

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Public Library District Board of Trustees  
Tuesday, April 28, 2020, at 5:30 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

## AGENDA

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE UNDER THE RULES  
ESTABLISHED BY THE GOVERNOR'S EXECUTIVE ORDER N-33-20.

### MEMBERS OF THE PUBLIC MAY PARTICIPATE

Join from PC, Mac, Linux, iOS or Android:

<https://meetings.ringcentral.com/j/1497197899>

Telephone Call In: +1(623)404-9000

Meeting ID: 149 711 7899

International numbers available: <https://meetings.ringcentral.com/teleconference>

#### 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. APPROVAL OF MINUTES

- a. Approval of Minutes: Special Meeting of March 31, 2020

#### E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Extend District Director's Contract to June 30, 2020 (information, discussion, possible action)
- b. Board Committee Assignments (information, discussion, possible action)

H. NEW BUSINESS

- a. Resolution to Consolidate November 3, 2020 General District Election with Other Elections (information, discussion, possible action)

I. 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 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

**MINUTES of the Special Meeting of the Blanchard/Santa Paula Library District Board of Trustees,  
Tuesday March 31, 2020**

**CALL TO ORDER**---The teleconference Special Meeting was called to order at 12:03 PM by Board President Tim Hicks. Board trustees Laura Phillips, Nancy Nasalroad, Maureen Coughlin and Daniel Sandoval were in attendance along with District Director Ned Branch.

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

**NEW BUSINESS**---

- a. **Extend Library Closure to be Co-Terminus with County of Ventura Emergency Order.** Motion by Maureen Coughlin to extend library closure through April 20, 2020 or later as dictated by the County of Ventura, seconded by Laura Phillips, all five trustees voted in favor (5-0).
- b. **Extend “Library Staff Compensation during Natural Disaster” beyond two weeks.** Discussed upcoming library income from property taxes (not postponed) and potential tasks staff could work on during library closure. Motion by Maureen Coughlin to continue staff compensation through the duration of the County of Ventura mandated closure, seconded by Laura Phillips, all five trustees voted in favor (5-0).

**ADJOURNMENT**---There being no further business, the teleconference Special Meeting was adjourned unanimously at 12:26 PM (5-0).

---

**Library Board Clerk**

**ATTEST:**

---

**District Director**



BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

March 31, 2020

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

March 31, 2020

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,386,896	
RESTRICTED CASH		<u>335,461</u>	\$ 1,722,357
PREPAID EXPENSES		<u>3,721</u>	
TOTAL CURRENT ASSETS			\$ 1,726,078
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>749,466</u>
<b>TOTAL ASSETS</b>			<u><u>\$2,475,544</u></u>

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$4,706	
ACCRUED PAYROLL EXPENSE		9,446	
DEFERRED REVENUE		<u>40,000</u>	
TOTAL LIABILITIES			\$54,152
		FUND BALANCES	
GENERAL FUND		1,336,465	
FIXED ASSET FUND		749,466	
RESTRICTED FUNDS		<u>335,461</u>	
TOTAL FUND BALANCE			<u>2,421,392</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<u><u>\$2,475,544</u></u>

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED MARCH 31, 2020  
MODIFIED ACCRUAL BASIS

	MARCH			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$3,673			\$601,537	\$589,124	2.11%
LIBRARY OPERATIONS	667	200	233.50%	4,707	2,028	132.10%
DONATIONS	8,660	2,083	315.75%	41,319	17,593	134.86%
GRANTS				\$76,270	\$76,853	
	<u>\$13,000</u>	<u>\$2,283</u>		<u>\$723,833</u>	<u>\$685,598</u>	5.58%
EXPENSES						
PERSONNEL	\$53,899	\$54,876	-1.78%	\$505,595	\$487,999	3.61%
OPERATIONS	4,406	12,069	-63.49%	123,137	124,866	-1.38%
ADMINISTRATIVE	4,146	5,678	-26.98%	48,010	53,890	-10.91%
FACILITIES	3,892	5,288	-26.40%	46,955	46,584	0.80%
	<u>\$66,343</u>	<u>\$77,911</u>	-14.85%	<u>\$723,697</u>	<u>\$713,339</u>	1.45%
NET INCOME (LOSS)	<u>\$(53,343)</u>	<u>\$(75,628)</u>		<u>\$136</u>	<u>\$(27,741)</u>	-100.49%
NON BUDGETED INCOME (EXPENSES)						
DEFERRED REVENUE		\$10,000			\$40,002	
REIMBURSEMENT DIF				11,028	\$20,000	
INVESTMENT INTEREST				4,638		
CAPITAL OUTLAY					\$40,000	
NET AFTER NON BUDGETED ITEMS	\$ (53,343)	\$(65,628)	-80.73%	\$15,802	\$32,261	

SUPPLEMENTARY SCHEDULES



BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

3/31//2020

COUNTY	\$941,032	
SANTA PAULA CITY	106,308	1
BUILDING FUND	87,719	1
BLAKE	55,762	1
LITERACY	85,672	1
BOOK TRUST	15,879	
GENERAL FUND	50,292	
WELLS FARGO	379,282	
OTHERS	411	
<b>TOTAL CASH</b>	<u>\$1,722,357</u>	
1 Restricted	335,461	
Other Unrestricted	1,386,896	

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

	3/31/19	3/31/20	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$590,412	\$601,537	\$ 589,124	\$ 848,520
LIBRARY OPERATIONS	9,101	4,707	2,028	2,400
DONATIONS	55,962	41,319	17,593	40,000
GRANTS	146,960	76,270	76,853	61,000
<b>TOTAL REVENUE</b>	<u>\$802,435</u>	<u>\$723,833</u>	<u>\$685,598</u>	<u>\$951,920</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	332,280	366,610	352,673	458,832
RETIREMENT	48,268	58,916	57,945	74,393
HEALTH INSURANCE	46,985	48,215	47,566	62,344
PAYROLL TAX	27,562	30,504	28,464	38,601
EMPLOYEE BENEFIT	1,456	1,350	1,351	2,295
	<u>456,551</u>	<u>505,595</u>	<u>487,999</u>	<u>636,465</u>
OPERATIONS				
LIBRARY NETWORK	43,327	57,043	57,457	68,000
PUBLICITY	1,316	3,066	3,128	7,000
MEMBERSHIPS	3,790	3,628	4,728	5,000
ACQUISITIONS	19,291	29,356	18,979	39,800
PROGRAMS	14,942	23,757	28,527	27,500
COMPUTER SERVICE	4,617	609	1,749	6,800
BOOK BINDING	1,076	1,666	1,278	2,000
ADVERTISING	1,849	-	-	-
TRAVEL	3,812	4,012	9,020	5,000
	<u>94,020</u>	<u>123,137</u>	<u>124,866</u>	<u>161,100</u>
ADMINISTRATIVE				
ADVERTISING			63	250
BANK CHARGES	311	196	275	400
COMPUTER NETWORK	4,408	882	1,881	6,000
INSURANCE	8,202	9,817	9,817	13,089
OFFICE EXPENSE	4,497	5,212	8,791	10,000
TELEPHONE	2,044	4,104	3,433	3,000
PLANNING			1,500	6,000
POSTAGE	698	1,066	1,500	750
PRINTING	3,386	2,748	3,101	2,700
PROFESSIONAL FEES	21,386	23,163	22,273	30,000
STAFF DEVELOPMENT	105	822	1,256	2,000
	<u>45,037</u>	<u>48,010</u>	<u>53,890</u>	<u>74,189</u>
FACILITIES				
BUILDING MAINTENANCE	20,502	16,253	13,285	18,500
JANITORIAL	6,134	6,378	6,520	10,000
UTILITIES	25,993	24,324	26,779	34,950
	<u>52,629</u>	<u>46,955</u>	<u>46,584</u>	<u>63,450</u>
<b>TOTAL EXPENSES</b>	<u>648,237</u>	<u>723,697</u>	<u>713,339</u>	<u>935,204</u>
<b>NET INCOME(LOSS)</b>	<u>\$154,198</u>	<u>\$136</u>	<u>\$(27,741)</u>	<u>\$16,716</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
DEFERRED REVEUNE			40,002	40,000
REIMBURSEMENT DIF	2,850	11,028	17,500	30,000
INVESTMENT INTEREST	14,874	4,638		
LEGAL	(519)		(3,333)	(5,000)
CAPITAL OUTLAY			40,000	
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$171,403</u>	<u>\$15,802</u>	<u>(13,574)</u>	<u>41,716</u>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

March 31, 2020

Due to Friends of the Library	\$	345
Credit Card		4,356
Others		5
Total	\$	<u>4,706</u>

BLANCHARD COMMUNITY LIBRARY  
CITY FUNDS TRANSACTION

		BALANCE
	January 1, 2017	\$192,029.70
	TRANSACTIONS	
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)
1.15.18	INTEREST	463.15
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
4.16.18	INTEREST	607.86
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	924.07
10.31.18	CHECK	(17,117.00)
1.15.19	INTEREST	632.26
4.15.19	INTEREST	680.58
6.20.19	MR 32282	744.57
7.15.19	INTEREST	668.07
8.21.19	CHECK	(22,441.40)
11.27.19	MR 8391	2,233.73
12.10.19	MR 8482	6,701.19
		(85,721.96)
		\$106,307.74

**RESOLUTION 2019-20:03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT REQUESTING THAT ITS  
GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 3, 2020, BE  
CONSOLIDATED WITH OTHER ELECTIONS CALLED TO BE HELD ON  
THE SAME DAY IN THE SAME TERRITORY.**

**WHEREAS**, an election shall be conducted for the Blanchard/Santa Paula Public Library District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code November 3, 2020, for the purpose of electing three candidates to the Library District Board; and

**WHEREAS**, the Board of Trustees wishes the Elections Division of the Office of the County Clerk to conduct said election; and

**WHEREAS**, pursuant to Section 10400 et seq. of the Elections Code, said election may be consolidated with other elections to held on the same day; and

**WHEREAS**, a tie vote in the election shall be decided by lot pursuant to Section 15651 of the Elections Code; and

**WHEREAS**, the Board of Trustees requests that this District's General Election be consolidated with any other election which may be held on the same date and in the same territory;

**NOW, THEREFORE BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES AS FOLLOWS:**

That the General District Election of this District is to be held on November 3, 2020, and consolidated with any other elections to be held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et seq. of the Elections Code; and

That the consolidated election will be held and conducted in the manner prescribed in Section 10418 of the Elections Code; and

That a tie vote in the election shall be decided by lot pursuant to Section 15651 of the Elections Code; and

That, pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

**PASSED, APPROVED, AND ADOPTED this 28<sup>th</sup> day of April, 2020.**

**ATTEST:**

---

Library Board President

---

Library Board Clerk

---

District Director