS during the term of Mr. Branch's employment.

3.3 Reimbursement for Health Insurance. Mr. Branch will receive a monthly payment not to exceed Five Hundred Sixty-Five Dollars and thirty-three cents (\$565.33) but in no case greater than his actual out-of-pocket cost as reimbursement for his health insurance premiums.

3.4 Vacation. Mr. Branch shall be eligible for three weeks of paid vacation annually and sick time in accordance with adopted personnel policies now in effect or as modified in the future. Accumulation of vacation and sick leave shall be subject to the limits specified in personnel policies presently in effect or as modified in the future.

3.5 Administrative Time Off, Sick Leave and Holiday Pay. Mr. Branch shall be eligible for administrative time off, sick leave and holiday pay in accordance with adopted personnel policies presently in effect or as modified in the future.

3.6 Reimbursement for Expenses. Blanchard shall reimburse Mr. Branch for any and all reasonable business expenses incurred by Mr. Branch on behalf of Blanchard in the performance of this Agreement, and approved expenditures to be determined by the President ("Business Expenses"). A reimbursable Business Expense shall be of a nature qualifying it as a proper business expense deduction on the federal and state income tax returns of Blanchard. Mr. Branch must be able to furnish adequate records and other documentary evidence as may be required by Federal and State statutes. Automobile mileage shall be reimbursed at the rate according to current IRS regulations (currently \$0.545 per mile).

3.7 Severance. Blanchard does not offer severance benefits of any kind.

4. ARTICLE 4-TERMINATION

Mr. Branch's employment with Blanchard shall be terminated only as set forth in this Article:

4.1 Termination for Cause. Termination for Cause shall mean termination because of Mr. Branch's fraud in securing this Agreement, incompetence, inefficiency, inexcusable neglect, insubordination, personal dishonesty, willful misconduct, any breach of fiduciary duty involving personal profit, habitual neglect of duties, intentional failure to perform stated duties, inability to perform stated duties, willful violation of any law, rule or regulation order or material breach of any employment policy of Blanchard or any material breach of any provision of this Agreement. Written notice delivered to Mr. Branch is a prerequisite to Termination for Cause and such termination shall be effective on the delivery date of the written notice. Mr. Branch shall have the right to receive compensation which has already been earned as of the date of notice of Termination for Cause. Mr. Branch shall receive no other compensation or severance pay in the event of Termination for Cause.

4.2 Termination By Mr. Branch's Death. If Mr. Branch's employment is terminated as a result of Mr. Branch's death, Blanchard shall pay to Mr. Branch, his beneficiary or beneficiaries or Mr. Branch's estate, as the case may be, the base salary earned but unpaid through the Termination Date, which shall be the date of death. If Mr. Branch's employment is terminated by Blanchard pursuant to this Section, such termination shall be with cause, as defined in Section 4.1, Termination With Cause, and Mr. Branch's rights shall be subject to the provisions thereof.

4.3 Termination Without Good Cause. Upon written notice to Mr. Branch, pursuant to Section 8.4 of this Agreement, Blanchard may terminate Mr. Branch's employment, without good cause at any time. Upon said termination, pursuant to this Section 4.3, Blanchard is relieved of any and all obligations set forth herein as of the effective date of this notice.

4.4 Termination by Mr. Branch. Mr. Branch may terminate his obligations under this Agreement by giving Blanchard at least 30 days written notice in advance. Notice will be sufficient if given in accordance with paragraph 8.4 of this Agreement.

5. ARTICLE 5-CONFIDENTIALITY AND NON-SOLICITATION

5.1 Confidentiality and Trade Secrets. Mr. Branch acknowledges that, in the course of employment with Blanchard, Mr. Branch will acquire information about Blanchard's customers, terms and conditions of Blanchard's transactions, research materials, manuals, computer programs, formulas, techniques, data, technical information, lists of asset sources, the processes and practices of Blanchard, information contained in electronic or computer files, financial information, salary and wage information, and other information that is designated by Blanchard as confidential or that Mr. Branch knows or should know is confidential information provided by third parties and that Blanchard is obligated to keep confidential as well as other proprietary information of Blanchard ("Confidential Information"). Mr. Branch acknowledges that all Confidential Information is and shall continue to be the exclusive property of Blanchard. Mr. Branch agrees not to disclose any Confidential Information, either during the Term or thereafter, directly or indirectly, under any circumstances or by any means, to any third person or party without the prior written consent of Blanchard.

5.2 Non-Solicitation. Except as permitted by the prior written consent of the President and CEO of Blanchard, during the period of one (1) year after the termination date, Mr. Branch shall not, utilizing unfair business practices, directly or indirectly solicit for employment or for independent contractor work from any employee of Blanchard, and shall not encourage any such employee to leave the employment of Blanchard.

6. ARTICLE 6--BLANCHARD'S OWNERSHIP IN MR. BRANCH'S WORK

6.1 Blanchard's Ownership. Mr. Branch agrees that all inventions, discoveries, improvements; trade secrets, formulas, techniques, processes, and know-how, whether or not patentable, and whether or not reduced to practice, that are conceived or developed during Mr. Branch's employment with Blanchard, either alone or jointly with others, or relating to Blanchard or to Blanchard's industry ("Blanchard's Work"), and any written record that Mr. Branch may maintain of Blanchard's Work, shall be owned exclusively by Blanchard. Mr. Branch hereby assigns to Blanchard, all of Mr. Branch's right, title, and interest, if any, in such intellectual property defined as Blanchard's Work. Mr. Branch shall furnish to Blanchard any and all such records pertaining to Blanchard's Work, immediately upon request.

6.2 Return of Blanchard's Property and Materials. Upon termination of employment with Blanchard, Mr. Branch shall deliver to Blanchard all Blanchard property and materials that are in Mr. Branch's possession or control, including Blanchard's Work, within five (5) calendar days.

6.3 Computer. Mr. Branch will be provided a computer for exclusive use for library business. No personal use of this computer is permitted.

7. ARTICLE 7-DISPUTE RESOLUTION AGREEMENT

7.1 In the event of any dispute, claim or controversy between Blanchard and Mr. Branch, both parties agree to initially submit such dispute, claim or controversy to nonbinding mediation, by a mediator mutually agreed upon by Blanchard and Mr. Branch within ten (10) calendar days of the request for mediation. If the parties cannot agree to a mutual mediator within the above-referenced time period one shall be appointed by JAMS. The disputes, claims and controversies to be submitted to mediation include, but are not limited to, claims arising from the California Constitution; Title VII of the Civil Rights Act of 1964 (42 USC §2000e); the California Fair Employment and Housing Act (Cal.Govt. Code §12900 et seq.); the Americans with Disabilities Act; the Age Discrimination in Employment Act (29 USC §§ 621-633a); the Older Workers' Benefit Protection Act; and claims of intentional infliction of emotional distress; breach of contract; breach of implied contract; or any other statute or common law principle of similar effect.

7.2 Either party may commence the non-binding mediation process called for in this Dispute Resolution Agreement by providing written notice upon the other party as set forth in paragraph 8.4 of this Agreement. The parties will then agree to submit the claim to a mediator mutually agreed upon by Blanchard and Mr. Branch. The parties will cooperate with one another and with the non-binding mediator, in selecting a mediator, and in scheduling the mediation.

7.3 Blanchard shall pay all of the fees and costs of the non-binding mediation and will pay for its own attorney's fees and will not request any fees or costs from Mr. Branch. Should Mr. Branch retain legal counsel, the cost of such legal counsel shall be the sole responsibility of Mr. Branch.

7.4 If the parties fail to resolve their dispute, claim or controversy in nonbinding mediation as set forth in paragraphs 7.1-7.3, above, then Blanchard and Mr. Branch agree to submit such dispute, claim or controversy to final and binding arbitration, by an arbitrator or association mutually agreed upon by Blanchard and Mr. Branch within 30 calendar days of dispute, claim or controversy not resolved in mediation. If the parties cannot agree to a mutual arbitrator within the above-referenced time period one shall be appointed by JAMS. The disputes, claims and controversies to be submitted to arbitration include, but are not limited to, claims arising from the California Constitution; Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e); the California Fair Employment and Housing Act (Cal.Govt. Code §12900 et seq.); the Americans with Disabilities Act; the Age Discrimination in Employment Act (29 U.S.C. §§ 621633a); the Older Workers' Benefit Protection Act; and claims of intentional infliction of emotional distress; breach of contract; breach of implied contract; or any other statute or common law principle of similar effect.

7.5 Either party may commence the arbitration process called for in this Dispute Resolution Agreement by first filing a demand upon the other party. The parties will then agree to submit the claim to the arbitrator or association mutually agreed upon by Blanchard and Mr.

Branch within thirty (30) calendars days of the demand. Thereafter, the demand shall be filed with the arbitrator or association mutually agreed upon. If the arbitration will be conducted by JAMS, the arbitration will be conducted in accordance with the provisions of JAMS' Comprehensive Arbitration Rules and Procedures in effect at the time of filing of the demand for arbitration. If the arbitration is conducted by another arbitrator or association, the arbitration will be conducted in accordance with provisions set forth by such individual or organization, that are in effect at the time of filing the demand for arbitration. The parties will cooperate with one another and with JAMS, or another arbitrator or association, in selecting an arbitrator, and in scheduling the arbitration proceedings. The arbitrator will issue a written award discussing the facts and the law. The arbitrator shall have the authority to provide for all types of relief that would otherwise be available in court.

7.6 For purposes of the arbitration, the parties are entitled to file responsive pleadings, cross complaints, demurrers, motion to strike, motion for summary judgment pursuant to the California Rules of Civil Procedure Code and California Evidence Code. The parties are entitled to conduct discovery pursuant to the California Code of Civil Procedure.

7.7 Blanchard shall pay all of the fees and costs of the arbitration and will pay for its own attorney's fees and will not request any fees or costs from Mr. Branch. Should Mr. Branch retain legal counsel, the cost of such legal counsel shall be the sole responsibility of Mr. Branch.

7.8 Mr. Branch's Acknowledgment. By initialing in the space below you are agreeing to have all disputes, claims or controversies arising out of or relating to your employment decided by neutral arbitration, and you are giving up any rights you might possess to have those matters litigated in court or jury trial. By initialing in the space below you are giving up your judicial right to appeal. If you refuse to submit to arbitration after agreeing to this provision, you may be compelled to arbitrate under federal or state law. Your agreement to this arbitration provision is voluntary.

I have read and understand the foregoing and agree to submission of all disputes, claims or controversies arising out of or relating to this agreement to neutral arbitration in accordance with this agreement.

MILES BRANCH

BLANCHARD

7.9 Mr. Branch has been advised to seek the advice of an attorney regarding the legal effect of this agreement prior to signing it. Mr. Branch specifically acknowledges that Mr. Branch is entering into this agreement voluntarily and has not been coerced into signing the agreement.

8. ARTICLE 8 -MISCELLANEOUS

8.1 Severable Provisions. Should any provisions or parts of this Agreement be

declared invalid, void or unenforceable, by a court of competent jurisdiction, the validity and binding effect of any remaining portions shall not be affected and they shall remain in full force and effect as if this Agreement had been executed with said provision(s) or part(s) eliminated.

8.2 Governing Law. This Agreement is entered into in the State of California, and California law shall in all respects govern the validity, construction, and interpretation of this Agreement.

8.3 Entire Agreement. This Agreement, including any documents expressly incorporated into it by the terms of this Agreement, constitutes the entire agreement between the parties. This Agreement supersedes and rescinds any and all prior oral and written agreements, understandings, negotiations, and discussions relating to the employment of Mr. Branch by Blanchard. This Agreement may not be modified, supplemented or amended by oral agreement, but only by an agreement in writing signed by Blanchard and Mr. Branch.

8.4 Notice. Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed received (i) when personally delivered, or, (ii) if mailed, one week after having been placed in the United States mail, registered, or certified, postage prepaid, addressed to the party to whom it is directed at the address listed below:

If to Blanchard:

Tim Hicks
President of the Board of Trustees
119 North 8th Street Santa Paula, CA 93060-2709
Telephone (805) 525-3615

If to Mr. Branch:

Miles "Ned" Edward Branch
PO Box 3272
Ventura, CA 93003
Telephone (213) 700-8850

For a party to change its address or other information for the purpose of this section, the party must first provide notice of that change in the manner required by this section.

9. ARTICLE 9 --RECEIPT OF AGREEMENT

Receipt of Agreement. Each of the parties hereto acknowledges that they have read this Agreement in its entirety and does hereby acknowledge receipt of a fully executed copy thereof. A fully executed copy shall be an original for all purposes, and is a duplicate original.

In witness whereof, the parties hereto have caused this Agreement.

ACCEPTED AND AGREED:

Date:

MILES BRANCH

Date:

BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT

TIM HICKS
President, Board of Trustees

REGULAR MEETING OF FEBRUARY 26, 2019

H(b). NEW BUSINESS: CHANGE OF INVESTMENT ADVISORY RELATIONSHIP

The Library has used the services of the financial advisors Aspell-Waterman-Aspell who were affiliated with Wells Fargo Investment Advisors for the investment of a portion of the Library's reserves. The financial advisors are no longer affiliated with Wells Fargo and are now affiliated with Raymond James & Associates, Inc. The Board should decide whether to remain with Wells Fargo Investment Advisors or to continue the relationship with Aspell-Waterman-Aspell by transferring account management to Raymond James & Associates. A letter from Aspell-Waterman-Aspell explaining their change is attached. If the Board decides to move the accounts, new signature cards and related paperwork will need to be completed.

RECOMMENDATION:

Transfer account management from Wells Fargo Investment Advisors to Aspell Waterman Wealth Management of Raymond James.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

ASPELL WATERMAN
WEALTH MANAGEMENT OF
RAYMOND JAMES®

February 13, 2019

Linda Spink & Timothy Hicks & Maureen Coughlin & Laura Phillips & Nancy Nasalroad
119 N 8th St
Santa Paula, CA 93060

Dear Linda, Timothy, Maureen, Laura & Nancy:

After careful consideration, we are pleased and excited to announce that we have joined Raymond James & Associates, Inc.

We decided to accept this position with Raymond James because we believe their combination of personal service and a comprehensive range of investment alternatives will permit us to address more of your investment needs and will significantly enhance the level of service we can provide you. As our select client, we would like you to join us in this excellent opportunity.

Raymond James & Associates is a member of the New York Stock Exchange and the Securities Investor Protection Corporation. It is a wholly owned subsidiary of Raymond James Financial, Inc. (NYSE-RJF), a well-capitalized firm whose subsidiaries employ more than 6,300 financial advisors in over 2,600 offices throughout the United States, Canada and internationally. Raymond James provides investors with trade executions on all major U.S. exchanges.

With Raymond James, we will be able to provide a broad range of investment alternatives and comprehensive services including, but not limited to, on-line account access, financial planning, dividend reinvestment, money market funds, stocks, mutual funds, IRAs, pension plans, asset management programs, trust services, and government, municipal and corporate bonds.

We feel certain you will benefit from our new relationship with Raymond James & Associates. Please complete the enclosed forms, sign and initial (where appropriate), and return them to us in the enclosed postage-paid envelope. We will be contacting you concerning the transfer of your account. If in the meantime, you have questions, please call us at 541-640-4550.

As always, our best.

Sincerely,



JOHN ASPELL, RICP®
Senior Vice President, Investments
john.aspell@raymondjames.com



BRAD WATERMAN
Senior Vice President, Investments
brad.waterman@raymondjames.com



JENNIFER RAIMONDI
Financial Advisor
jennifer.raimondi@raymondjames.com



320 Sw Upper Terrace Drive
Suite 200
Bend, OR 97702

Account number ending in
3731

February 14, 2019



000401 L2TFBR45
BLANCHARD/SANTA PAULA LIBRARY
DISTRICT
119 N. 8TH ST.
SANTA PALA CA 93060

Dear Santa Paula,

I am contacting you today to inform you that your Wells Fargo Advisors Financial Advisor, John Aspell, is no longer with our firm.

As Branch Manager, it is my obligation to ensure that you have a smooth transition to a new Wells Fargo Advisors Financial Advisor. Please be assured that I am dedicated to understanding your needs and have selected a Financial Advisor with the experience and knowledge to serve you.

I have asked Brooke Riemer from my branch to contact you shortly. I'm confident that Brooke will be able to provide you with a high level of service and support. If you would like to discuss this in more detail please contact me at your earliest convenience.

I am fully dedicated to assisting you in a successful transition. Please feel free to call me or Brooke Riemer with any questions.

Thank you for your continued business.

Sincerely,

Jay Mahajan
Fos: Former Officer Status
Pcg Complex Manager, Np
Bend, Or
541/388-1221

Wells Fargo Advisors is a trade name used by Wells Fargo Clearing Services, LLC, a registered broker-dealer and non-bank affiliate of Wells Fargo & Company.

Investment and insurance products:

NOT FDIC-Insured	NO Bank Guarantee	MAY Lose Value
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REGULAR MEETING OF FEBRUARY 26, 2019
I(a) REPORTS: LITERACY SERVICES



21. February, 2019

Adult Learning Center

Board Report for February, 2019

WOW! What a change from our last month's report (11. Jan)!

Then, we still did not know if California Library Literacy Services (CLLS) was coming through with funds for our Mommy & Me Family Literacy Program (SIGH).

On February 11th we received \$45,000 Family Literacy funds from the State Library. We hired 2 teachers and bought books.

Then, with the help of First Five, we were hoping to 'soft-start' January 28th.

We shifted forward to "FULL- start" on February 12th. And the parenting portion started Feb. 20th.

Then, Ned was still negotiating with S.P. Adult School, to see if they wanted to collaborate.

They have decided to join, continuing to provide an ESL Teacher and 2 childcare assistants.

NOW, at the end of our first full week, we have **3 adult classes in session**, studying English on Monday, Tuesday, Thursday; and "How-to-help-your-child-succeed-in-school" on Wednesday. We have 3 wonderful childcare workers helping with all the preschoolers. This all happens 11:30-1:30, Mon – Thurs, **IN YOUR LIBRARY!**

 *Love your library!*



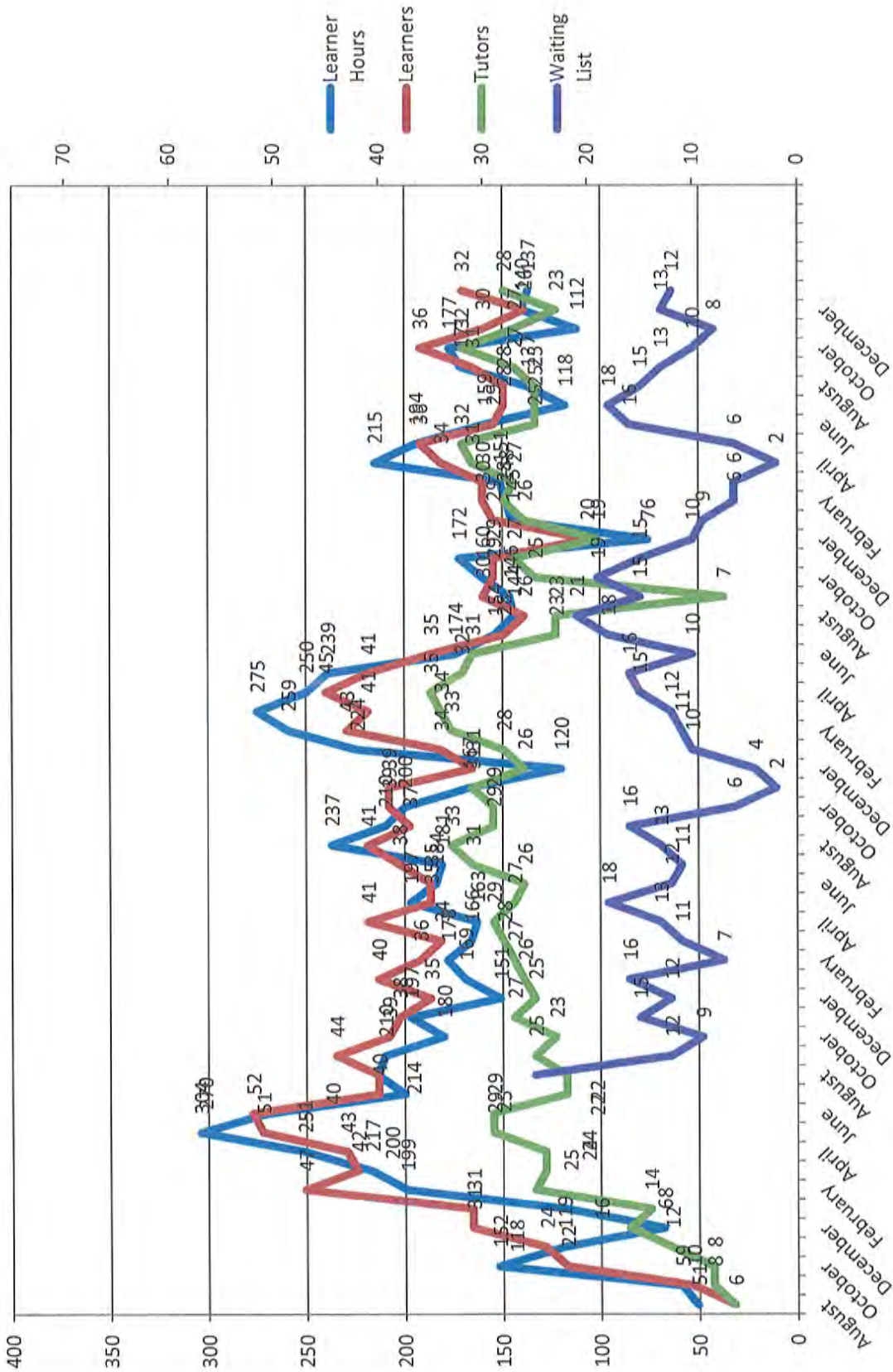
Yoko Mansfield with her Lo-Intermediate English class

Haley, Lizbeth & Yvon with 13 little ones – on our new rug!

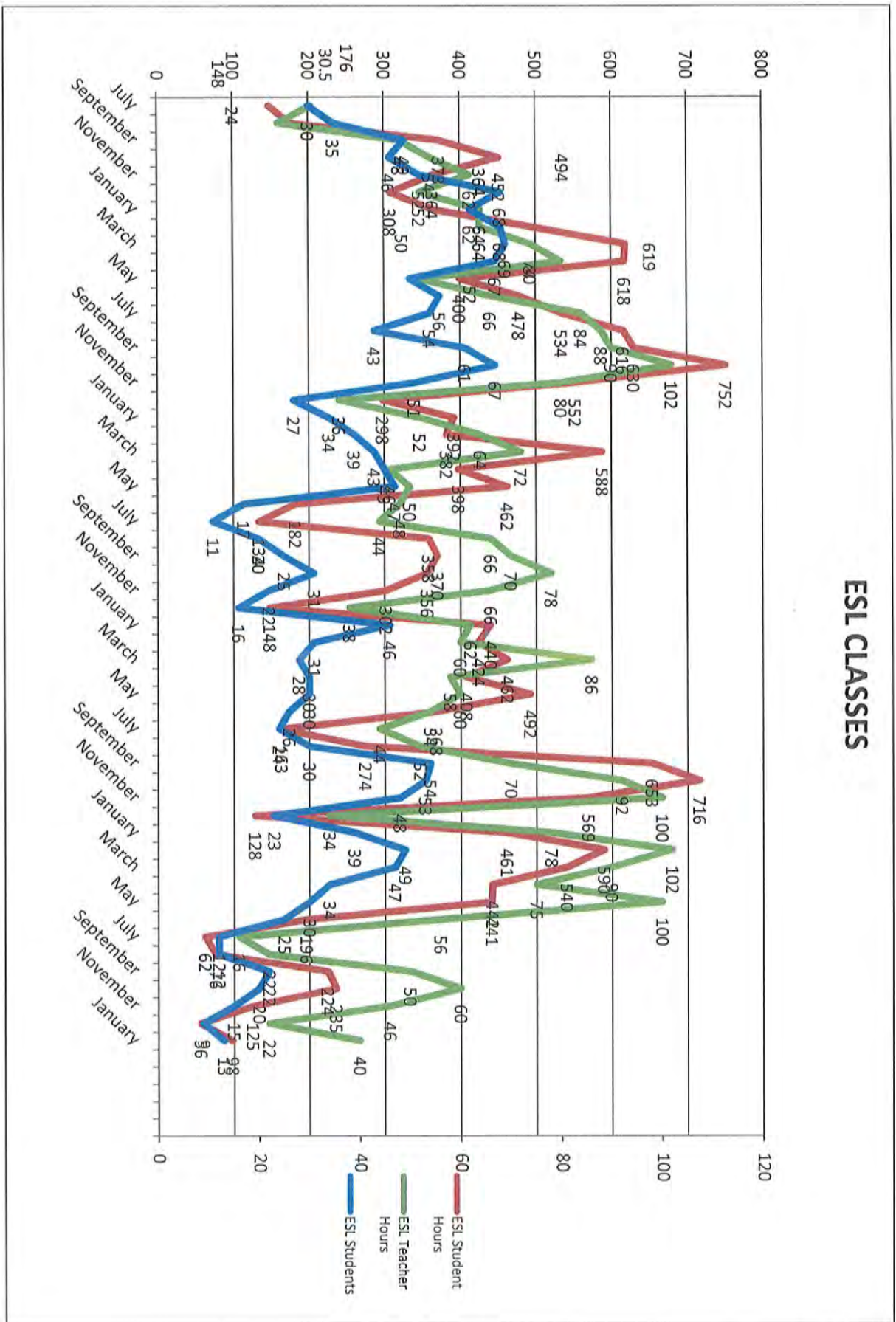


Sadly, we LOST our Spanish Conversation teacher for lack of attendees. So we will have to rethink that possibility.

LITERACY TUTORING



ESL CLASSES



REGULAR MEETING OF FEBRUARY 26, 2019
I(b) REPORTS: PUBLIC SERVICES

January 2019 Adult Programs and Events

Our TEDx viewing party focused on exploration, with talks about the mysterious denizens of the ocean depths, the possibility of infinite universes, the discovery of the sauropod *Dreadnoughtus*, and the fabled boiling river in the Peruvian Amazon. Next month's theme will be animation, where the talks will be animated ones focused on a wide variety of topics.

The Book Club was cancelled due to lack of attendance, as all of the current members had other engagements. The club will meet again on February 28 for a discussion of William Faulkner's *As I Lay Dying*.

Program Name	Description	Audience	Attendance	Date	Start	End
Adult Coloring Club	Miscellaneous	Adult	2	8-Jan	4:00 PM	6:00 PM
Adult Coloring Club	Miscellaneous	Adult	1	15-Jan	4:00 PM	6:00 PM
Venom [PG-13]	Third Thursday Movie	Adult	3	17-Jan	6:00 PM	8:00 PM
Adult Coloring Club	Miscellaneous	Adult	0	22-Jan	4:00 PM	6:00 PM
Exploration	TEDxBlanchardLibrary	Adult	2	28-Jan	6:30 PM	7:30 PM
Adult Coloring Club	Miscellaneous	Adult	0	29-Jan	4:00 PM	6:00 PM
Exit West	BC Book Club	Adult	0	31-Jan	6:30 PM	7:30 PM

**Youth Services Report
January 2019**

1. Family Programs-

Tuesday, January 22	Flights of Fantasy From the page to the stage	25
Wednesday, January 16	Family Movie: Little Foot	14

2. Teen Scene-

Thursday, January 3	Virtual Reality	3
Thursday, January 31	Winter Fun	6

3. MakerBox/STEAM programs-

Thursday, January 17	LED Circuit Craft	part 1	7
Thursday, January 24	LED Circuit Craft	part 2	11

4. Ongoing Programs –

a. Story time

Wednesday	(4)	174
Saturday	(1)	20
Total	(5)	194
b. LEGO	(8)	163
c. Barking for Books	(1)	7

REGULAR MEETING OF FEBRUARY 26, 2019
I(c) REPORTS: VOLUNTEER COORDINATOR



Volunteer Coordinator Board Report February 2019

Second Community Work Day held at the Library

The Winter Community Workday was held on Saturday, January 26th from 10 am - 2:00 pm. Volunteers painted the Hardison room, moved stored items, cleaned furniture in the children's area, cleaned tabletops and computer keyboards, and dusted some of the book shelves. 17 members of the Church of Jesus Christ of Latter-day Saints volunteered to be our core group of workers and they were joined by 3 community members. It was amazing what these energetic volunteers accomplished in about 2.5 hours!



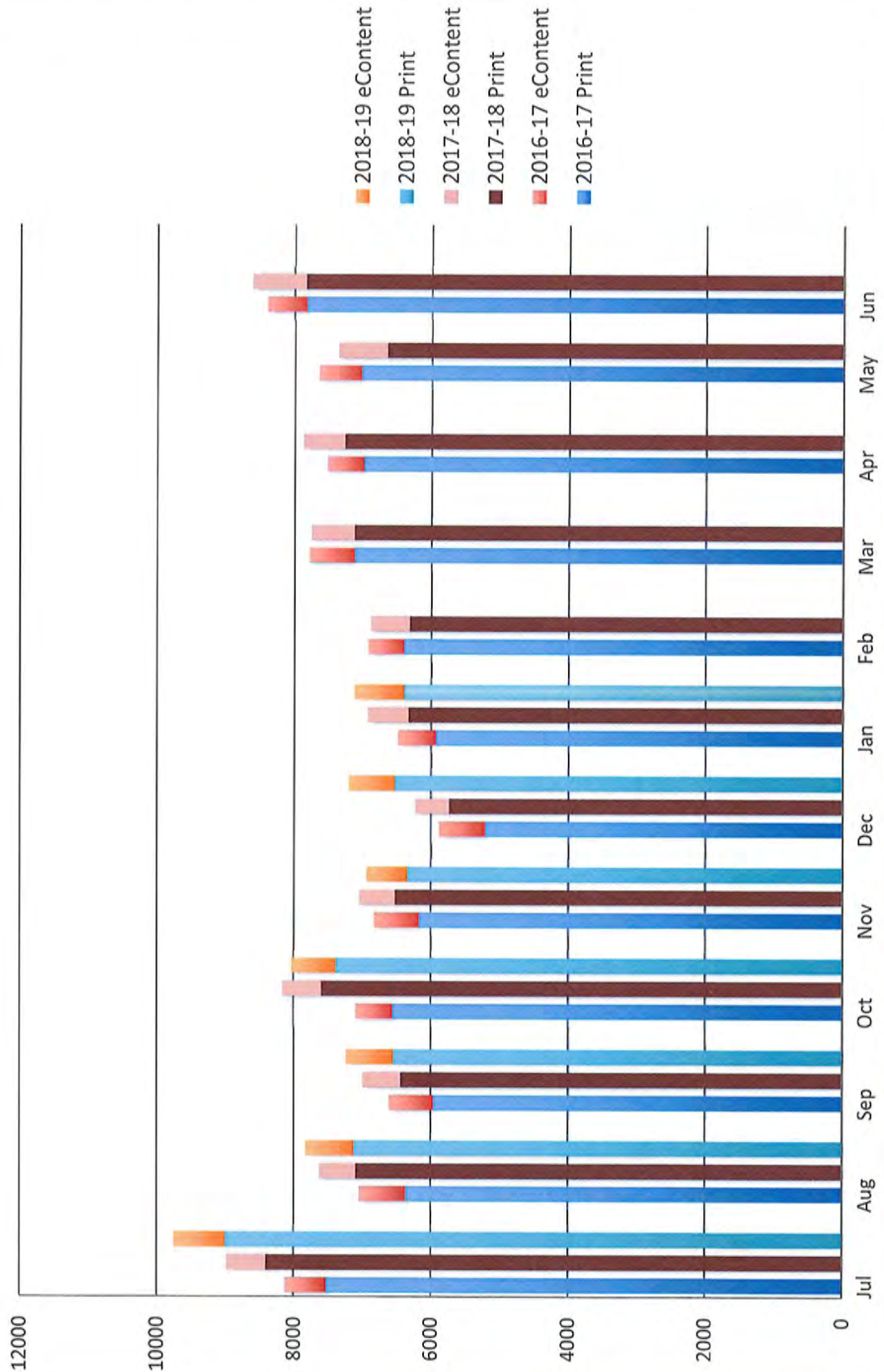
Blanchard Community Library Volunteer Hours 2018 – 2019

Month		BEST	Mending	FoL	Homewk	RFID &			Summer Reading	Board/ Endow.	Total
						Misc. Vol	Tech. Vol	NCL			
July	Hours	134.00	0.00	98.50	0.00	45.50	0.00	0.00	210.25	29.00	488.25
August	Hours	159.00	0.00	191.50	0.00	39.75	0.00	0.00	0.00	26.00	390.25
September	Hours	221.00	37.75	198.00	0.00	126.25	0.00	0.00	0.00	37.00	609.75
October	Hours	237.00	31.75	236.00	29.00	73.50	0.00	0.00	0.00	34.50	617.75
November	Hours	158.00	28.75	161.00	87.50	15.25	4.00	0.00	0.00	46.50	498.50
December	Hours	162.00	0.00	123.00	33.00	19.25	8.00	0.00	0.00		345.25
January	Hours	177.00	10.50	150.50	46.25	23.50	0.00	0.00	0.00		407.75
Total	Hours	1248.00	108.75	1158.50	195.75	343.00	12.00	0.00	210.25	126.50	3,357.50

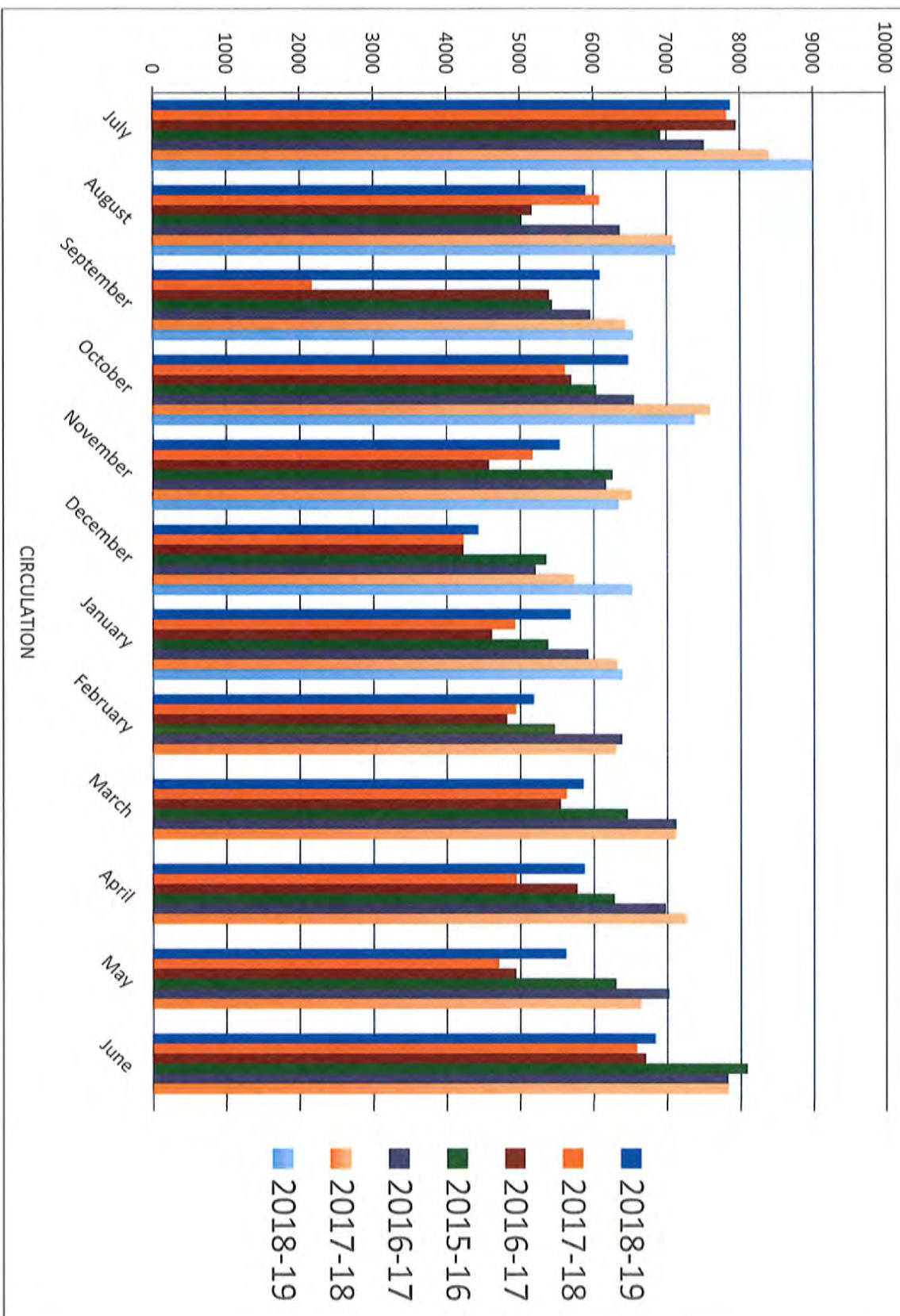
REGULAR MEETING OF FEBRUARY 26, 2019
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Pitch An Idea Grant status
3. Surveillance Camera Update
4. Space Plan Update
5. Update on Property Tax Status of Harvest at Limoneira
6. Update on Ventura College East Campus

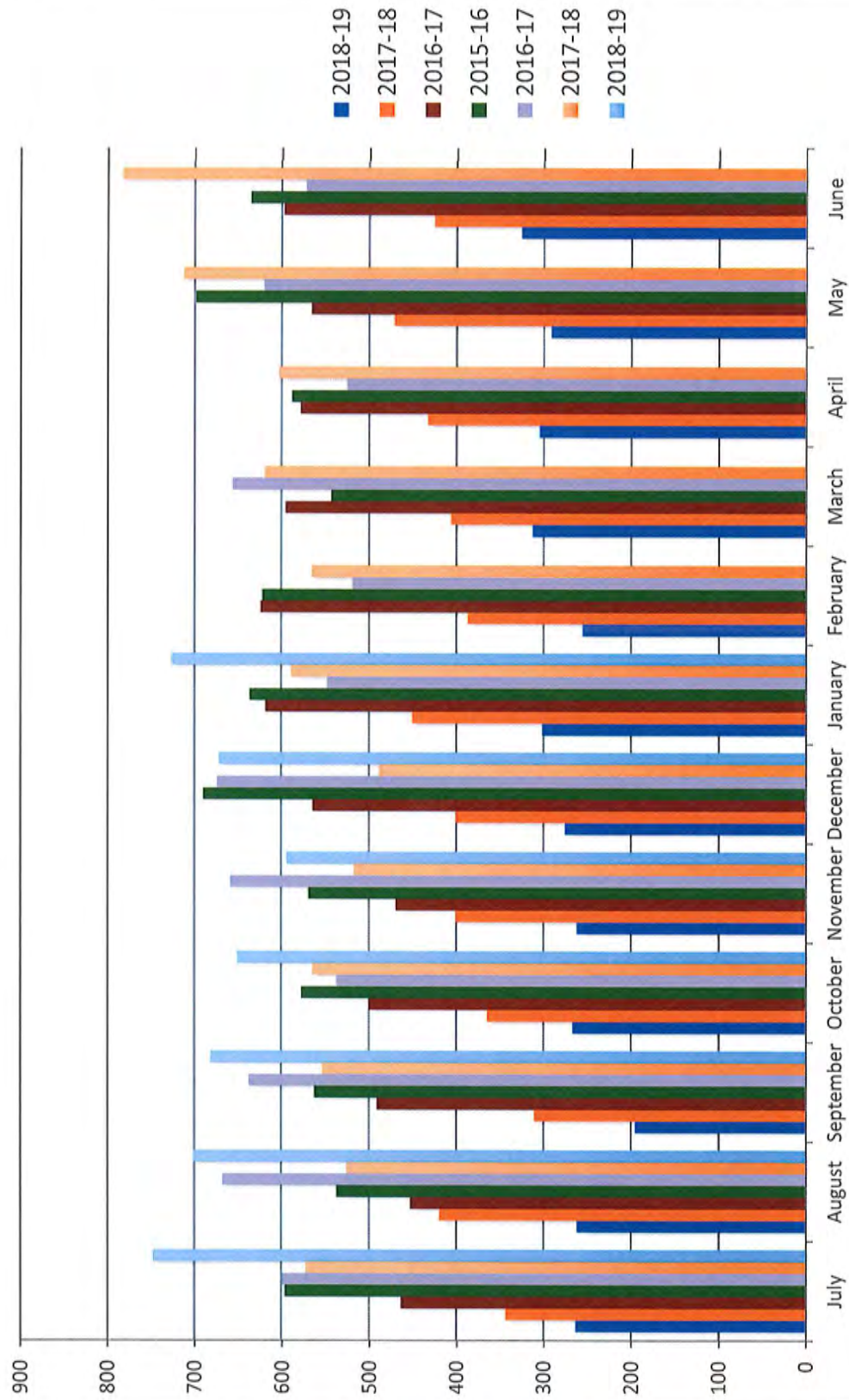
TOTAL CIRCULATION



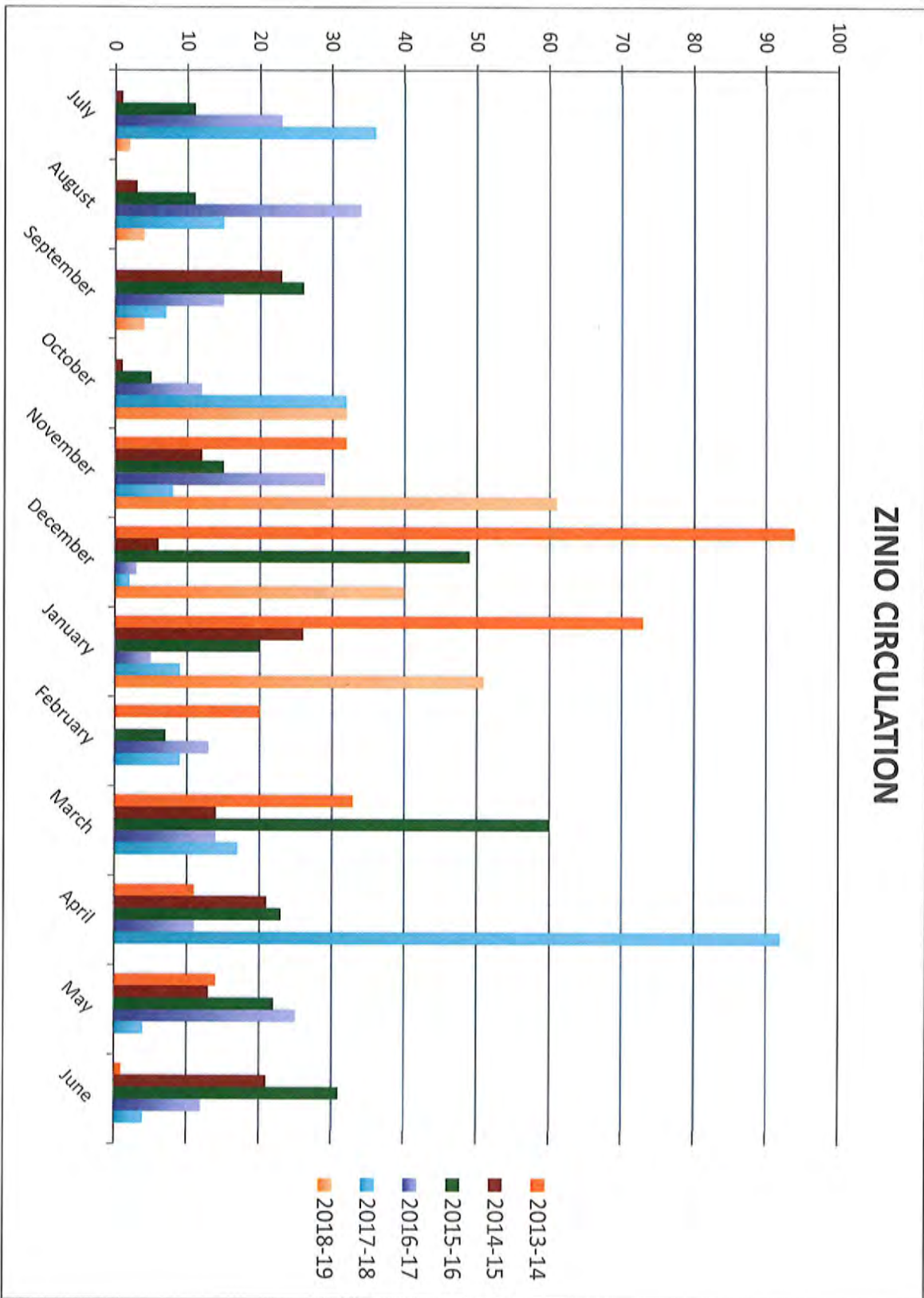
TOTAL PRINT CIRCULATION



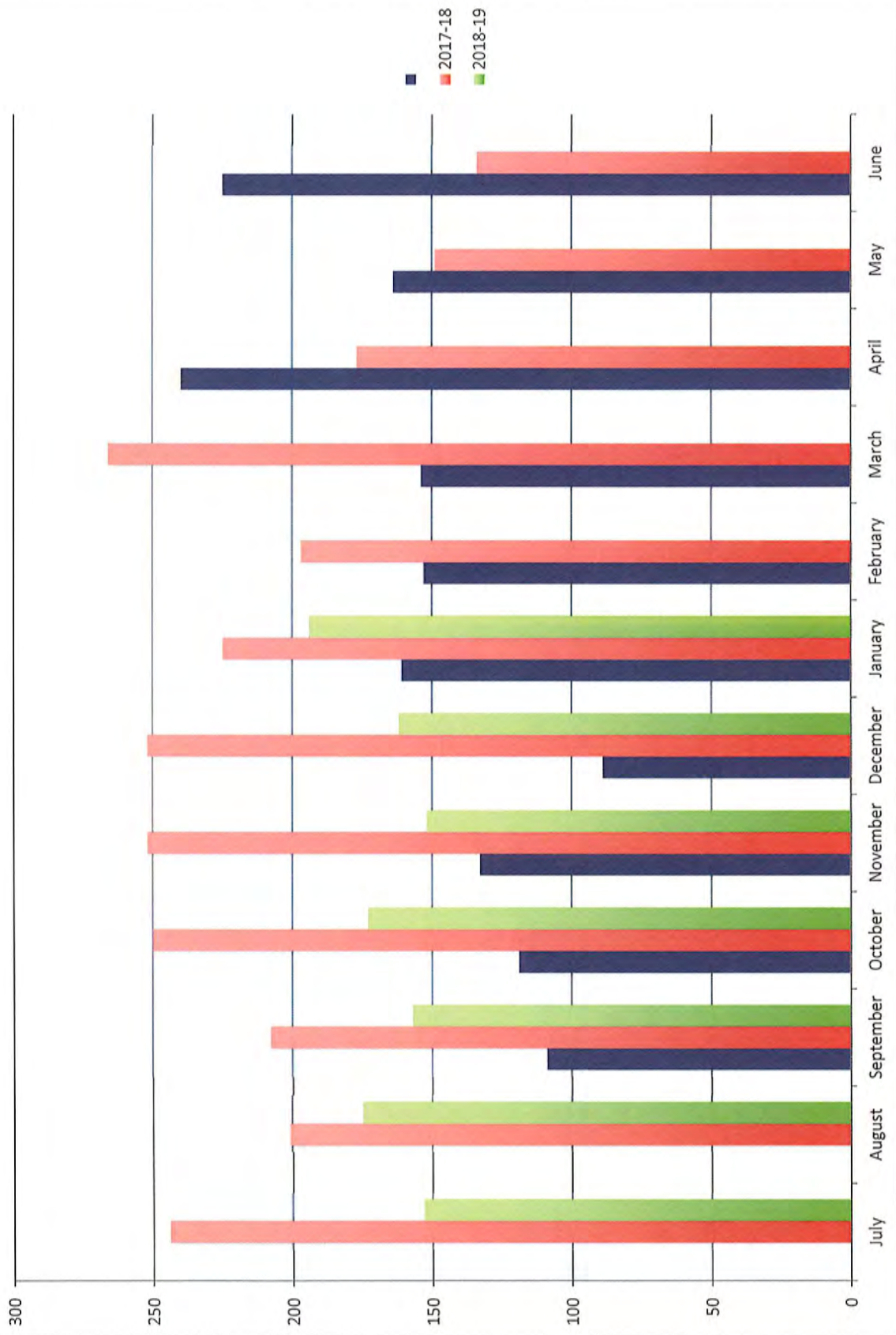
eBOOK CIRCULATION



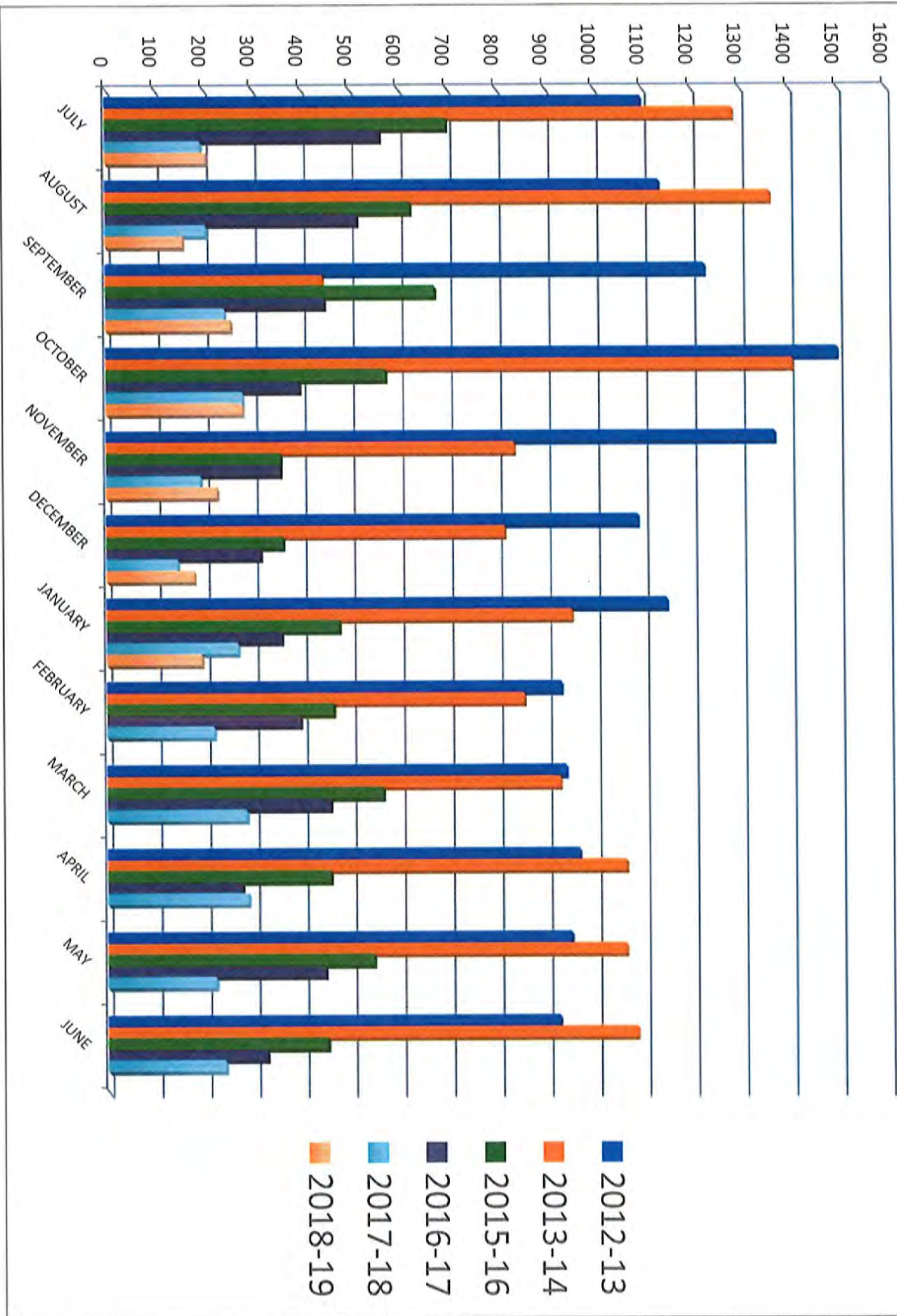
ZINIO CIRCULATION



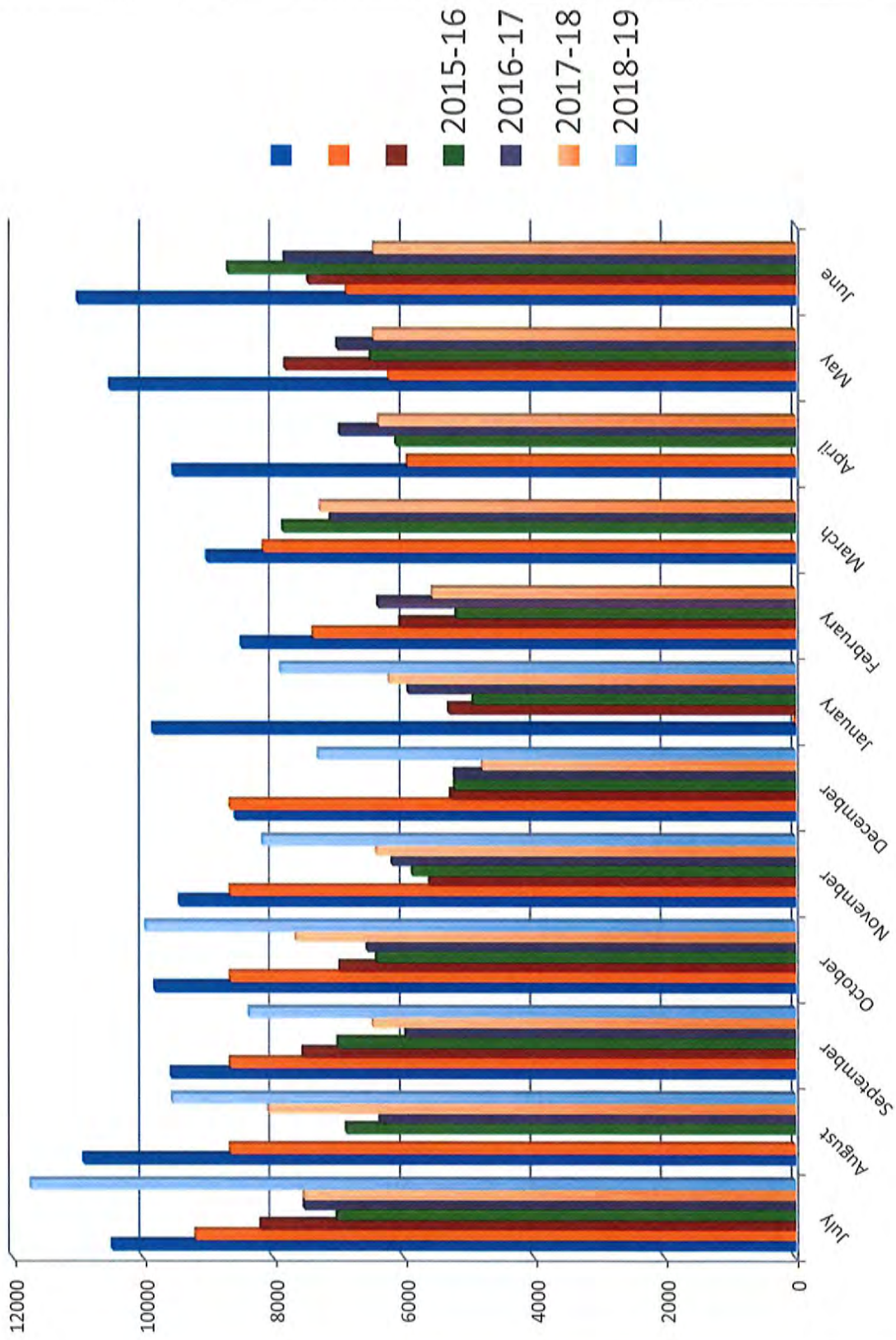
HOOPLA



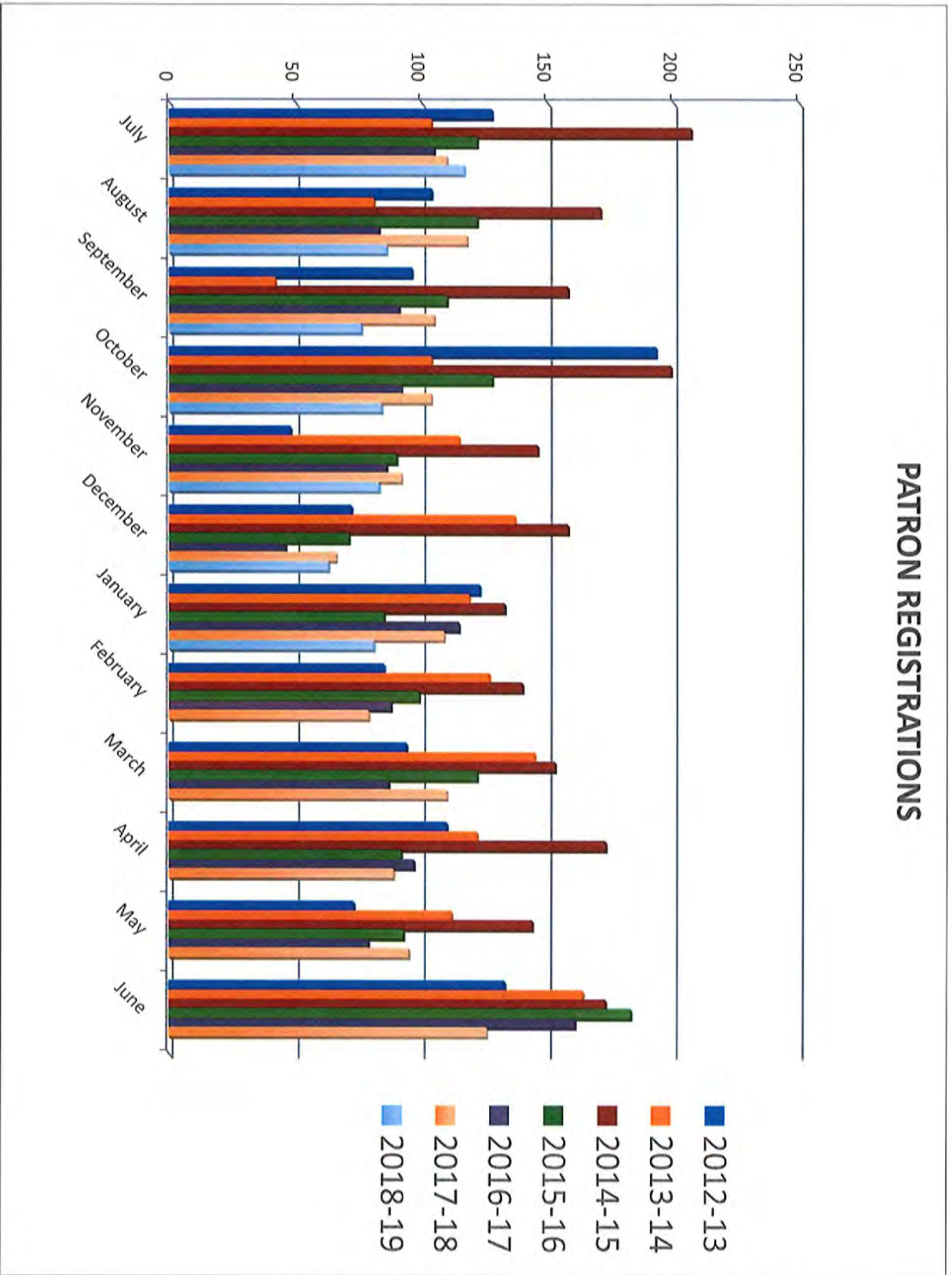
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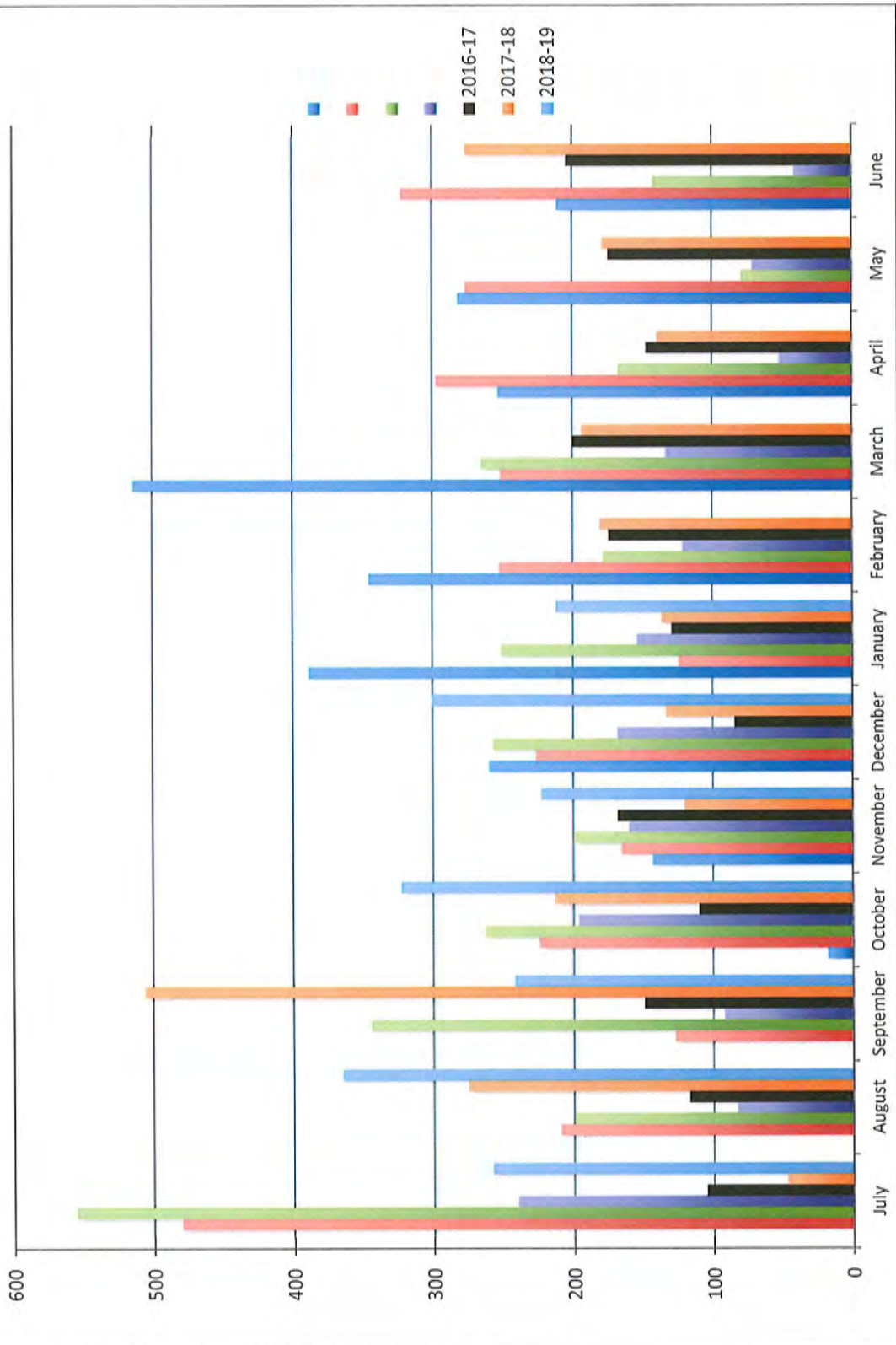
PATRON COUNT



PATRON REGISTRATIONS



VOLUMES ADDED



COMPUTER USAGE

