

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, June 26, 2018, at 5:30 p.m.  
Blanchard Community Library, Hardison Room  
119 N. 8th St., Santa Paula, CA 93060.

## AGENDA

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

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

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

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

- D. CONSENT CALENDAR
  - a. Approval of Minutes:
    - i. Regular Meeting of May 22, 2018
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. 2018-19 Budget (information, discussion, possible action)
  - b. Santa Paula First Annual Senior Festival on July 11, 2018 (information, discussion, possible action)
- H. NEW BUSINESS

- a. 2017-18 Audit Engagement (information, discussion, possible action)
- b. Designation of the Friends of the Library as a Fiscal Agent for Certain Grant Applications (information, discussion, possible action)
- c. Bids for Construction of Meeting Room in Back Stacks (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
    - 3. Volunteerism
    - 4. Community Connections
    - 5. Publicity/Public Relations
    - 6. Adult Programs
    - 7. Facilities
    - 8. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

July 24, 2018

L. ADJOURNMENT

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

REGULAR MEETING OF JUNE 26, 2018  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of May 22, 2018.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



REGULAR MEETING OF JUNE 26, 2018  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file May 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

May 31, 2018

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

May 31, 2018

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,350,901	
RESTRICTED CASH		<u>359,415</u>	
			\$ 1,710,316
PREPAID EXPENSES		<u>1,300</u>	
TOTAL CURRENT ASSETS			\$ 1,711,616
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>571,058</u>
<b>TOTAL ASSETS</b>			<u><u>\$2,282,674</u></u>

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$4,216	
ACCRUED PAYROLL EXPENSE		<u>4,866</u>	
TOTAL LIABILITIES			\$9,082
		FUND BALANCES	
GENERAL FUND		1,343,119	
FIXED ASSET FUND		571,058	
RESTRICTED FUNDS		<u>359,415</u>	
TOTAL FUND BALANCE			<u>2,273,592</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<u><u>\$2,282,674</u></u>



## BLANCHARD COMMUNITY LIBRARY

### COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED MAY 31, 2018  
MODIFIED ACCRUAL BASIS

	MAY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
<b>REVENUE</b>						
PROPERTY TAX	\$43,012	\$30,000	43.4%	\$795,357	\$740,132	7.5%
LIBRARY OPERATIONS	1,164	417	64.18%	12,236	4,583	167.0%
DONATIONS		2,083		39,556	42,917	-7.8%
GRANTS	\$5,500		100.00%	\$45,312	\$27,000	67.8%
	<u>\$49,676</u>	<u>\$32,500</u>	34.58%	<u>\$892,461</u>	<u>\$814,632</u>	9.6%
<b>EXPENSES</b>						
PERSONNEL	\$44,619	\$49,579	-11.12%	\$522,033	\$517,427	0.9%
ADMINISTRATIVE	3,220	3,779	-17.36%	45,443	57,571	-21.1%
FACILITIES	5,557	4,704	15.35%	53,706	51,746	3.8%
OPERATIONS	5,790	6,628	-14.47%	120,023	137,903	-13.0%
	<u>\$59,186</u>	<u>\$64,690</u>	-9.30%	<u>\$741,205</u>	<u>\$764,647</u>	-3.1%
NET INCOME (LOSS)	\$(9,510)	\$(32,190)	-36.9%	\$151,256	\$49,985	202.6%
<b>NON BUDGETED INCOME (EXPENSES)</b>						
REIMBURSEMENT DIF		1,667		30,270	18,333	
INVESTMENT INTEREST	2,102			6,487		
BUILDING FUND	41,000			82,500		
NET AFTER NON BUDGETED ITEMS	\$33,592	\$(30,523)	-80.7%	\$270,513	\$68,318	296.0%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

May 31, 2018

COUNTY	\$946,147	
SANTA PAULA CITY	211,709	1
BUILDING FUND	82,500	1
BLAKE	40,670	1
LITERACY	24,536	1
BOOK TRUST	36,695	
WELLS FARGO	364,415	
OTHERS	<u>3,644</u>	
<b>TOTAL CASH</b>	<b><u>\$1,710,316</u></b>	
1 Restricted	359,415	
Other Unrestricted	1,350,901	

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

	5/31/17	5/31/18	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$746,379	\$795,357	\$740,132	\$740,132
LIBRARY OPERATIONS	15,083	12,236	4,583	5,000
DONATIONS	41,777	39,556	42,917	45,000
GRANTS	39,540	45,312	27,000	27,000
<b>TOTAL REVENUE</b>	<u>\$842,779</u>	<u>\$892,461</u>	<u>\$814,632</u>	<u>\$817,132</u>
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
WAGES	338,909	384,115	371,336	407,333
RETIREMENT	59,840	51,411	51,328	56,141
HEALTH INSURANCE	54,605	50,708	62,568	68,250
PAYROLL TAX	30,260	34,653	30,926	33,866
EMPLOYEE BENEFIT	1,281	1,176	1,269	1,692
	<u>484,895</u>	<u>522,063</u>	<u>517,427</u>	<u>567,282</u>
<b>ADMINISTRATIVE</b>				
ADVERTISING			229	250
BANK CHARGES	334	252	367	400
COMPUTER NETWORK	947	2,413		
INSURANCE	7,682	9,063	7,929	8,650
OFFICE EXPENSE	5,192	5,873	4,583	5,000
TELEPHONE	3,237	3,197	3,667	4,000
POSTAGE	669	713	321	350
PRINTING	2,720	1,038	2,475	2,700
PROFESSIONAL FEES	29,401	22,332	36,167	38,000
STAFF DEVELOPMENT	1,589	562	1,833	2,000
	<u>51,771</u>	<u>45,443</u>	<u>57,571</u>	<u>61,350</u>
<b>FACILITIES</b>				
BUILDING MAINTENANCE	10,650	15,991	12,833	14,000
JANITORIAL	7,370	7,384	7,425	8,100
UTILITIES	27,218	30,331	31,488	34,350
	<u>45,238</u>	<u>53,706</u>	<u>51,746</u>	<u>56,450</u>
<b>OPERATIONS</b>				
LIBRARY NETWORK	64,921	57,779	60,000	60,000
PUBLICITY	13,186	3,184	11,000	12,000
MEMBERSHIPS	3,713	4,595	2,750	3,000
ACQUISITIONS	14,224	27,419	27,916	30,000
PROGRAMS	16,244	18,875	27,711	30,230
COMPUTER SERVICE	2,191	1,061	4,400	4,800
BOOK BINDING	1,021	2,669	1,833	2,000
ADVERTISING	2,239	1,932		
TRAVEL	2,059	2,479	2,292	2,500
	<u>119,798</u>	<u>119,993</u>	<u>137,902</u>	<u>144,530</u>
<b>TOTAL EXPENSES</b>	<u>701,702</u>	<u>741,205</u>	<u>764,646</u>	<u>829,612</u>
<b>NET INCOME(LOSS)</b>	<u>\$141,077</u>	<u>\$151,256</u>	<u>\$49,986</u>	<u>\$(12,480)</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
ELECTION COSTS	(11,884)			
REIMBURSEMENT DIF	12,693	30,270	18,333	20,000
INVESTMENT INTEREST	2,845	6,487		
BUILDING FUND		82,500		
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$144,731</u>	<u>\$270,513</u>	<u>\$68,319</u>	<u>\$7,520</u>

See accountant's compilation report

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

May 31, 2018

Due to Friends of the Library	455
Credit Card	2,511
Amazon	1,245
Others	5
Total	<u>\$4,216</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE	\$177,143.01
	TRANSACTIONS		
	INTEREST	276.73	
	INTEREST	249.90	
	INTEREST	258.06	
	MR 6847	2,014.00	
	MR 6891	2,014.00	
	MR 6921	4,028.00	
	MR 6940	4,028.00	
	MR 7181	2,014.00	
	MR 7187	2,014.00	
3.06.17	CHECK	(4,310.97)	
6.26.17	CHECK	(2,691.96)	
7.17.17	CHECK	(96.00)	
4.15.17	INTEREST	324.37	
7.15.17	INTEREST	382.03	
8.14.17	MR 7308	2,014.00	
10.15.17	INTEREST	483.94	
12.11.17	CHECK	(3,491.15)	
3.19.18	MR 7614	24,831.73	
3.29.18	147 VIEW DR	223.73	
	TOTAL		34,566.41
			<u>\$211,709.42</u>
	BALANCE AT 3.31.18		

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06/18/18

Blanchard/Santa Paula Library District  
Monthly Deposit Detail  
May 2018

Type	Date	Name	Account	Amount
Check	05/01/2018	Void	1020.10 · Book Trust Account-Unrestricted	0.00
TOTAL				0.00
Deposit	05/04/2018		1020.10 · Book Trust Account-Unrestricted	360.85
			Printing & Copying	-360.85
TOTAL				-360.85
Deposit	05/14/2018		1020 · Book Trust Account	9.00
			Bank Charges	-9.00
TOTAL				-9.00

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**Blanchard/Santa Paula Library District**  
**Monthly Deposit Detail**  
May 2018

Type	Date	Name	Account	Amount
Deposit	05/15/2018		General Fund	3,393.40
Sales Receipt	05/15/2018	ELF/Makerspace	1499.10 · Undeposited Funds	-3,000.00
Payment	05/15/2018	Santa Paula Society of the Arts	1499.10 · Undeposited Funds	-393.40
TOTAL				-3,393.40
Deposit	05/15/2018		General Fund	91.75
			Fines	-83.75
			2510 · Due to Friends of the Library (Money r...	-7.00
			Over/Short	-1.00
TOTAL				-91.75
Deposit	05/15/2018		General Fund	99.25
			Fines	-95.25
			2510 · Due to Friends of the Library (Money r...	-5.00
			Over/Short	1.00
TOTAL				-99.25
Deposit	05/15/2018		General Fund	160.65
			Fines	-129.50
			2510 · Due to Friends of the Library (Money r...	-11.00
			Printing & Copying	-18.15
			Over/Short	-2.00
TOTAL				-160.65
Deposit	05/30/2018		General Fund	39.25
			Fines	-36.75
			2510 · Due to Friends of the Library (Money r...	-2.50
TOTAL				-39.25
Deposit	05/30/2018		General Fund	439.30
			Printing & Copying	-439.30
TOTAL				-439.30



Blanchard/Santa Paula Library District

Check Detail

May 2018

Type	Num	Date	Name	Account	Paid Amount	Class
Check	eft	05/23/2018	Calif. Public Employees' Retireme...	1020 · Book Trust Account		
				Accounting Fees (Outside (non-e...	-200.00	
TOTAL					-200.00	
Check	EFT	05/07/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				General Fund	-5,000.00	General Fund
TOTAL					-5,000.00	
Check	EFT	05/08/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-10,000.00	General Fund
TOTAL					-10,000.00	
Check	EFT	05/09/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-6,700.00	General Fund
TOTAL					-6,700.00	
Check	EFT	05/15/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Group Health Insurance	-4,545.24	General Fund
TOTAL					-4,545.24	
Check	EFT	05/15/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-608.59	General Fund
TOTAL					-608.59	
Check	EFT	05/15/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-568.79	General Fund
TOTAL					-568.79	
Check	EFT	05/15/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-798.25	General Fund
TOTAL					-798.25	
Check	EFT	05/22/2018	Blanchard Community Library	1020.10 · Book Trust Account-...		
				Payroll (Checking Account - Payr...	-16,500.00	General Fund
TOTAL					-16,500.00	
Check	EFT	05/22/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-2,502.06	General Fund
TOTAL					-2,502.06	
Check	EFT	05/22/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				CALPERS (Payee Account - Em...	-584.55	General Fund
TOTAL					-584.55	
Check	EFT	05/29/2018	Calif. Public Employees' Retireme...	1020.10 · Book Trust Account-...		
				PERS Retirement (Contribution ...	-43.57	General Fund

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### Blanchard/Santa Paula Library District Check Detail

May 2018

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Type	Num	Date	Name	Account	Paid Amount	Class
TOTAL					-172.46	
Bill Pmt -C...	11263	05/07/2018	Ned Branch	1020.10 · Book Trust Account...		
Bill		05/01/2018		PERS Group Health Insurance	-404.51	General Fund
TOTAL					-404.51	

**Blanchard/Santa Paula Library District**  
**Check Detail**  
May 2018

Type	Num	Date	Name	Account	Paid Amount	Class
Check	EFT	05/15/2018	Intuit	General Fund		
				Office Supplies	-419.96	General Fund
TOTAL					-419.96	
Check	10001	05/14/2018	James Cogan	General Fund		
				Children's Programs	-350.00	Children's Service...
TOTAL					-350.00	
Check	10002	05/15/2018	Anderson Kulwicz Appleby	General Fund		
				1495.10 - Improvements	-862.50	General Fund
TOTAL					-862.50	
Check	10003	05/15/2018	Kelly Cleaning & Supplies	General Fund		
				Janitorial Services & Supplies	-670.00	General Fund
TOTAL					-670.00	
Check	10004	05/15/2018	Andy's Plumbing Place	General Fund		
				Building Maintenance	-300.00	General Fund
TOTAL					-300.00	
Check	10005	05/15/2018	Western Exterminator Company	General Fund		
				Pest Control	-100.00	General Fund
TOTAL					-100.00	
Check	10006	05/15/2018	Amazon Capital Services	General Fund		
				Children's Books	-257.31	Children's Service...
				Children's Books	-32.29	Children's Service...
TOTAL					-289.60	
Check	10007	05/15/2018	Baker & Taylor Books	General Fund		
TOTAL					0.00	
Check	10008	05/15/2018	Baker & Taylor Books	General Fund		
				General	-193.74	Adult Books
TOTAL					-193.74	
Check	10009	05/21/2018	Frontier Communications	General Fund		
				Telephone Expense	-228.80	General Fund
TOTAL					-228.80	
Check	10010	05/21/2018	Demco, Inc.	General Fund		
				Book Binding/Mending	-401.59	General Fund
TOTAL					-401.59	
Check	10011	05/21/2018	Neopost	General Fund		
				Postage	-93.17	General Fund



REGULAR MEETING OF JUNE 26, 2018  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS



REGULAR MEETING OF JUNE 26, 2018  
G(a) OLD BUSINESS: 2018-19 BUDGET

The final draft of the budget for 2018-19 is attached. There have no changes since the last version. We are still waiting for notification of the health insurance premiums, which will take effect in January 2019. The budget may be revised in the fall if necessary to accommodate rate changes.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



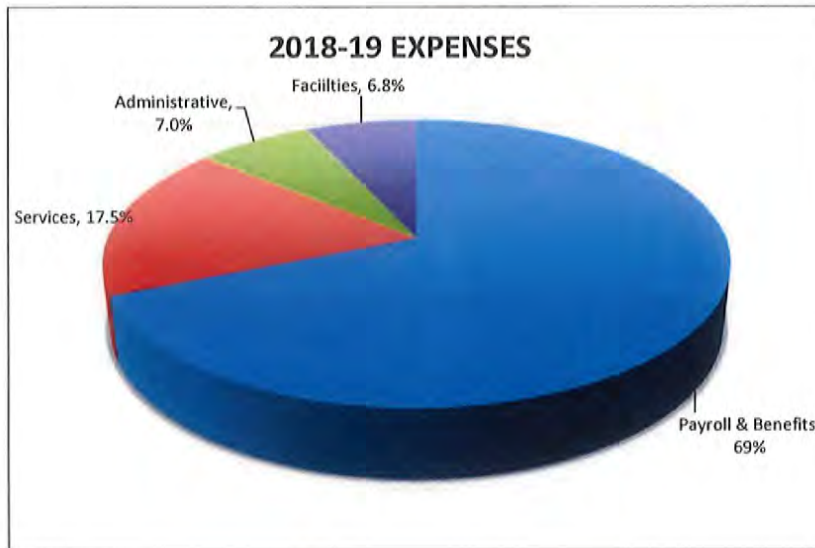


DRAFT 2018-19 BUDGET

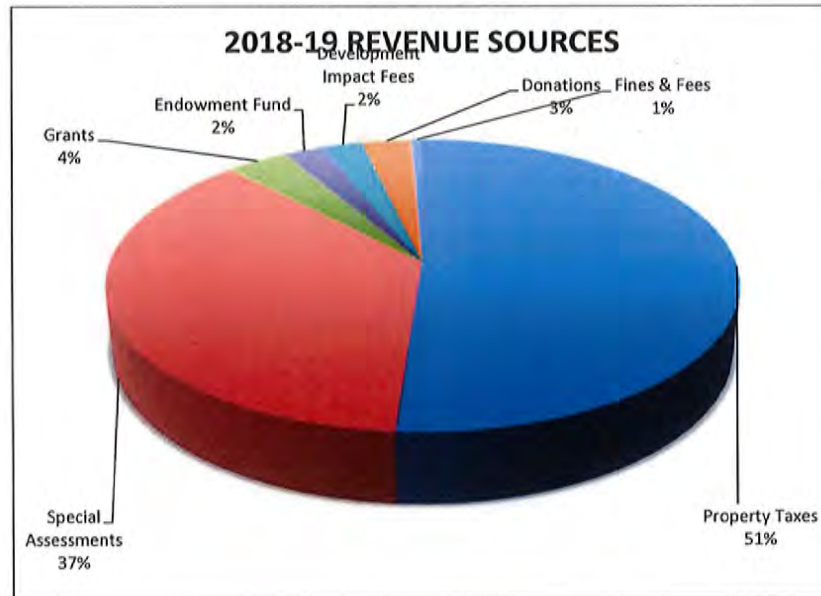
	GENERAL FUND	LITERACY FUND	2018-19 TOTAL	2017-18 TOTAL
<b>Revenue</b>				
Pro Tx Curr Secured	\$344,500	\$0	\$344,500	\$344,500
Pro Tx Curr Unsecured	\$25,000	\$0	\$25,000	\$25,000
Pro Tx Curr Supplemental	\$6,000	\$0	\$6,000	\$6,000
Pro Tax Prior Secured	\$0	\$0	\$0	\$0
Pro Tx Prior Unsecured	\$0	\$0	\$0	\$0
Pro Tx Prior Supplemental	\$0	\$0	\$0	\$0
Penalties	\$1,306	\$0	\$1,306	\$1,306
Interest	\$932	\$0	\$932	\$932
HOPTR	\$2,600	\$0	\$2,600	\$2,600
RDA Pass Through	\$50,000	\$0	\$50,000	\$50,000
Special Assessment	\$309,794	\$0	\$309,794	\$309,794
	<u>\$740,132</u>	<u>\$0</u>	<u>\$740,132</u>	<u>\$740,132</u>
Endowment	\$20,000	\$0	\$20,000	\$20,000
Donations	\$20,000	\$5,000	\$25,000	\$25,000
Grants	\$1,000	\$30,000	\$31,000	\$27,000
Fines & fees	\$5,000	\$0	\$5,000	\$5,000
<b>TOTAL REVENUE</b>	<u>\$786,132</u>	<u>\$35,000</u>	<u>\$821,132</u>	<u>\$817,132</u>
<b>Payroll &amp; Benefits</b>				
Salaries	\$352,627	\$58,813	\$411,440	\$407,333
PERS Retirement	\$57,485	\$2,458	\$59,943	\$56,141
FICA 0.077	\$26,976	\$3,704	\$30,680	\$30,366
PERS Group Health	\$25,558	\$6,786	\$32,344	\$34,853
PERS Group Health Annuitants	\$30,000	\$0	\$30,000	\$30,000
SUI	\$3,000	\$500	\$3,500	\$3,500
PERS 457 Plan	\$0	\$0	\$0	\$0
Insurance--Workers Comp	\$1,192	\$500	\$1,692	\$1,692
	<u>\$496,838</u>	<u>\$72,761</u>	<u>\$569,599</u>	<u>\$567,282</u>
<b>Services</b>				
Communications	\$800	\$0	\$800	\$800
Computer services	\$4,000	\$0	\$4,000	\$4,000
Publicity	\$3,200	\$2,000	\$5,200	\$12,000
Collection development				
Books				
Young adult books	\$3,000	\$0	\$3,000	\$1,000
General	\$16,500	\$0	\$16,500	\$11,500
Children's books	\$6,500	\$0	\$6,500	\$5,000
A/V materials				\$2,500
Young adult	\$600	\$0	\$600	
General	\$3,000	\$0	\$3,000	
Children's	\$1,200	\$0	\$1,200	
Databases	\$4,000	\$0	\$4,000	\$5,000
Periodicals	\$5,000	\$0	\$5,000	\$5,000
Library supplies				
Book binding/mending	\$2,000	\$0	\$2,000	\$2,000
Library materials--other	\$0	\$0	\$0	
Memberships & dues	\$3,000	\$0	\$3,000	\$3,000
Network services	\$60,000	\$0	\$60,000	\$60,000
Over/short	\$0	\$0	\$0	\$0
Programs				

DRAFT 2018-19 BUDGET

Literacy	\$0	\$4,000	\$4,000	\$4,000
Adults	\$4,500	\$0	\$4,500	\$7,500
Children's	\$14,000	\$0	\$14,000	\$13,730
Teens & Young adults	\$5,000	\$0	\$5,000	\$5,000
Travel & meetings	\$2,000	\$500	\$2,500	\$2,500
<b>Total Services</b>	<b>\$138,300</b>	<b>\$6,500</b>	<b>\$144,800</b>	<b>\$144,530</b>
<b>Administrative</b>				
Advertising	\$250	\$0	\$250	\$250
Bank charges	\$400	\$0	\$400	\$400
Office expense	\$5,000	\$0	\$5,000	\$5,000
Postage	\$600	\$0	\$600	\$350
Professional services	\$0	\$0	\$0	\$0
Legal	\$6,000	\$0	\$6,000	\$12,000
Accounting	\$10,000	\$0	\$10,000	\$10,000
Audit	\$10,000	\$0	\$10,000	\$9,000
Grant Writing	\$5,000	\$2,000	\$7,000	\$7,000
Insurance	\$10,500	\$0	\$10,500	\$8,650
Printing	\$2,500	\$200	\$2,700	\$2,700
Telephone expense	\$4,000	\$0	\$4,000	\$4,000
Staff development & recognition	\$2,000	\$0	\$2,000	\$2,000
<b>Total</b>	<b>\$56,250</b>	<b>\$2,200</b>	<b>\$58,450</b>	<b>\$61,350</b>
<b>Facilities</b>				
Janitorial services & supplies	\$8,100	\$0	\$8,100	\$8,100
Grounds maintenance	\$5,000	\$0	\$5,000	\$5,000
Building security	\$1,000	\$0	\$1,000	\$1,000
Buidling maintenance	\$8,000	\$0	\$8,000	\$8,000
Utilities				
City of Santa Paula	\$6,500	\$0	\$6,500	\$6,500
SoCal Edison	\$25,000	\$0	\$25,000	\$25,000
The Gas Co.	\$850	\$0	\$850	\$850
Trash	\$2,000	\$0	\$2,000	\$2,000
<b>Total</b>	<b>\$56,450</b>	<b>\$0</b>	<b>\$56,450</b>	<b>\$56,450</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$747,838</b>	<b>\$81,461</b>	<b>\$829,299</b>	<b>\$829,612</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$38,294</b>	<b>\$160,067</b>	<b>-\$8,167</b>	<b>-\$12,480</b>
<b>Extraordinary Expenses</b>				
Legal	\$0	\$0	\$0	\$0
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$38,294</b>	<b>-\$46,461</b>	<b>-\$8,167</b>	<b>-\$12,480</b>
<b>REIMBURSEMENT FROM DIF FUND</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>\$58,294</b>	<b>-\$46,461</b>	<b>\$11,833</b>	<b>\$7,520</b>



Payroll & Benefits	\$569,599	68.7%
Services	\$144,800	17.5%
Administrative	\$58,450	7.0%
Facilities	\$56,450	6.8%
	\$829,299	100.0%



Property Taxes	\$430,338	51.2%
Special Assessments	\$309,794	36.8%
Grants	\$31,000	3.7%
Endowment Fund	\$20,000	2.4%
Development Impact Fees	\$20,000	2.4%
Donations	\$25,000	3.0%
Fines & Fees	\$5,000	0.6%
	\$841,132	100.0%



REGULAR MEETING OF JUNE 26, 2018

G(b) OLD BUSINESS: SANTA PAULA FIRST ANNUAL SENIOR FESTIVAL

A table has been reserved for the library and one has been reserved for the Friends of the Library.



REGULAR MEETING OF JUNE 26, 2018  
H(a) NEW BUSINESS: 2017-18 AUDIT ENGAGEMENT

A copy of the proposed audit engagement letter from Moss, Levy, & Hartzheim LLP is attached. The proposed fee of \$8,890 is an increase of \$300 over last year's fee.

RECOMMENDATION: Accept the engagement of Moss, Levy, & Hartzheim LLP to perform the 2017-18 financial audit.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						







Moss, Levy & Hartzheim LLP

Certified Public Accountants

June 1, 2018

To the Board of Trustees and Management  
Blanchard/Santa Paula Public Library District-Blanchard Community Library  
119 N 8<sup>th</sup> Street  
Santa Paula, CA 93060

We are pleased to confirm our understanding of the services we are to provide Blanchard/Santa Paula Public Library District-Blanchard Community Library (the District) for the fiscal year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) OPEB
- 4) Proportionate Share of Net Pension Liability
- 5) Schedule of Pension Contributions

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees and Management of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2)

that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. Generally Accepted Auditing Standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. Generally Accepted Accounting Principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

## **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally Accepted Accounting Principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. Generally Accepted Accounting Principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the aforementioned parties; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy & Hartzheim, LLP, personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

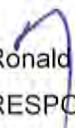
The audit documentation for this engagement will be retained for a minimum of seven years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 1, 2018 and to issue our reports no later than November 15, 2018. Ronald A. Levy, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,890. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

  
Ronald A. Levy, CPA

RESPONSE:

This letter correctly sets forth the understanding of Blanchard/Santa Paula Public Library District-Blanchard Community Library.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



REGULAR MEETING OF JUNE 26, 2018

H(b) NEW BUSINESS: DESIGNATION OF THE FRIENDS OF THE LIBRARY AS A FISCAL AGENT FOR CERTAIN GRANT APPLICATIONS (information, discussion, possible action)

Some grant sources require grant recipients to be 501(c)(3) organizations. Grant seekers who do qualify as 501(c)(3) organizations often seek a “fiscal agent” that applies for the grant and then forwards the grant proceeds to the entity that carries out the activities designation in the grant. The fiscal agent remains responsible to the funding source for how the funds are spent and for any reporting requirements. It is proposed that the library enter into a Memorandum of Understanding with the Friends of the Library for the Friends to act as a fiscal agent for the library. At its most recent board meeting, Friends adopted a motion authorizing it acting as the library’s fiscal agent.

RECOMMENDATION: Approve entering into a Memorandum of Understanding with the Friends of the Library for the Friends to act as a fiscal agent for the library when needed.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						





REGULAR MEETING OF JUNE 26, 2018

H(b) NEW BUSINESS: BIDS FOR CONSTRUCTION OF MEETING ROOM IN BACK STACKS (information, discussion, possible action)

We have received two bids from qualified contractors for the construction of a meeting room in the Back Stacks. The bids are attached.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



**Colborn & Associates, Inc.**

General Contractors

License #588668

13183 Ojai Rd. Santa Paula, CA. 93060

Jake - 805-795-1904 jake@colbornandassociates.com

Chris - 805-444-6778 chris@colbornandassociates.com

Blanchard Community Library  
119 N. 8th St  
Santa Paula, CA  
Attn: Ned Branch

6/12/2018

**New Classroom Construction**  
**Cost Breakdown**

1.	Plans, Permits & Fees:.....	owner
2.	Mobilization, Preparation:..... No curtaining required, but covering of 8 existing shelves & IDP cabinet w/ painters plastic included. Rentals: Manlift.	7,020.00
3.	Demo:..... - Remove existing shelving, store on site. - Provide 3 new door openings. - Blocking as required for wall bracing. - Remove & dispose of existing ducting.	13,650.00
4.	Framing:..... - Frame walls as per plans.	12,650.00
5.	Insulation: above, Framing.	
6.	Drywall: above, Framing.	
7.	Electrical:..... - New light fixtures. - New outlets. - Renovation of existing electrical system.	17,020.00
8.	Doors:..... - Labor Install 3 frames only; 1 pair doors & frame, 1 single door & frame, all hardware. - Material - 1 pair & 1 single pre-finished doors & frames, 3 frames only + hardware. - Material & Labor - 3 glass doors in existing frames.	13,165.00
9.	Paint: All new work & patched areas.....	3,950.00
10.	Flooring: Per plans, 18"x 18" carpet squares.....	2,790.00
11.	Clean Up & Put back/ Move-In, plus regular & final clean up.....	5,350.00
12.	Supervision/Overhead:.....	15,120.00
	<b>Total: \$</b>	<b>90,715.00</b>





**Work Order Signature Document**

<b>EZIQC Contract No.: CA-GC05C-082013-VCI</b>			
<input checked="" type="checkbox"/> <b>New Work Order</b>		<input type="checkbox"/> <b>Modify an Existing Work Order</b>	
Work Order Number.:	055941.00	Work Order Date:	05/31/2018
Work Order Title:	Santa Paula Library		
Owner Name:	District Director Blanchard/Santa Paula	Contractor Name:	Vincor Construction Inc.
Contact:	Ned Branch	Contact:	John Kang
Phone:	805.525.3615 ext 102	Phone:	714-528-2900

<b>Work to be Performed</b>	
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of NJPA EZIQC Contract No CA-GC05C-082013-VCI.	
<u>Brief Work Order Description:</u>	
Ned stated that the building department still has to look over plans but should be about a \$50,000 project as that is their working number now. Stated will have to do some duct and sprinkler work later but 50K is working number for plans as they are now. He is interested in using us for this project.	

<b>Time of Performance</b>	Estimated Start Date:	
	Estimated Completion Date:	
<b>Liquidated Damages</b>	Will apply: <input type="checkbox"/>	Will not apply: <input checked="" type="checkbox"/>

<b>Work Order Firm Fixed Price: \$85,891.20</b>
Owner Purchase Order Number:

**Approvals**

\_\_\_\_\_  
District Director Blanchard/Santa Paula Community LibraDate

\_\_\_\_\_  
Contractor Date

**Detailed Scope of Work**

**To:** John Kang  
 Vincor Construction Inc.  
  
 2707 Saturn Street  
 Brea, CA 92821  
 714-528-2900

**From:** Ned Branch  
 District Director Blanchard/Santa Paula  
 Community Library  
 119 N 8th street  
 Santa Paula, CA 93060  
 805.525.3615 ext 102

**Date Printed:** May 31, 2018

**Work Order Number:** 055941.00

**Work Order Title:** Santa Paula Library

**Brief Scope:** Ned stated that the building department still has to look over plans but should be about a \$50,000 project as that is their working number now. Stated will have to do some duct and sprinkler work later but 50K is working number for plans as they are now. He is interested in using us for this project.

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Scope: Install 19' and 32' partition walls. This includes metal framing, anchoring into concrete, 5/8" X-type gypsum board installation, with eggshell paint finishes. This also includes a 4'x7' new closet area. Demolish 3 large HVAC ducts. We will need an articulating boom lift to cut and remove the ducts piece-by-piece and discard in a dumpster. Additionally we will patch and paint the wall the duct was attached to as needed. Protect in place existing book shelves in storage area using plastic sheeting applied to floors and shelves. Remove and reinstall book shelves against west wall and south wall. Demolish 3 locations on an existing wall for new door ways. This includes debris haul away in a dumpster, patching, and painting to make uniform with existing walls. After demolition we will frame out new entry ways and prepare for door frame installation. Install 4 single doors and 1 double door. 3 of those doors are metal with 1" glass. We are to match these 3 doors with existing restroom doors. 1 door and 1 double door are solid wood core doors with metal frames. We will install 5 metal door frames, 3 metal doors, and 3 solid wood doors. This includes hardware, paint, and weather stripping. Level and prepare existing concrete floor by removing grease, glue, and protruding objects for installation of new glue-backed Tandus carpet tiles approx. 600 sq. ft. Install new electrical panel for the new classroom. We will demolish existing lights and install 9 new duplex receptacles, 3 new 12' lights, a dimmer switch, a 3 way switch, exit sign, emergency lights, and occupancy sensor. We will run new 1/2" conduit with #12 AWG and #14 AWG copper power lines with ground. Exclusions: Permits and Permit fees Abatement and abatement testing. Plumbing. City Recycle fees

Subject to the terms and conditions of JOC Contract CA-GC05C-082013-VCI.

\_\_\_\_\_  
 Contractor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 District Director Blanchard/Santa Paula Community Libr

\_\_\_\_\_  
 Date

## Contractor's Price Proposal - Summary

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Date: May 31, 2018

Re: IQC Master Contract #: CA-GC05C-082013-VCI  
Work Order #: 055941.00  
Owner PO #: .  
Title: Santa Paula Library  
Contractor: Vincor Construction Inc.  
Proposal Value: \$85,891.20

---

<b>Section - 01</b>	<b>\$11,257.45</b>
<b>Section - 02</b>	<b>\$370.04</b>
<b>Section - 05</b>	<b>\$571.80</b>
<b>Section - 06</b>	<b>\$65.44</b>
<b>Section - 07</b>	<b>\$745.69</b>
<b>Section - 08</b>	<b>\$17,781.44</b>
<b>Section - 09</b>	<b>\$19,603.21</b>
<b>Section - 12</b>	<b>\$2,122.80</b>
<b>Section - 23</b>	<b>\$4,791.10</b>
<b>Section - 26</b>	<b>\$23,125.04</b>
<b>Section - 27</b>	<b>\$4,804.57</b>
<b>Section - 28</b>	<b>\$652.62</b>
<b>Proposal Total</b>	<b>\$85,891.20</b>

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

# Contractor's Price Proposal - Detail

Date: May 31, 2018

Re: IQC Master Contract #: CA-GC05C-082013-VCI  
 Work Order #: 055941.00  
 Owner PO #:  
 Title: Santa Paula Library  
 Contractor: Vincor Construction Inc.  
 Proposal Value: \$85,891.20

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>Section - 01</b>					
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable fees will be paid to the contractor for the actual cost, without mark-up, for which a receipt or bill is received. The Adjustment Factor applied to Reimbursable Fees will be 1.0750. The labor cost involved in obtaining all permits is in the Adjustment Factor. The base cost of the Reimbursable Fee is \$1.00. The quantity used will adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, each one shall be listed separately with a comment in the "note" block to identify the Reimbursable Fees (e.g. sidewalk closure, road cut, various permits, extended warrantee, expedited shipping costs, etc.). A copy of each receipt shall be included with the Proposal.	\$1,843.86
				Installation	Quantity 1,715.22 x Unit Price 1.00 x Factor 1.0750 = Total 1,843.86
					Bond Fee - \$85,760.84 x 2% = \$1,715.22
2	01 22 20 00 0053		HR	Flagperson For Traffic Control	\$583.07
				Installation	Quantity 8.00 x Unit Price 67.36 x Factor 1.0820 = Total 583.07
					flag man for dumpster delivery and haul scissor lift and haul material deliveries for trucks
3	01 22 23 00 0026		WK	45' Engine Powered, Articulating (Up/Over) Boom Manlift	\$1,760.09
				Installation	Quantity 2.00 x Unit Price 813.35 x Factor 1.0820 = Total 1,760.09
					Needed to demolish 3 large HVAC ducts suspended from the ceiling, 3-4 days per duct. Line item applicable since work to be done is over 14' high
4	01 22 23 00 0938		WK	5,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator	\$4,155.15
				Installation	Quantity 1.00 x Unit Price 3,840.25 x Factor 1.0820 = Total 4,155.15
					Used to maneuver and transport large pieces of metal from the HVAC ducts to container outside.
5	01 51 26 00 0004		EA	Temporary 10 Light String	\$231.01
				Installation	Quantity 5.00 x Unit Price 42.70 x Factor 1.0820 = Total 231.01
					Needed when demolishing light fixtures and relocating others.
6	01 56 16 00 0003		SF	6 Mil Plastic Sheeting, Applied To Walls	\$545.33
				Installation	Quantity 1,400.00 x Unit Price 0.36 x Factor 1.0820 = Total 545.33
					1,400 sq. ft. of space needing coverage. Existing book shelves in the storage area need protection.
7	01 66 19 00 0005		CY	Handling Material For Over 125' Per CY Of Material Per 125' For delivery, demo or miscellaneous moving required by owner.	\$304.69
				Installation	Quantity 80.00 x Unit Price 3.52 x Factor 1.0820 = Total 304.69
					from site to dumpster / laydown



Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

**Section - 01**

8	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes delivery and pickup. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom manlifts with >40' boom lengths, etc.						\$871.29
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			2.00		402.63		1.0820		871.29
		Delivery of boomlift and fork							
9	01 74 19 00 0017	EA	40 CY Dumpster (5 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.						\$962.96
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			2.00		444.99		1.0820		962.96
		Dumpster needed for demolished HVAC units and wall material for 3 new doorways.							

**Subtotal for Section - 01** **\$11,257.45**

**Section - 02**

10	02 41 19 16 0050	SF	Demo Wood Or Metal Framed Interior Partition/Wall With Drywall 2 Sides						\$370.04
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			120.00		2.85		1.0820		370.04
		5x8(3) = 120 sq. ft. Demo needed to prepare for 3 door openings.							

**Subtotal for Section - 02** **\$370.04**

**Section - 05**

11	05 05 23 00 0243	EA	1/4" Diameter x 2-3/8" Length, Zinc Plated Steel, Concrete Strike Anchor						\$474.44
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			56.00		7.83		1.0820		474.44
		used to anchor bottom plate of partition wall into concrete. Every 12" O.C. per plans. 19+32=51+10%=56							
12	05 05 23 00 0243 0038		For >50 To 100, Deduct						-\$42.41
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			56.00		-0.70		1.0820		-42.41
13	05 05 23 00 1653	EA	1/4" Inside Diameter, Zinc Plated Steel, Low Carbon Flat Washer						\$16.23
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			500.00		0.03		1.0820		16.23
		used when fastening metal together.							
14	05 12 23 00 0376	LF	2" x 2" x 1/4" Angle Iron						\$119.97
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			16.00		6.93		1.0820		119.97
		Needed per plans at stud junctions. (32/4=8).(8x4"=32"), (32"/12"=2.67'), (2.67x2=5.34'), (19/4=4.75), (5x4"=20")7x2=14+10%~16 LF							
15	05 12 23 00 0376 0033		For Aluminum, Add						\$3.57
		Installation	Quantity	x	Unit Price	x	Factor	=	Total
			6.00		0.55		1.0820		3.57

**Subtotal for Section - 05** **\$571.80**

**Section - 06**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

**Section - 06**

16	06 16 33 00 0011	SF	1/2" Interior BC Plywood Wall Sheathing	Applied to wall studs.					\$57.82
			Quantity	Unit Price	Factor	=	Total		
		Installation	32.00	1.67	1.0820		57.82		
			Plywood needed around closet post per plans. A1, A-501.						
17	06 16 33 00 0011 0013		For Application To Metal Studs, Joists, Or Rafters, Add						\$7.62
			Quantity	Unit Price	Factor	=	Total		
		Installation	32.00	0.22	1.0820		7.62		

**Subtotal for Section - 06** **\$65.44**

**Section - 07**

18	07 21 16 00 0005	SF	3-1/2" Thick, Kraft Faced, R-15 Fiberglass Flexible Insulation						\$603.76
			Quantity	Unit Price	Factor	=	Total		
		Installation	600.00	0.93	1.0820		603.76		
			Insulation requested per plans as a sound barrier.						
19	07 92 00 00 0014	CLF	3/4" x 3/4" Joint, Silicone Sealant And Caulking						\$141.93
			Quantity	Unit Price	Factor	=	Total		
		Installation	0.19	676.15	1.0820		141.93		
			Caulking around door frames both sides. 4 doors, 1 double door. Tops 3x6=18', Sides 14x5=70, total LF is 88. Both sides 88x2=176+10%=194						

**Subtotal for Section - 07** **\$745.69**

**Section - 08**

20	08 12 16 00 0007	EA	2 Piece Aluminum Door Frame, 2'-6" x 6'-9" Opening 4-3/4" x 1-3/8" x 1/8" With Semicircular Head						\$2,805.36	
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	864.25	1.0820		2,805.36			
			1 door + 1 double door = 3 door frames.							
21	08 14 16 00 0129	EA	3' x 7' x 1-3/4" Solid Core, Birch Faced Door						\$731.32	
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	225.30	1.0820		731.32			
			Door schedule requests 3 solid core wood door.							
22	08 14 16 00 0129 0133		For Exterior Grade Door, Add						\$130.68	
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	40.26	1.0820		130.68			
23	08 14 16 00 0129 0135	EA	For Machining for Mortise Lock, Add						\$113.61	
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	35.00	1.0820		113.61			
24	08 14 16 00 0129 0137		For Commercial Grade 3/4 Hour Fire Rated Door, Add						\$254.13	
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	78.29	1.0820		254.13			
25	08 14 16 00 0176	EA	Clear Or Colored Catalyzed Polyurethane Factory Finish For Flush Wood Door	Includes any standard manufacturer color on six sides.						\$115.53
			Quantity	Unit Price	Factor	=	Total			
		Installation	3.00	35.59	1.0820		115.53			
			Door schedule and general door notes requests factory finish for wood doors.							
26	08 14 16 00 0176 0549	MOD	For Custom Color To Match Non Standard Manufacturer Finish, Add						\$0.00	
			Quantity	Unit Price	Factor	=	Total			
		Installation	0.00	11.85	1.0820		0.00			

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

**Section - 08**

27	08 41 13 00 0002	EA	3' x 7' x 1-3/4" Medium Stile, Aluminum Framed Entrance Doors Including Glazing, Trim And Hardware (Special-Lite SL-14)						\$8,089.81	
			Installation	Quantity	Unit Price	Factor	=	Total		
				3.00	2,492.24	1.0820		8,089.81		
			3 Storefront doors per plans.							
28	08 41 13 00 0002 0538	MOD	For 1" Insulated Glazing, Add						\$92.48	
			Installation	Quantity	Unit Price	Factor	=	Total		
				3.00	28.49	1.0820		92.48		
29	08 71 16 00 0005	PR	4" x 4" Standard Duty, Full Mortise, Plain Bearing, Brass/Bronze, Satin Chrome Finish Hinge						\$281.48	
			Installation	Quantity	Unit Price	Factor	=	Total		
				4.50	57.81	1.0820		281.48		
			3 doors x 3 hinges = 9/2=4.5							
30	08 71 16 00 2183	EA	Classroom F42 Pre-Assembled Lockset Locked with key outside. Inside always unlocked.						\$2,141.22	
			Installation	Quantity	Unit Price	Factor	=	Total		
				3.00	659.65	1.0820		2,141.22		
			3 doors lead to classroom.							
31	08 71 16 00 2184	EA	Storeroom/Closet F44 Pre-Assembled Lockset Locked with key outside. Inside always unlocked. Fixed outside handle.						\$713.74	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	659.65	1.0820		713.74		
			2 doors are for cabinet/closet.							
32	08 71 16 00 2184 0290		For Satin Stainless Steel, US 32D (BHMA 630), Add						\$226.39	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	209.23	1.0820		226.39		
33	08 71 16 00 2275	EA	Double Cylinder Deadbolt, Key Both Sides Cylindrical, ANSI Grade 1, interchangeable core, bright brass or satin chromium finish.						\$283.35	
			Installation	Quantity	Unit Price	Factor	=	Total		
				2.00	130.94	1.0820		283.35		
			1 deadbolt for Mark 4, Type B. 1 deadbolt for Mark 5, Type C.							
34	08 71 19 00 0004	LF	7/16" Width, 9/32" Height, Edge Mount, Single Fin, Adhesive Backed Flexible Astragal (Pemko S771)						\$1,706.88	
			Installation	Quantity	Unit Price	Factor	=	Total		
				504.00	3.13	1.0820		1,706.88		
			Door Weatherstripping. 6'x14' = 84, x6 doors = 504' in. ft.							
35	08 71 21 00 0022	LF	6" Width, 1/2" Height, Aluminum Saddle Threshold (Pemko 172A)						\$95.46	
			Installation	Quantity	Unit Price	Factor	=	Total		
				3.00	29.41	1.0820		95.46		
			Threshold from the library to book storage area.							

**Subtotal for Section - 08**

**\$17,781.44**

**Section - 09**

36	09 01 20 00 0006	SF	>16 To 32 SF, Cut And Patch Hole In Drywall To Match Existing Per location. See CSI section 09 29 00 00-0001 for "Gypsum Board" repairs > 32 SF.						\$427.04	
			Installation	Quantity	Unit Price	Factor	=	Total		
				52.00	7.59	1.0820		427.04		
			Patch wall where large HVAC ducts are. 16 SF (3) = 48+10%=52							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 09

37	09 01 60 00 0013	SY	Chemical Prepare Existing Concrete Floor Prior To Installation Of Carpet						\$425.54	
			Installation	Quantity	Unit Price	Factor	=	Total		
				67.00	5.87	1.0820		425.54		
			Concrete cleaning and preparation prior to carpet installation.							
38	09 22 16 00 0011	SF	4" Width, 20 Gauge, Non Load Bearing, Non Structural Metal Framing Stud With Tracks And Runners, 16" On Center						\$3,084.51	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1,267.00	2.25	1.0820		3,084.51		
			New partitions 600 sf, and ceiling metal stud extensions from top of wall to the ceiling. 32'x8'-10"=283 SF. Door Framing for 6 doors: 4x8=32(x6 doors=192sf)(192x2=384) Total Is 1,267 SF.							
39	09 22 16 00 0011 0001		For Walls >10' High, Add						\$429.93	
			Installation	Quantity	Unit Price	Factor	=	Total		
				883.00	0.45	1.0820		429.93		
40	09 22 16 00 0011 0003	MOD	For Soffit, Columns Or Beams >10' High, Add						\$74.07	
			Installation	Quantity	Unit Price	Factor	=	Total		
				42.00	1.63	1.0820		74.07		
41	09 22 16 00 0011 0008		For 24" On Center, Deduct						-\$119.42	
			Installation	Quantity	Unit Price	Factor	=	Total		
				283.00	-0.39	1.0820		-119.42		
42	09 29 00 00 0013	SF	5/8" Type X Fire Rated Gypsum Board						\$2,354.52	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1,736.00	1.13	1.0820		2,122.54		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				536.00	0.40	1.0820		231.98		
			Plans call for gypsum X type 5/8" on both sides. Total is 1736 sf. See wall key on A-102 of plans. Demolish 536 SF of existing drywall for 5 receptacles and power lines.							
43	09 29 00 00 0013 0036	MOD	For Times When The Shortest Distance From Corner to Corner Is <3', Add						\$15.00	
			Installation	Quantity	Unit Price	Factor	=	Total		
				31.50	0.44	1.0820		15.00		
44	09 29 00 00 0013 0047	MOD	For Walls >10' High, Add						\$45.44	
			Installation	Quantity	Unit Price	Factor	=	Total		
				600.00	0.07	1.0820		45.44		
45	09 29 00 00 0057	SF	>10' High, Walls, Tape, Spackle And Finish Gypsum BoardUse this task for the entire wall area when the wall is >10' high.						\$1,220.93	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1,736.00	0.65	1.0820		1,220.93		
			dry wall finish tape and mud after installation							
46	09 29 00 00 0063	LF	>10' High, Vertical Corners, Tape, Spackle And Finish Gypsum BoardUse this task for the entire wall area when the wall is >10' high.						\$106.34	
			Installation	Quantity	Unit Price	Factor	=	Total		
				84.00	1.17	1.0820		106.34		
			dry wall finish tape and mud after installation. 8 corners x 10'-5" walls=84 LF.							
47	09 29 00 00 0073	LF	Casing, J-Bead For Gypsum Board						\$109.52	
			Installation	Quantity	Unit Price	Factor	=	Total		
				42.00	2.41	1.0820		109.52		
			drywall butting up against finished plaster on two ends of the new partition wall.							
48	09 29 00 00 0074	LF	Corner Bead, Galvanized Metal For Gypsum Board						\$53.17	
			Installation	Quantity	Unit Price	Factor	=	Total		
				21.00	2.34	1.0820		53.17		
			Drywall corners at two locations for the new partition wall.							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 09									
49	09 65 13 13 0002	LF	4" High, 1/8" Vinyl Plastic Base, All Colors						\$416.40
			Installation	Quantity	Unit Price	Factor	=	Total	
				178.00	2.08	1.0820	=	400.60	
			Demolition	20.00	0.73	1.0820	=	15.80	
			Wall base above carpet inside and concrete outside per plans. 32+32+32+19+19+19+8=161+10%=178 LF.						
50	09 65 13 33 0003	SF	1/4" Thick, Flexible Self Leveling Cemenitious Underlayment With Liquid Latex Modifiers						\$999.77
			Installation	Quantity	Unit Price	Factor	=	Total	
				600.00	1.54	1.0820	=	999.77	
			floor embossing prior to carpet installation.						
51	09 68 13 00 0028	SY	42 Ounce, Patterned, Nylon Carpet Tile						\$5,645.11
			Installation	Quantity	Unit Price	Factor	=	Total	
				67.00	77.87	1.0820	=	5,645.11	
			Carpet, 600 sq.ft. = 66.66 sq.yd.						
52	09 68 13 00 0028 0413	SY	For Cut And Loop Pile Combination Or Tip Shear Carpet, Add						\$144.99
			Installation	Quantity	Unit Price	Factor	=	Total	
				67.00	2.00	1.0820	=	144.99	
53	09 68 13 00 0028 0415	SY	For Cushion Backed Tile, Add						\$355.22
			Installation	Quantity	Unit Price	Factor	=	Total	
				67.00	4.90	1.0820	=	355.22	
54	09 91 23 00 0062	SF	Paint Interior Plaster/Drywall, 1 Coat Primer, Brush/Roller Work						\$807.69
			Installation	Quantity	Unit Price	Factor	=	Total	
				1,736.00	0.43	1.0820	=	807.69	
			19x10.5=199.5(3)=598.5, 32x10.5=336(3)=1008, 12x10.5=126. Total is 1736						
55	09 91 23 00 0064	SF	Paint Interior Plaster/Drywall, 2 Coats Paint, Brush/Roller Work						\$1,615.38
			Installation	Quantity	Unit Price	Factor	=	Total	
				1,736.00	0.86	1.0820	=	1,615.38	
			19x10.5=199.5(3)=598.5, 32x10.5=336(3)=1008, 12x10.5=126. Total is 1736						
56	09 91 23 00 0064 0263	SF	For Each Coat With Egg Shell Finish, Add						\$37.49
			Installation	Quantity	Unit Price	Factor	=	Total	
				3,465.00	0.01	1.0820	=	37.49	
57	09 91 23 00 0246	LF	Paint Interior Metal Frame And Trim, 1 Coat Primer, Brush/Roller Work						\$64.75
			Installation	Quantity	Unit Price	Factor	=	Total	
				88.00	0.68	1.0820	=	84.75	
			4 doors, 1 double door. Tops 3x6=18', Sides 14x5=70, total LF is 88.						
58	09 91 23 00 0248	LF	Paint Interior Metal Frame And Trim, 2 Coats Paint, Brush/Roller Work						\$141.87
			Installation	Quantity	Unit Price	Factor	=	Total	
				88.00	1.49	1.0820	=	141.87	
			4 doors, 1 double door. Tops 3x6=18', Sides 14x5=70, total LF is 88.						
59	09 91 23 00 0266	EA	Paint Interior Door, Both Faces, 1 Coat Primer, Brush/Roller Work						\$334.40
			Installation	Quantity	Unit Price	Factor	=	Total	
				6.00	51.51	1.0820	=	334.40	
			6 interior doors per plans.						

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

**Section - 09**

60	09 91 23 00 0268	EA	Paint Interior Door, Both Faces, 2 Coats Paint, Brush/Roller Work						\$593.37	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	91.40	1.0820		593.37		
			6 interior doors per plans.							

61	09 91 43 00 0013	SF	Hand Wash, Minor Repair And Light Sanding Drywall Surfaces						\$220.18	
			Installation	Quantity	Unit Price	Factor	=	Total		
				535.50	0.38	1.0820		220.18		
			Patch and prep existing walls for paint to match new walls and make uniform. 32x10.5=336 SF. 19x10.5=199.5 SF. 535.5 total SF needing paint preparation.							

**Subtotal for Section - 09** **\$19,603.21**

**Section - 12**

62	12 59 16 00 0021	EA	Storage Unit With Doors, 72" Wide						\$2,122.80	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	245.24	1.0820		2,122.80		
			Storage shelves need to be demolished/moved and reinstalled after job completion. Closest line item in CTC without having to use labor hours							

**Subtotal for Section - 12** **\$2,122.80**

**Section - 23**

63	23 31 13 13 0004	LB	Sheet Metal Ductwork, Medium Pressure, Field Fabricated, Galvanized, Field Assemble And Install						\$4,791.10	
			Installation	Quantity	Unit Price	Factor	=	Total		
				0.00	9.05	1.0820		0.00		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				1,800.00	2.46	1.0820		4,791.10		
			Demolish 3 large ducts. 600 lbs. each.							

**Subtotal for Section - 23** **\$4,791.10**

**Section - 26**

64	26 01 20 00 0003	EA	Lock Out/Tag Out Breaker Or Motor Starter						\$170.48	
			Installation	Quantity	Unit Price	Factor	=	Total		
				6.00	26.26	1.0820		170.48		
			electrical safety							

65	26 01 20 00 0005	EA	Existing Circuit Tracing Per Device						\$126.55
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	14.62	1.0820		126.55	

66	26 01 50 52 0166	EA	1 Lamp, 32 Watt T8 Fluorescent, 120 V, 1% Light Level, Electronic Dimming Ballast						\$2,122.49	
			Installation	Quantity	Unit Price	Factor	=	Total		
				9.00	217.96	1.0820		2,122.49		
			Needed to convert and regulate power delivered to LED. 1/lamp @ 9 lamps.							

67	26 01 50 52 0289	EA	One Or Two Lamp, 1100-1400 Lumens, Remote Control Testing, Ninety Minute Illumination, Fluorescent Emergency Ballast (Bodine B50RCT)						\$195.33	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	180.53	1.0820		195.33		
			Emergency light battery.							

68	26 01 50 52 0289 0292	MOD	For Factory Installation In New Fixtures, Deduct						-\$31.95
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	-29.53	1.0820		-31.95	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 26									
69	26	05	13	00	0204	EA	#3 AWG Crimp Compression Connection For Bare Copper Wire		\$517.98
						Installation	Quantity	Unit Price	Factor = Total
							8.00	59.84	1.0820 = 517.98
							#3 AWG connectors used at new panel.		
70	26	05	19	16	0004	LF	1/4" Nylon Pull Cord Installed To Remain In Place, In New Conduits		\$138.50
						Installation	Quantity	Unit Price	Factor = Total
							800.00	0.16	1.0820 = 138.50
71	26	05	19	16	0043	MLF	3/c #14 AWG Cable - XLP (XHHW), 600 V Copper, Stranded, Placed In Conduit		\$369.22
						Installation	Quantity	Unit Price	Factor = Total
							0.21	1,273.45	1.0820 = 287.98
						Demolition	Quantity	Unit Price	Factor = Total
							0.21	359.26	1.0820 = 81.24
							190+10%=209 LF per plans. 2#14 600V. Demolition of existing light fixtures and cable.		
72	26	05	19	16	0078	MLF	4/c #3/0 AWG Cable - XLP (XHHW), 600 V Copper, Stranded, Placed In Conduit		\$866.06
						Installation	Quantity	Unit Price	Factor = Total
							0.03	24,255.40	1.0820 = 866.06
							#3 AWG used at new panel. Plans require 30 LF. 30+10%=33		
73	26	05	19	16	0372	MLF	# 12-2 With Ground Cable, Type NM, 600 V Copper, Non-Metallic Sheathed Cable		\$1,614.53
						Installation	Quantity	Unit Price	Factor = Total
							0.66	1,706.69	1.0820 = 1,218.78
						Demolition	Quantity	Unit Price	Factor = Total
							0.66	554.18	1.0820 = 395.75
							190+140+140+130=600+10%=660 going to 4 separate breakers per plans. 2#12 with ground. 600V. Demolition of existing light fixtures and cable.		
74	26	05	26	00	0204	EA	Panelboard Ground Bar Kit		\$104.52
						Installation	Quantity	Unit Price	Factor = Total
							1.00	96.60	1.0820 = 104.52
							grounding kit for new panel.		
75	26	05	26	00	0204	0422	For Personal Protective Equipment (Arc Flash) When Working On Energized Equipment, Add		\$5.69
						Installation	Quantity	Unit Price	Factor = Total
							1.00	5.26	1.0820 = 5.69
76	26	05	26	00	0209	EA	12 Circuit, Ground Bar Kit		\$24.12
						Installation	Quantity	Unit Price	Factor = Total
							1.00	22.29	1.0820 = 24.12
							grounding for new panel.		
77	26	05	26	00	0209	0422	For Personal Protective Equipment (Arc Flash) When Working On Energized Equipment, Add		\$3.87
						Installation	Quantity	Unit Price	Factor = Total
							1.00	3.58	1.0820 = 3.87
78	26	05	29	00	0007	LF	1-5/8" Wide x 1-3/8" High, 12 Gauge, Steel Unistrut Channel		\$562.64
						Installation	Quantity	Unit Price	Factor = Total
							40.00	13.00	1.0820 = 562.64
							Used to hold conduit in place against walls and used to secure lights to ceiling.		
79	26	05	29	00	0052	EA	3/8-16 Lock Nut With Spring For Unistrut Channel		\$163.27
						Installation	Quantity	Unit Price	Factor = Total
							30.00	5.03	1.0820 = 163.27
							needed for unistrut channel.		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 26										
80	26	05	29	00	0083	EA	1/2", One Hole Iron Conduit Strap			\$57.13
							Installation	Quantity	Unit Price	Factor = Total
								20.00	2.64	1.0820 = 57.13
							Straps used to secure conduit.			
81	26	05	29	00	0168	EA	1/2" Diameter, EMT Conduit Clamp For Unistrut Channel			\$202.55
							Installation	Quantity	Unit Price	Factor = Total
								60.00	3.12	1.0820 = 202.55
							Clamps needed to hold conduit against unistrut			
82	26	05	29	00	0173	EA	2" Diameter, EMT Conduit Clamp For Unistrut Channel			\$100.19
							Installation	Quantity	Unit Price	Factor = Total
								20.00	4.83	1.0820 = 100.19
							Clamps needed to hold conduit against unistrut			
83	26	05	29	00	0175	EA	1/2", "J" Type Conduit Hanger (Unistrut J1205)			\$363.55
							Installation	Quantity	Unit Price	Factor = Total
								25.00	13.44	1.0820 = 363.55
84	26	05	29	00	0245	EA	#8 Diameter, 2" Length, Zinc Plated Steel, Machine Screw			\$346.24
							Installation	Quantity	Unit Price	Factor = Total
								200.00	1.60	1.0820 = 346.24
							#8 required per plans when fastening metal together.			
85	26	05	29	00	0246	EA	#10 Diameter, 2" Length, Zinc Plated Steel, Machine Screw			\$352.73
							Installation	Quantity	Unit Price	Factor = Total
								200.00	1.63	1.0820 = 352.73
							#10 required per plans.			
86	26	05	29	00	0282	LF	5/8" Diameter, Plain Finish Steel, Low Carbon Threaded Rod			\$155.48
							Installation	Quantity	Unit Price	Factor = Total
								30.00	4.55	1.0820 = 147.69
							Demolition	Quantity	Unit Price	Factor = Total
								15.00	0.48	1.0820 = 7.79
							hang light demo for hvac duct hanger			
87	26	05	29	00	0290	EA	5/8" Diameter, Threaded Rod Coupling Nut			\$101.66
							Installation	Quantity	Unit Price	Factor = Total
								12.00	7.83	1.0820 = 101.66
							used for threaded rod.			
88	26	05	29	00	0298	EA	5/8" Inside Diameter, Zinc Plated Steel, Low Carbon Flat Washer			\$10.26
							Installation	Quantity	Unit Price	Factor = Total
								12.00	0.79	1.0820 = 10.26
							used for threaded rod coupling nut.			
89	26	05	29	00	0298	0114	For Galvanized, Add			\$1.04
							Installation	Quantity	Unit Price	Factor = Total
								12.00	0.08	1.0820 = 1.04
90	26	05	33	13	0381	LF	1/2" EMT Conduit			\$659.91
							Installation	Quantity	Unit Price	Factor = Total
								190.00	3.21	1.0820 = 659.91
							from the electrical panel to the room is 190 lf.			
91	26	05	33	13	0381	0029	MOD For Installation In Metal Stud Wall, Add			\$31.38
							Installation	Quantity	Unit Price	Factor = Total
								100.00	0.29	1.0820 = 31.38



Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 26

92	26	05	33	13	0386	LF	2" EMT Conduit											\$316.81
							Installation	Quantity	Unit Price		Factor	=	Total					316.81
								40.00	7.32	x	1.0820							
																		20 LF of 2' conduit needed between panels.
93	26	05	33	13	0394	EA	1" EMT 90 Degree Elbow											\$119.56
							Installation	Quantity	Unit Price		Factor	=	Total					119.56
								10.00	11.05	x	1.0820							
																		connectors for emt
94	26	05	33	13	0397	EA	2" EMT 90 Degree Elbow											\$179.35
							Installation	Quantity	Unit Price		Factor	=	Total					179.35
								8.00	20.72	x	1.0820							
																		elbow for emt
95	26	05	33	13	0405	EA	1" EMT Set Screw Coupling											\$108.85
							Installation	Quantity	Unit Price		Factor	=	Total					108.85
								20.00	5.03	x	1.0820							
																		couplings for emt
96	26	05	33	13	0408	EA	2" EMT Set Screw Coupling											\$124.11
							Installation	Quantity	Unit Price		Factor	=	Total					124.11
								10.00	11.47	x	1.0820							
																		set screw coupling at boxes for emt
97	26	05	33	13	0556	EA	1/2" IMC Type T (Three Hub) Or X (Four Hub) Conduit Body With Cover											\$534.51
							Installation	Quantity	Unit Price		Factor	=	Total					534.51
								10.00	49.40	x	1.0820							
98	26	05	33	13	1878	EA	2" Metallic Conduit Field Bending											\$196.17
							Installation	Quantity	Unit Price		Factor	=	Total					196.17
								10.00	18.13	x	1.0820							
																		bends for metallic conduit
99	26	05	33	13	1913	LF	1/2" Liquid Tight Flex Conduit											\$164.25
							Installation	Quantity	Unit Price		Factor	=	Total					164.25
								60.00	2.53	x	1.0820							
																		daisy chain new lights and connections to j box
100	26	05	33	13	1914	LF	3/4" Liquid Tight Flex Conduit											\$182.86
							Installation	Quantity	Unit Price		Factor	=	Total					182.86
								50.00	3.38	x	1.0820							
																		from j to emergency and exit sign to j
101	26	05	33	13	1924	EA	1/2" Straight Liquid Tight Connector											\$85.95
							Installation	Quantity	Unit Price		Factor	=	Total					85.95
								12.00	6.62	x	1.0820							
																		flex connections
102	26	05	33	13	1925	EA	3/4" Straight Liquid Tight Connector											\$42.79
							Installation	Quantity	Unit Price		Factor	=	Total					42.79
								5.00	7.91	x	1.0820							
																		flex connections
103	26	05	33	13	1935	EA	1/2" 90 Degree Angle Liquid Tight Connector											\$63.95
							Installation	Quantity	Unit Price		Factor	=	Total					63.95
								6.00	9.85	x	1.0820							
																		flex connections

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 26

104	26 05 33 13 1936	EA	3/4" 90 Degree Angle Liquid Tight Connector						\$35.90
			Installation	Quantity	Unit Price	Factor	=	Total	
				3.00	11.06	1.0820		35.90	
			flex connections						
105	26 05 33 16 0003	EA	1-1/2", 4" Square Steel Box						\$271.25
			Installation	Quantity	Unit Price	Factor	=	Total	
				11.00	22.79	1.0820		271.25	
			11 Junction boxes per plans.						
106	26 05 33 16 0104	EA	2-1/2", 3" x 2", Stud Bracket, Steel Switch Box						\$219.65
			Installation	Quantity	Unit Price	Factor	=	Total	
				10.00	20.30	1.0820		219.65	
			10 receptacle boxes needed per plans.						
107	26 05 53 00 0019	EA	Labeling Wire						\$40.85
			Installation	Quantity	Unit Price	Factor	=	Total	
				25.00	1.51	1.0820		40.85	
			Labeling electrical wire at receptacles and at panel.						
108	26 09 23 00 0039	EA	120 V, 2000 W, Dimming Control Module, "Hi-Power"						\$540.32
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	499.37	1.0820		540.32	
			Dimmer controls needed for switch.						
109	26 09 23 00 0180	EA	120 LF Coverage, Low Temperature, Passive Infrared, Ceiling/Wall Mounted Occupancy Sensor (Watt Stopper CB-100-1/3)						\$200.27
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	185.09	1.0820		200.27	
			Occupancy sensor required per plans.						
110	26 09 23 00 0202	EA	120/277 VAC, Two Relays, Two Dimming Channels, Intelligent Occupancy Sensor Power Pack (Watt Stopper LC-100)						\$240.36
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	222.14	1.0820		240.36	
			Power pack for occupancy sensor.						
111	26 09 23 00 0209	EA	Mounting Bracket For Occupancy Sensor (Watt Stopper MB) Includes J-plate for mounting to HID fixtures or L-plate for mounting to fluorescent fixtures, walls, shelves and girders.						\$31.41
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	29.03	1.0820		31.41	
			mounting bracket needed for occupancy sensor.						
112	26 09 23 00 0336	EA	120/277 VAC, HID Power Pack With 20 Minute Start To High Override (Sensor Switch PP20 SH)						\$104.81
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	96.87	1.0820		104.81	
			lighting power pack needed per plans.						
113	26 09 23 00 0405	EA	2 EcoSystem® Digital Links, Energi Savr Node™, Digital Fixture Controller (Lutron® QSN-2ECO-S)						\$795.14
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	734.88	1.0820		795.14	
			for controlling lighting loads.						
114	26 24 16 00 0074	EA	100 Amp Rating, 22 - 20 Amp Breakers, 120/208 V, 4 Wire, 3 Phase Assembled Panelboard, >50 To 100 Amp Main Breaker, 30 Circuit Capacity						\$2,423.55
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	2,239.88	1.0820		2,423.55	
			New panel per electrical sheet Sq D NQ						

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 26

115	26	24	16	00	0074	0320	EA	For Weathertight NEMA 3R Panelboards, Add									\$376.54	
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	348.00	x	1.0820	=	376.54				
116	26	24	19	00	0346		EA	Incoming Line And Feeder Circuit Breaker, Standard Mold, Type A, B, 100										\$2,847.55
								Installation	Quantity	Unit Price	Factor	=	Total					
									3.00	877.25	x	1.0820	=	2,847.55				
								3 circuit breakers needed.										
117	26	27	26	00	0009		EA	1 Gang, 20 Amp, GFI, Duplex Receptacle Assembly										\$650.21
								Installation	Quantity	Unit Price	Factor	=	Total					
									9.00	66.77	x	1.0820	=	650.21				
								Receptacles.										
118	26	27	26	00	0213		EA	1 Gang Duplex Plastic Wall Plate										\$9.64
								Installation	Quantity	Unit Price	Factor	=	Total					
									9.00	0.99	x	1.0820	=	9.64				
119	26	27	26	00	0301		EA	Remove And Reinstall Receptacle, Switch, Outlet Or Special System Device										\$299.67
								Installation	Quantity	Unit Price	Factor	=	Total					
									6.00	46.16	x	1.0820	=	299.67				
								existing switch, wall strobe, and outlet relocate.										
120	26	51	13	00	0487		EA	8' Length, 96 System Watts, Pendant Mount, LED Linear Downlight Fixture (PlanLED A2W5A) (DLC Certified)										\$2,146.50
								Installation	Quantity	Unit Price	Factor	=	Total					
									4.50	367.89	x	1.0820	=	1,791.26				
								Demolition	Quantity	Unit Price	Factor	=	Total					
									8.00	41.04	x	1.0820	=	355.24				
								12' lghts (3). 8 existing lights needing demolition.										
121	26	52	00	00	0004		EA	10.8 Max Wattage At 90 Minutes, 6 Volt, Polycarbonate Housing, Krypton Lamps, Commercial Emergency Light (Lithonia ELM2)										\$93.94
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	86.82	x	1.0820	=	93.94				
								Emergency Lights per plans.										
122	26	53	00	00	0002		EA	Single Face, Thermoplastic Housing, LED Exit Sign (Lithonia LQM)										\$109.94
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	101.61	x	1.0820	=	109.94				
								Exit sign per plans.										
123	26	53	00	00	0002	0295		For Green LED Lamps, Add										\$16.23
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	15.00	x	1.0820	=	16.23				
124	26	53	00	00	0037		EA	Polycarbonate Vandal Shield For Exit Signs										\$70.06
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	64.75	x	1.0820	=	70.06				
								To protect exit sign.										
125	26	53	00	00	0038		EA	Wire Guard For Exit Signs										\$76.15
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	70.38	x	1.0820	=	76.15				
								Guard for exit sign										
126	26	53	00	00	0039		EA	Replacement Battery For Exit Signs										\$70.52
								Installation	Quantity	Unit Price	Factor	=	Total					
									1.00	65.18	x	1.0820	=	70.52				
								Battery for exit sign.										

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Subtotal for Section - 26							\$23,125.04	
Section - 27								
127	27	11	19	00	0004	EA	Terminate One End Of A 4 Pair Cable To Category V Specifications, 6 To 10 Cables	\$537.80
						Installation	Quantity 24.00 x Unit Price 20.71 x Factor 1.0820 = Total 537.80	
							9 receptacles, 5 lights, 10 junction boxes.	
128	27	11	19	00	0014	EA	48 Port, Category 6 Patch Panel	\$113.87
				X		Installation	Quantity 1.00 x Unit Price 70.16 x Factor 1.0820 = Total 75.91	
				X		Demolition	Quantity 1.00 x Unit Price 35.08 x Factor 1.0820 = Total 37.96	
							relocate communications cabinet. excludes material.	
129	27	11	19	00	0018	EA	>25 To 50 Connections At Patch Panel Per TerminationIncludes testing port.	\$183.33
						Installation	Quantity 48.00 x Unit Price 3.53 x Factor 1.0820 = Total 183.33	
130	27	11	19	00	0088	EA	Wall Mount Bracket For 32 Or 48 Port Patch Panel	\$22.78
				X		Installation	Quantity 1.00 x Unit Price 21.05 x Factor 1.0820 = Total 22.78	
							relocate communications cabinet. excludes material.	
131	27	14	13	13	0006	EA	Modular Plug For Non-Shielded Copper Communications CableUp to 8-position/8-contact non-shielded modular plug for solid or stranded wire. Includes termination.	\$156.59
						Installation	Quantity 9.00 x Unit Price 16.08 x Factor 1.0820 = Total 156.59	
							One end of a data cable.	
132	27	14	13	13	0009	PR	Test 1-Pair Of A Copper Communications Cable For Continuity	\$37.98
						Installation	Quantity 10.00 x Unit Price 3.51 x Factor 1.0820 = Total 37.98	
							test communication lines.	
133	27	14	13	13	0011	PR	Certify And Document 1-Pair Of A Copper Communications Cable	\$91.10
						Installation	Quantity 10.00 x Unit Price 8.42 x Factor 1.0820 = Total 91.10	
							certify cables.	
134	27	14	13	16	0052	MLF	25 Pair #20 AWG, Solid, Low Voltage, Placed In Conduit, Alarm And Communications Cable	\$1,498.77
						Installation	Quantity 0.20 x Unit Price 6,925.93 x Factor 1.0820 = Total 1,498.77	
							data cable.	
135	27	14	43	00	0012	EA	One Port, Single Gang, Plastic Communication Faceplate With Station ID	\$55.41
						Installation	Quantity 9.00 x Unit Price 5.69 x Factor 1.0820 = Total 55.41	
							Data faceplates	
136	27	14	43	00	0055	EA	Cat 6, Snap-In Modular Jack	\$231.47
						Installation	Quantity 9.00 x Unit Price 23.77 x Factor 1.0820 = Total 231.47	
							9 Cat 6 jacks needed per plans.	
137	27	14	43	00	0074	EA	Label Both Ends Of One 4 Pair Cable	\$268.96
						Installation	Quantity 18.00 x Unit Price 13.81 x Factor 1.0820 = Total 268.96	
							cable labeling	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 055941.00  
 Work Order Title: Santa Paula Library

Section - 27										
138	27	14	43	00	0075	EA	Label single gang face plate (2 labels required)			\$107.60
						Installation	Quantity	Unit Price	Factor	Total
							9.00	11.05	1.0820	107.60
							face plate,			
139	27	21	16	00	0005	EA	16 Port Managed Hub With Fiberport And Standard Management			\$1,026.77
						Installation	Quantity	Unit Price	Factor	Total
					X		3.00	210.88	1.0820	684.52
					X	Demolition	3.00	105.44	1.0820	342.26
							relocate communications cabinet. excludes material.			
140	27	41	16	00	0027	EA	Common Power Supply			\$349.66
						Installation	Quantity	Unit Price	Factor	Total
					X		1.00	200.46	1.0820	216.90
					X	Demolition	1.00	122.70	1.0820	132.76
							Data hub power. relocate communications cabinet. Excludes material.			
141	27	41	16	00	0036	EA	Wall Box With Lockable Cover, Excluding Outlet Plug			\$122.48
						Installation	Quantity	Unit Price	Factor	Total
					X		1.00	70.20	1.0820	75.98
					X	Demolition	1.00	43.00	1.0820	46.53
							relocate communications cabinet. excludes material.			

**Subtotal for Section - 27** **\$4,804.57**

Section - 28										
142	28	05	13	23	0007	CLF	Red Teflon 10-Pair #18 Gauge, Twisted Shielded Solid CU			\$26.06
						Installation	Quantity	Unit Price	Factor	Total
							0.05	413.14	1.0820	22.35
						Demolition	0.05	68.51	1.0820	3.71
							Fire Alarm Communications Cable			
143	28	31	23	00	0159	EA	Wall Strobe, 15/75 cd, White, With The Word "FIRE" On Housing (EST3 G1F-V1575)			\$85.56
						Installation	Quantity	Unit Price	Factor	Total
					X		1.00	52.72	1.0820	57.04
					X	Demolition	1.00	26.36	1.0820	28.52
							relocate wall strobe. excludes materials.			
144	28	31	23	00	0489	EA	Program And Test Up To 5 Fire Alarm Devices			\$541.00
						Installation	Quantity	Unit Price	Factor	Total
							1.00	500.00	1.0820	541.00
							testing			

**Subtotal for Section - 28** **\$652.62**

**Proposal Total** **\$85,891.20**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

## Subcontractor Listing

**Date:** May 31, 2018  
**Re:** IQC Master Contract #: CA-GC05C-082013-VCI  
 Work Order #: 055941.00  
 Owner PO #:  
 Title: Santa Paula Library  
 Contractor: Vincor Construction Inc.  
 Proposal Value: \$85,891.20

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00







REGULAR MEETING OF JUNE 26, 2018  
I(a) REPORTS: LITERACY SERVICES



14. June, 2018

# **BEST** Adult Learning Center



Board Report for June 2018



June 5: One of the two Daytime ESL classes of happy students!



Our dear Olivia:  
Coordinator  
Extraordinaire  
and  
Ned:  
OLISOL



The Teachers

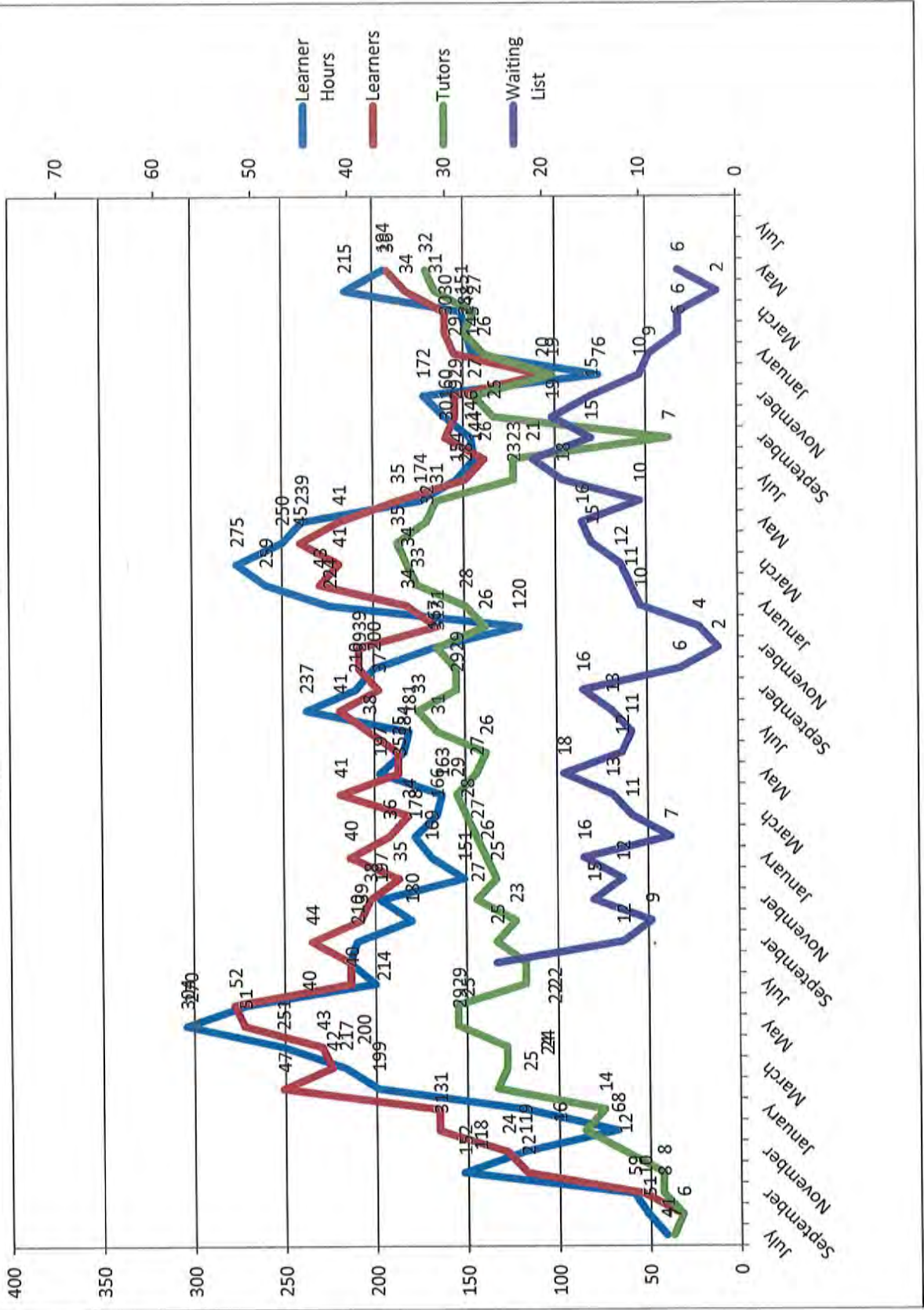


And reps from 5 of the 6 entities which collaborated to make this program possible! Private donor missing.

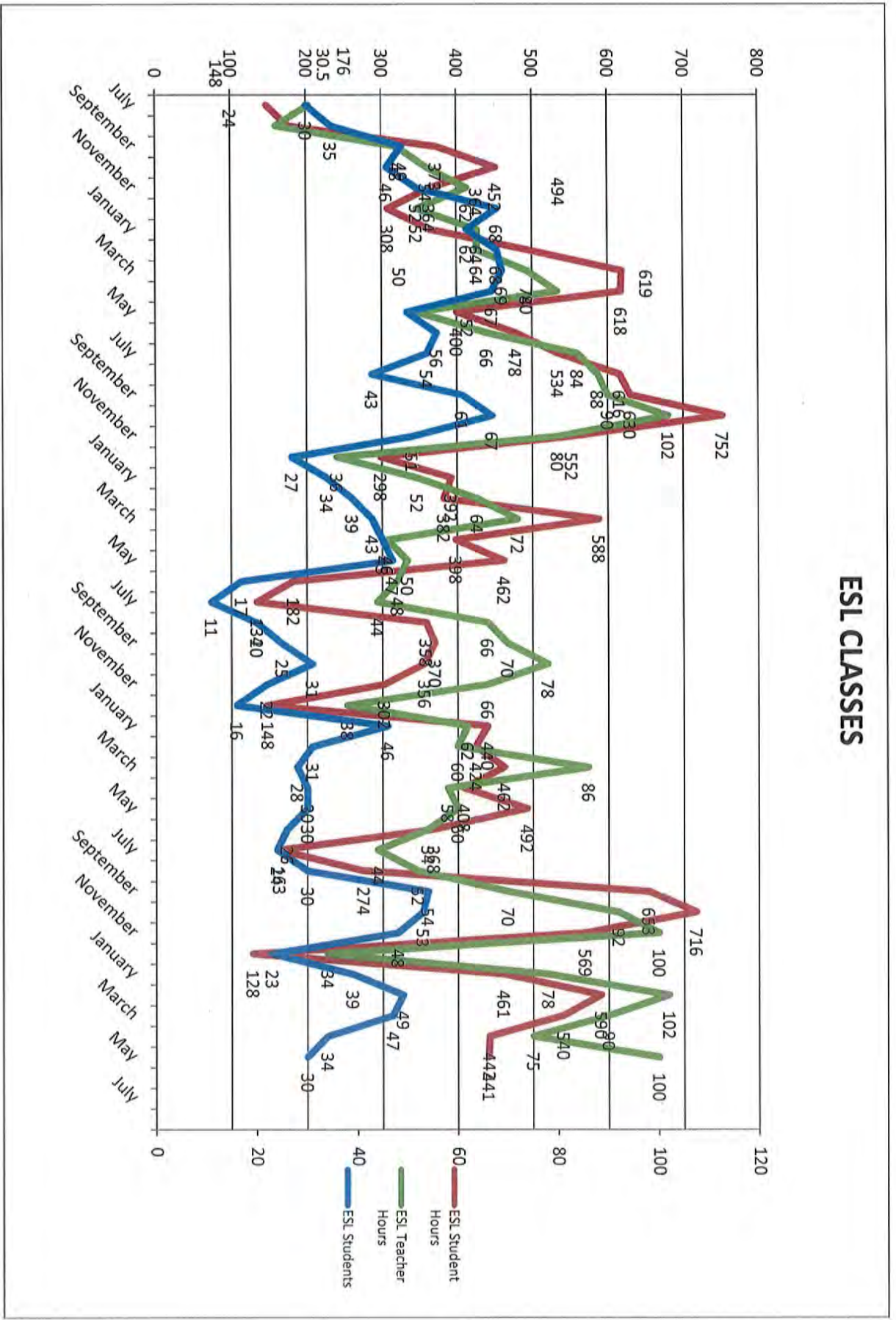
I ended last month's report saying, "We'll let you know when plans are set for the **MULTICULTURAL DINNER**. Well, graduations, health issues, and vacations intervening, we are now looking at **the last Wednesday evening in August (29<sup>th</sup>)**. Never fear: you will still certainly be invited.



# LITERACY TUTORING



# ESL CLASSES



REGULAR MEETING OF JUNE 26, 2018  
I(b) REPORTS: PUBLIC SERVICES





## Adult Programs

As part of the CSU Channel Island Lecture Series Dr. Luis A. Sánchez (aided in part by his four-year-old daughter) presented “¿Para Arriba? Rise of Latino Middle-Class Neighborhoods in Southern California” to a crowd of 16 attendees.

After Master Gardener and landscape architect Olwyn Kingery did not arrive for her talk, “Landscaping 101,” Friend of the Library and gardening expert Susan Stephenson performed an impromptu question and answer sessions for 15 hopeful horticulturalists. The presentation has been rescheduled for July 12.

The library facilitated a four-part introduction to Open Data and its use in a cumulative series of Saturday workshops. These classes were part of beta test of an Open Data initiative sponsored by the California State Library and the Knight Foundation, with over two dozen libraries in California and Washington participating. Three intrigued and engaged attendees participated in all four workshops and one, a statistics professor at Oxnard College, adapted some of the materials for his own class.

While the Third Thursday Movie Night showing of a *Phantom Thread* only drew 1 attendee, it is believed that next month’s screening of *Black Panther* will prove to be a more attractive offering.

Though turnout seemed to be a disappointment at first (initial attendees did not arrive until nearly half an hour past the scheduled start time), gardener, Guatemalan immigrant, and published poet Jose Mendoza shared his inspirational story to an enthusiastic crowd of 10 who stayed to have their copies of *The Poem of Life* signed even after the library had closed.

The Adult Coloring Club saw 2 and 3 attendees this month and the Blanchard Community Book Club had 6 in attendance to discuss Fredrik Backman’s *A Man Called Ove*. Next month’s title is Louise Erdrich’s *the Round House* and (as of this report) eight of the book club’s ten copies have been checked out.

Program Name	Description	Attendance	Date	Start	End
¿Para Arriba?	CI Lecture	16	1-May	6:30 PM	8:00 PM
Master Gardeners	Master Gardeners	15	3-May	6:00 PM	7:00 PM
Open Data 1	Computer Class	3	5-May	12:00 PM	1:00PM
Open Data2	Computer Class	3	5-May	12:00 PM	1:00PM
Adult Coloring Club	Miscellaneous	2	8-May	12:00 PM	2:00 PM
Adult Coloring Club	Miscellaneous	3	12-May	12:00 PM	2:00 PM
Phantom Thread [R]	Third Thursday Movie	2	17-May	5:30 PM	8:00 PM
Open Data 3	Computer Class	3	19-May	12:00 PM	1:00PM
Jose Mendoza / The Gardener	Author Talk	10	24-May	6:00 PM	8:00 PM
Open Data 4	Computer Class	2	26-May	12:00 PM	1:00PM
A Man Called Ove	BC Book Club	6	31-May	6:30 PM	7:30 PM

**Youth Programs  
May 2018**

1. **Family Evenings-** We had two family programs for the month of May, 180 people were in attendance to a Cinco de Mayo Celebration on Tuesday, May 1<sup>st</sup>, and families enjoyed music and dancing from the Glen City School Mexican Folk Dance Group. 50 people were in attendance for Mysteries, marvels and Magic from Storyteller, Jim Cogan on Tuesday, May 15<sup>th</sup>. Summer Reading Program begins on Monday, June 11<sup>th</sup> and will run through July 28<sup>th</sup> and we have weekly family evening programs on Tuesdays.
  
2. **Teen Scene-** We had 9 teens for our Mother’s Day Craft meeting on Thursday, May 10<sup>th</sup>, teens created beautiful cards for their moms, grandmas, aunts and sisters. There were 7 teens that joined us Thursday, May 24<sup>th</sup> for teen scene goes camping, teens enjoyed campfire stories, a marshmallow relay and a word search. Our next Teen Scene will be held on Tuesday, June 14<sup>th</sup> and teens will have an opportunity to make a Father’s Day card.
  
3. **Maker Box Collective-** “Rube Goldberg Machine” (consist of a series of simple devices that are linked together to produce a domino effect, in which each device triggers the next one, and the original goal is achieved only after many steps). There were 9 students (ages 8-15) and 4 parents who came to build and play with a Rube Goldberg Machine on Thursday, May 17<sup>th</sup>. Our next Maker Box event will be held on Thursday, June 21<sup>st</sup>, from 3:30-5pm. Participants will explore and learn about Raspberry Pi a credit card-sized single board computer developed for teaching computer science.
  
4. **Ongoing Programs –**
  - a. **Story time** (4) 130  
Guest reader Councilmember Jenny Crosswhite joined us for a special story time as part of the Take 5 and Read to Kids campaign on May 9<sup>th</sup>.
  - b. **LEGO** (6) 151
  - c. **Barking for Books** (3) 23

REGULAR MEETING OF JUNE 26, 2018  
I(c) REPORTS: VOLUNTEER COORDINATOR

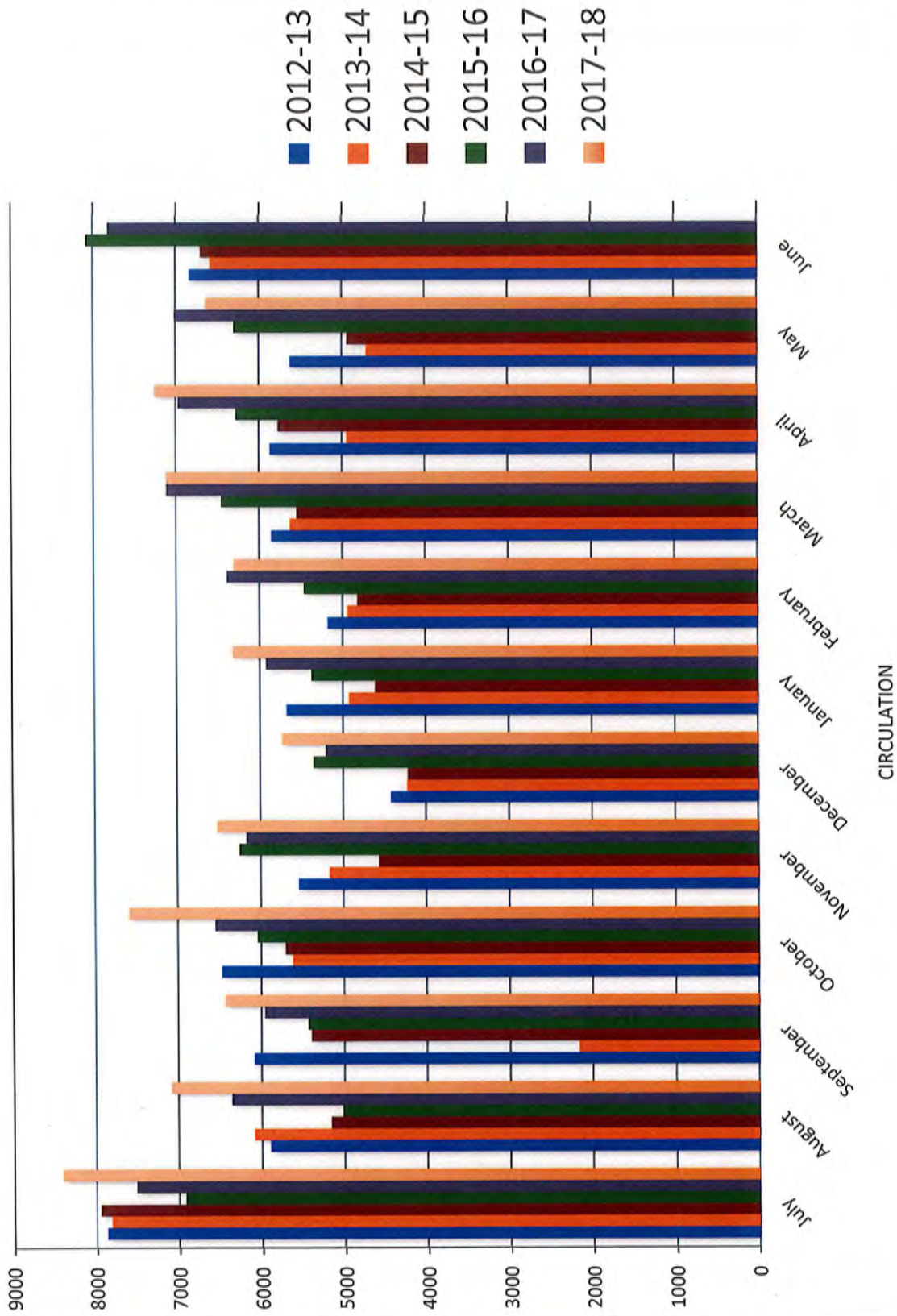


REGULAR MEETING OF JUNE 26, 2018  
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

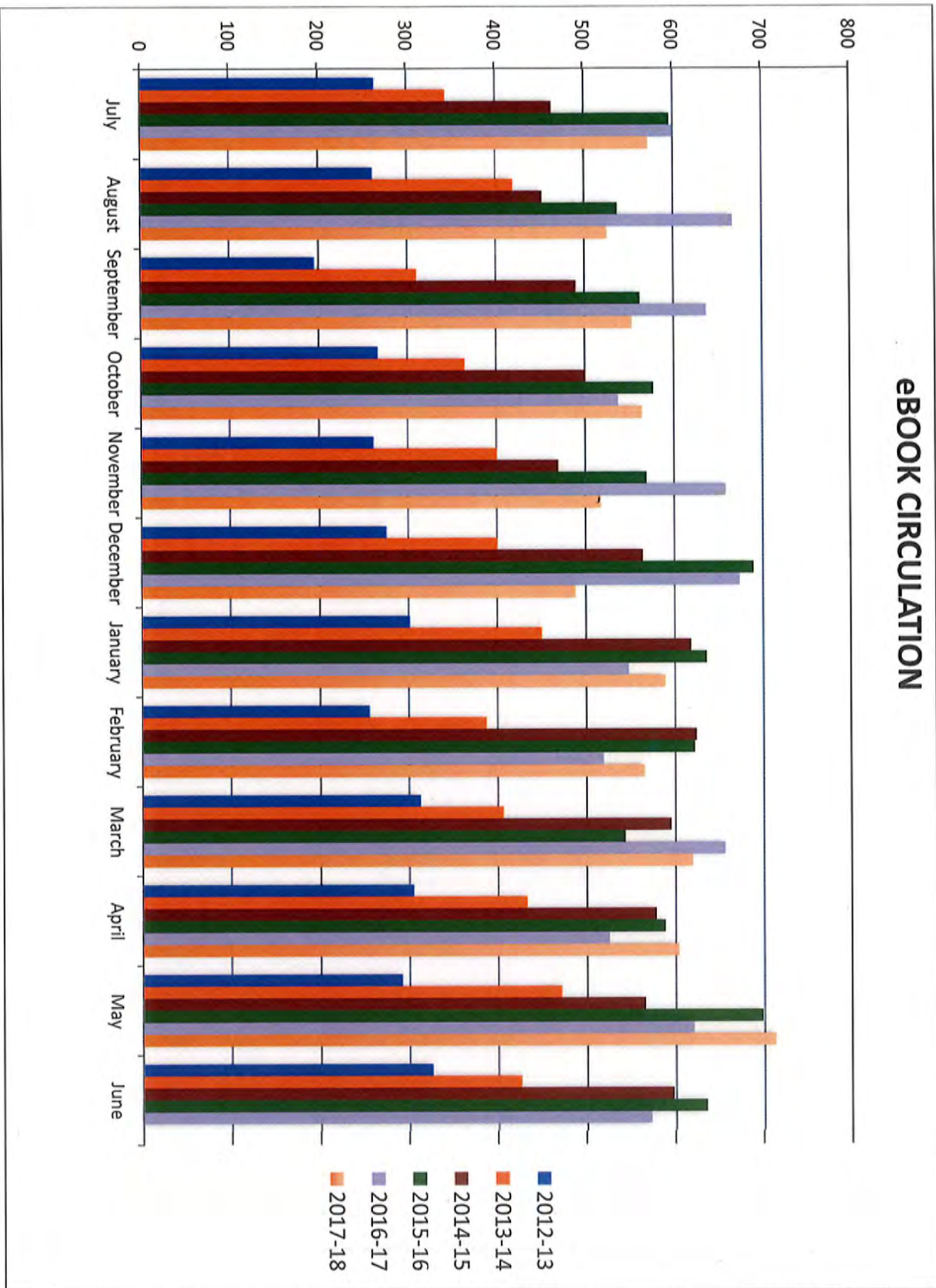
1. Statistics
2. RFID Project
3. Pitch An Idea Grant
4. Status of Special Assessment Levy
5. New meeting room
6. LAFCo Municipal Services Review
- 7.



# TOTAL PRINT CIRCULATION

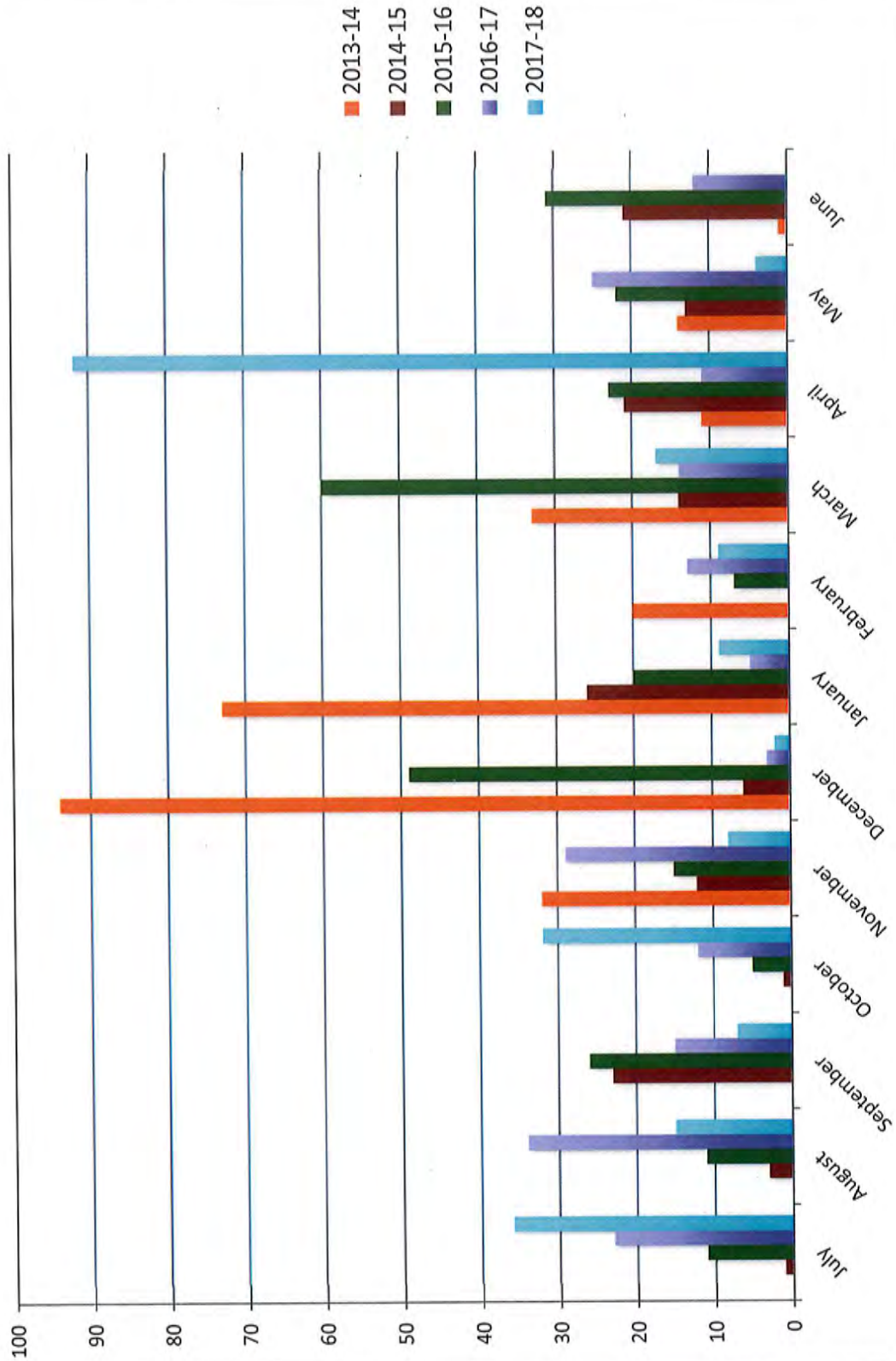


## eBOOK CIRCULATION

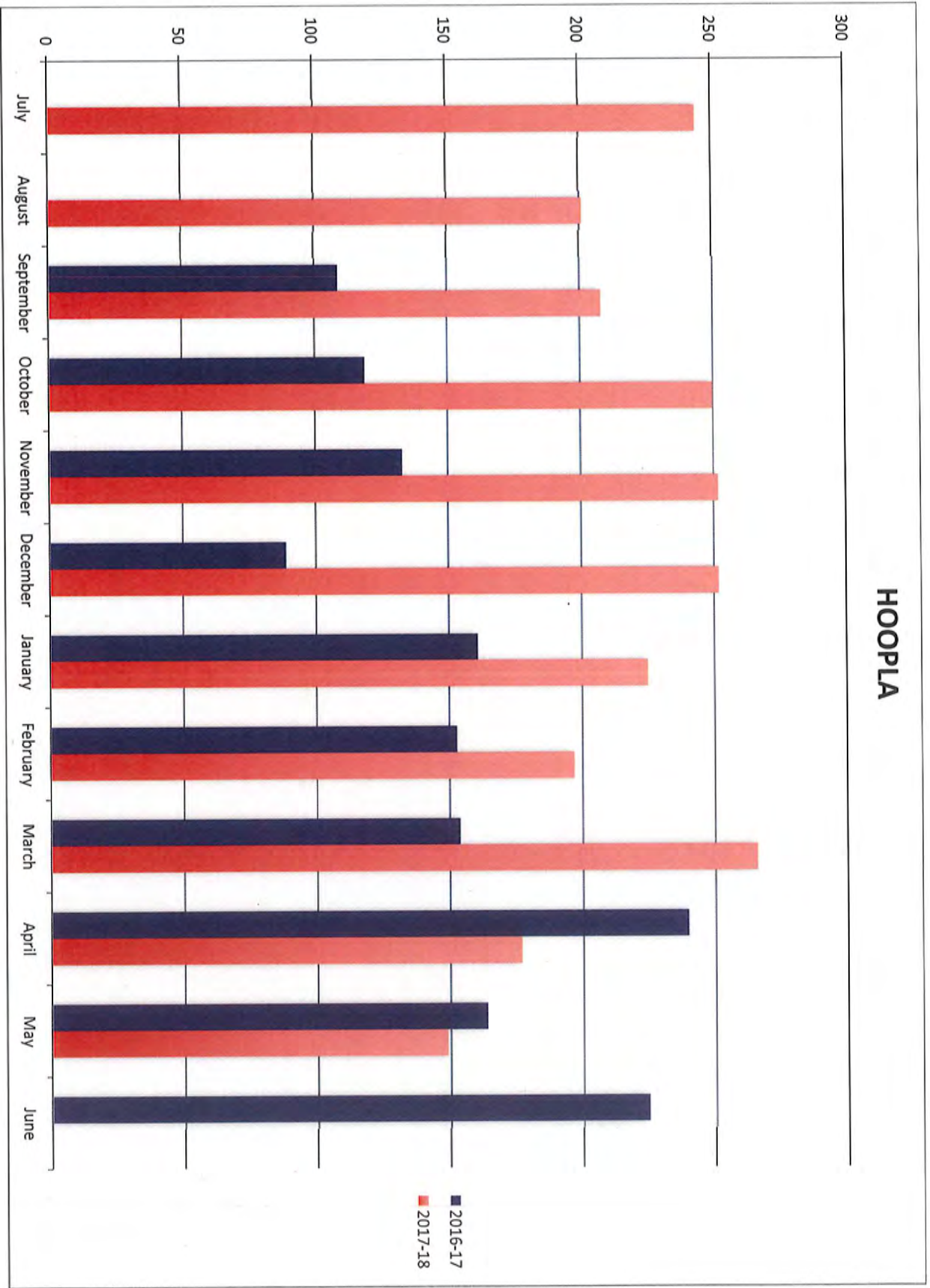




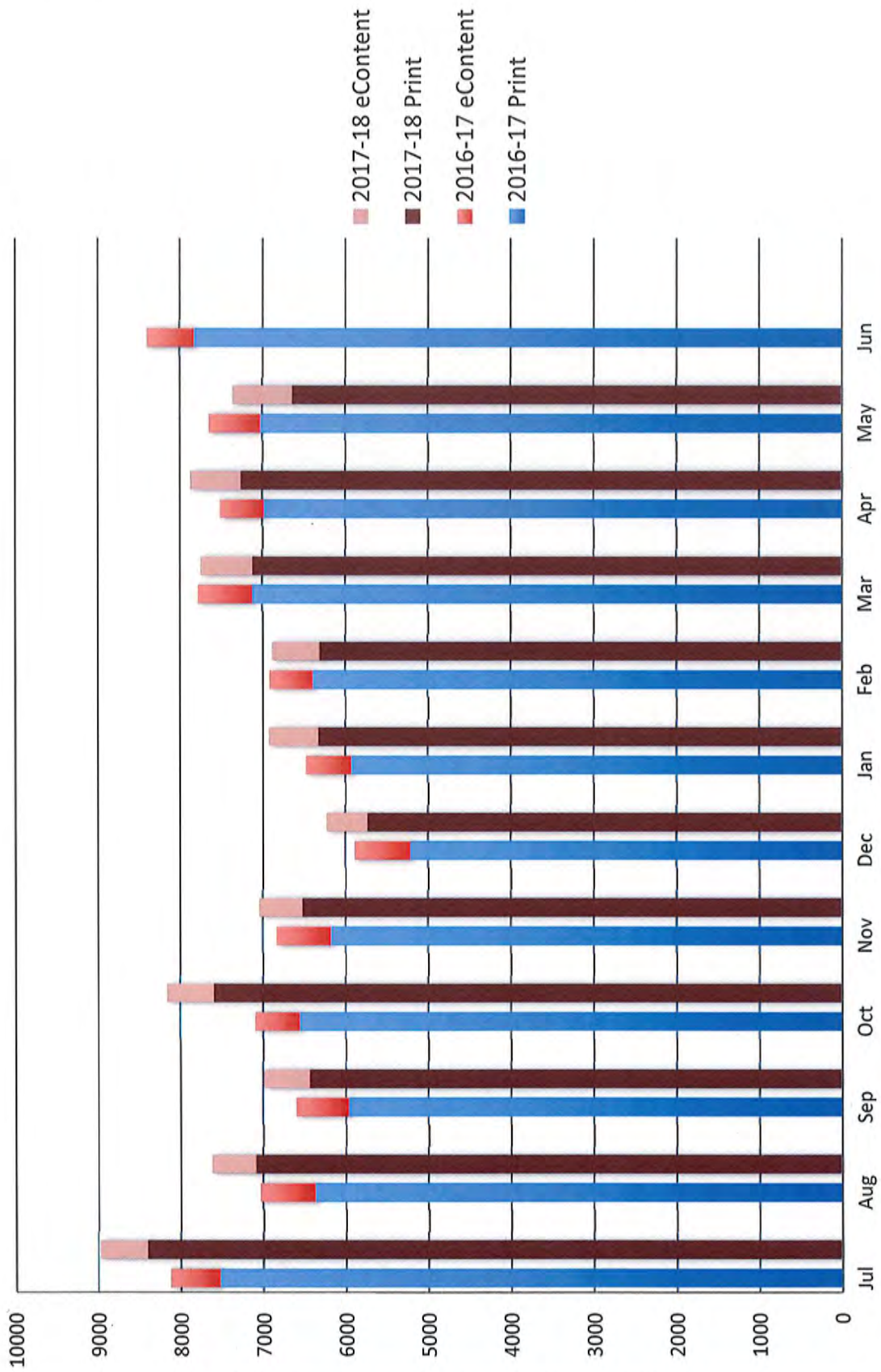
# ZINIO CIRCULATION



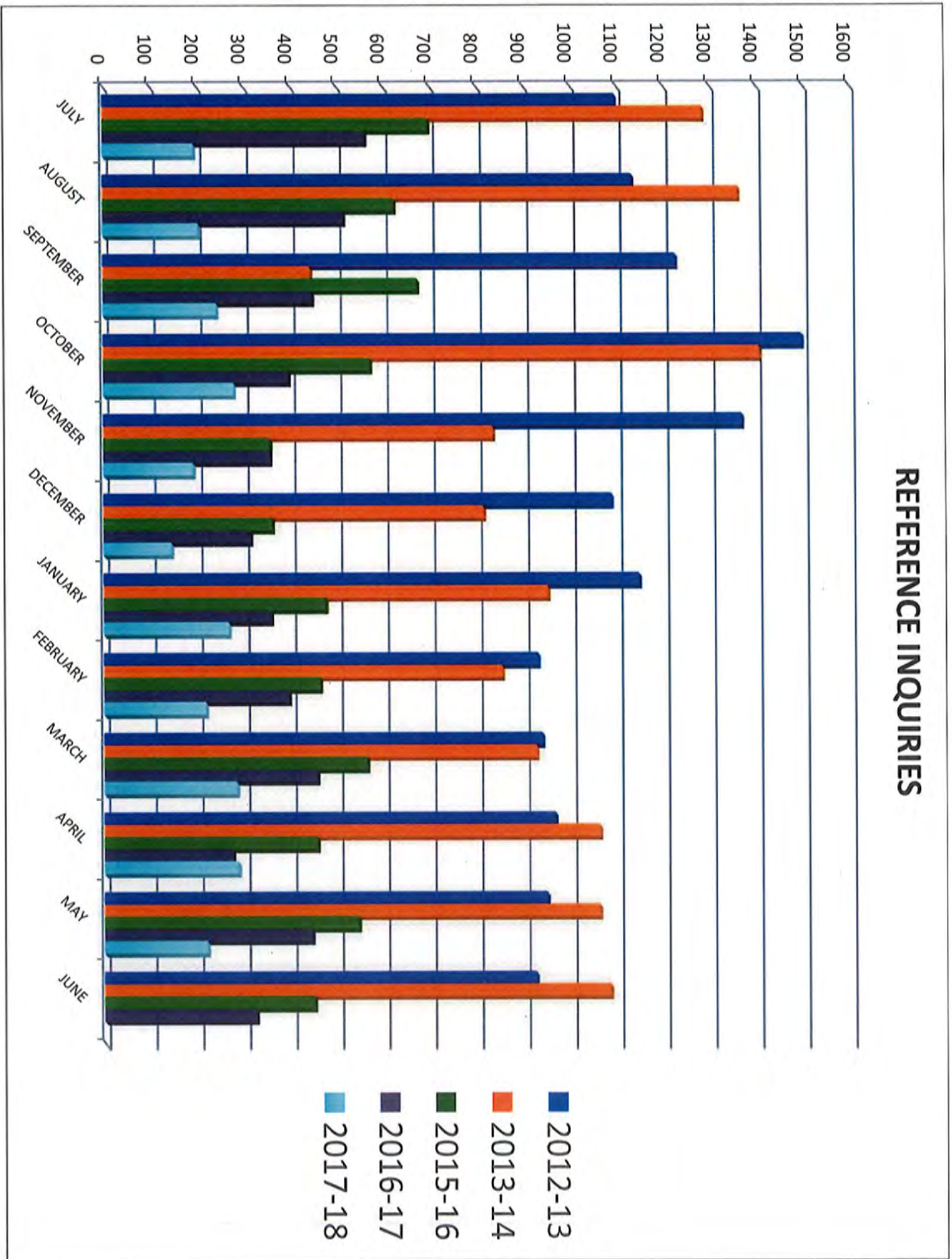
# HOOPLA



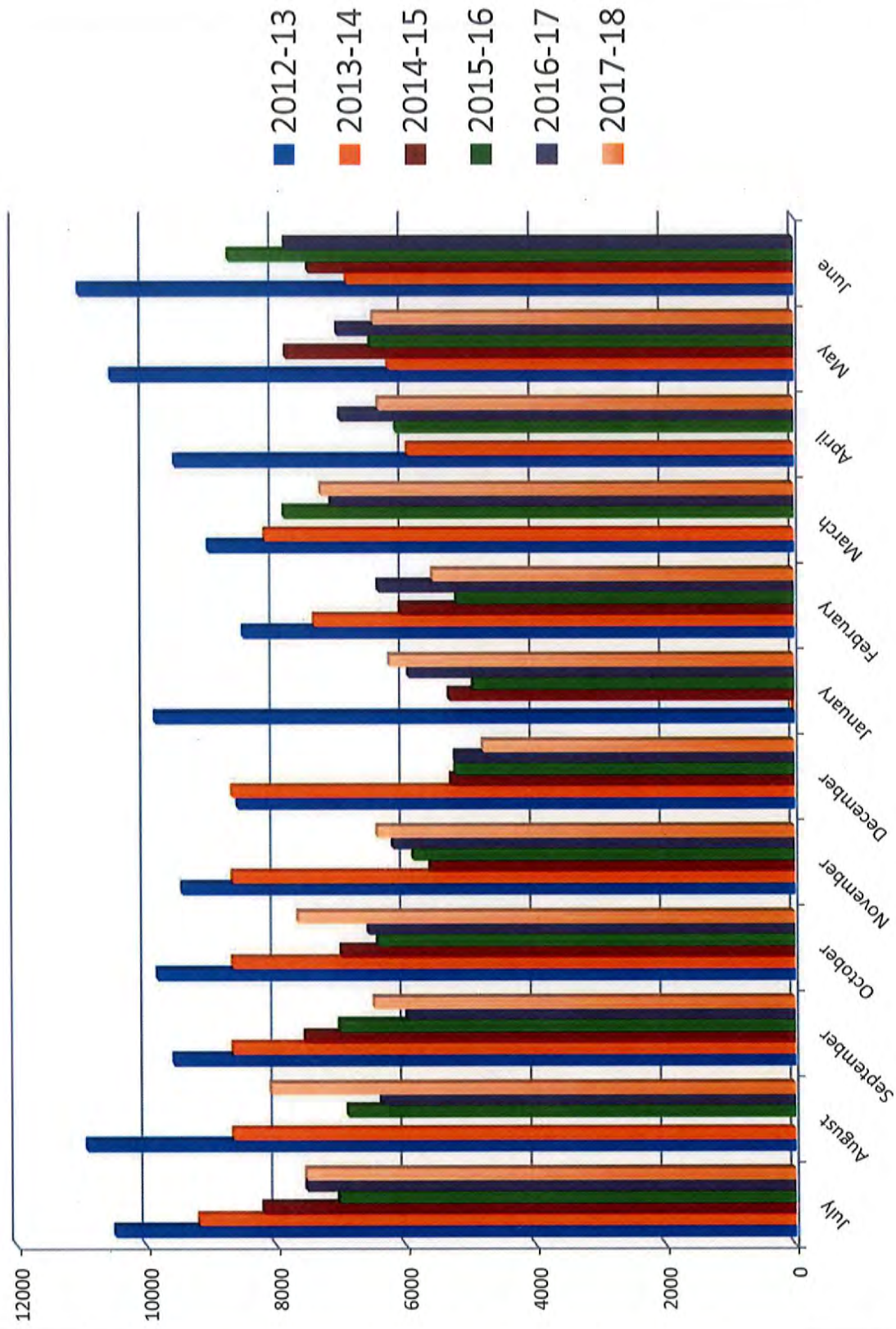
# TOTAL CIRCULATION



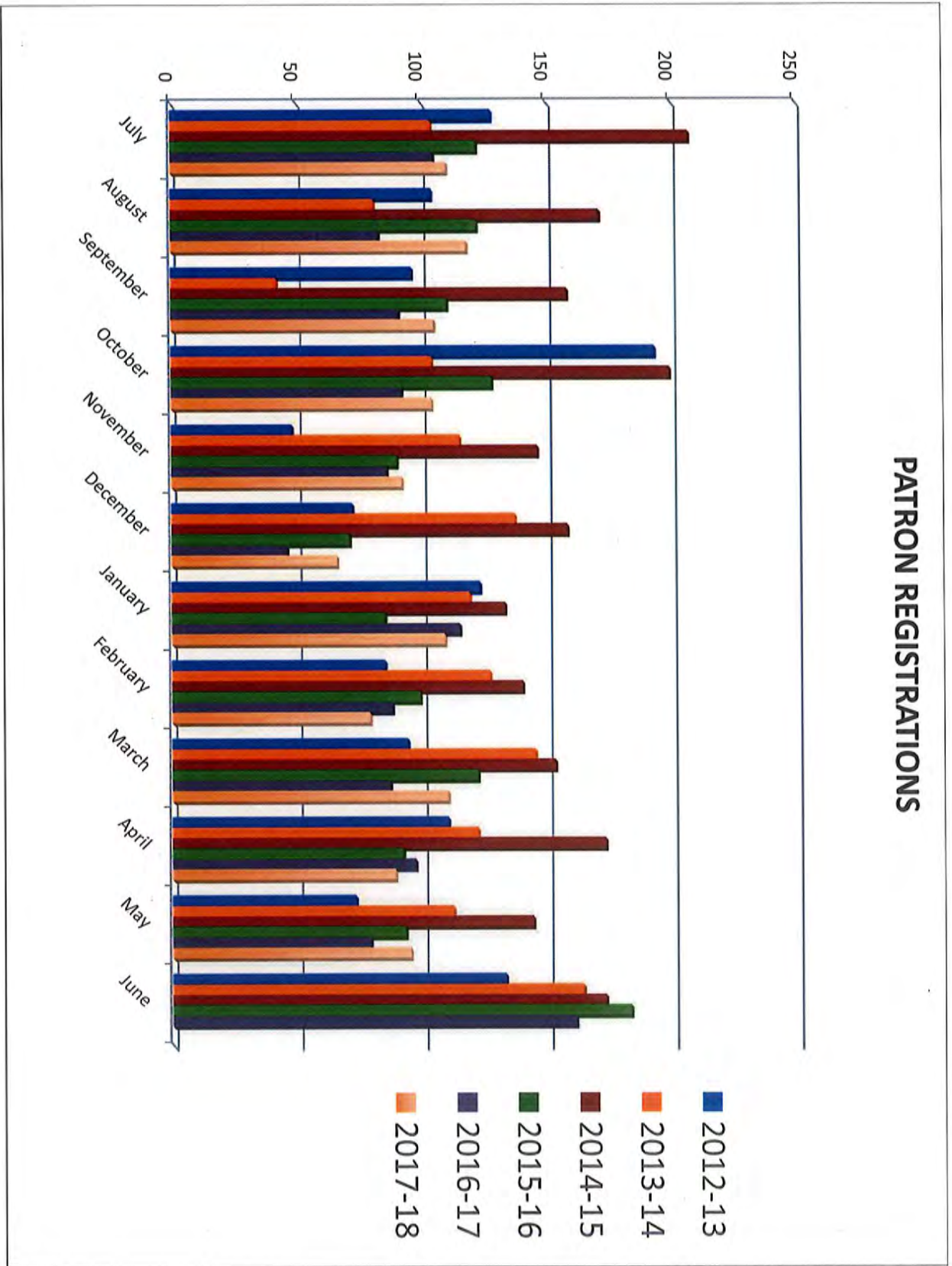
# REFERENCE INQUIRIES



# PATRON COUNT



# PATRON REGISTRATIONS



# VOLUMES ADDED

