

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, June 27, 2017, 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 23, 2017
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
  - c. Literacy Services
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. Volunteer Coordinator (information, discussion, possible action)
  - b. Approval of 2017-18 Budget (information, discussion, possible action)
- H. NEW BUSINESS
  - a. SDRMA 2017 Board of Directors Election (information, discussion, possible action)
  - b. 2016-17 Audit Engagement with Moss, Levy & Hartzheim LLP

(information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Public Services
- b. District Director's Report
- c. 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 25, 2017

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 27, 2017  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of May 23, 2017

|           | MOVED | SECONDED | YES | NO | ABSTAIN |
|-----------|-------|----------|-----|----|---------|
| Coughlin  |       |          |     |    |         |
| Hicks     |       |          |     |    |         |
| Nasalroad |       |          |     |    |         |
| Phillips  |       |          |     |    |         |
| Spink     |       |          |     |    |         |



REGULAR MEETING OF JUNE 27, 2017  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file May 2017 financial reports

|           | MOVED | SECONDED | YES | NO | ABSTAIN |
|-----------|-------|----------|-----|----|---------|
| Coughlin  |       |          |     |    |         |
| Hicks     |       |          |     |    |         |
| Nasalroad |       |          |     |    |         |
| Phillips  |       |          |     |    |         |
| Spink     |       |          |     |    |         |

BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

May 31, 2017

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

| TITLE   | PAGE NUMBER |
|---|-------------|
| Accountant's Compilation Report                   | 1           |
| Statement of Assets, Liabilities and Fund Balance | 2           |
| Comparative Statement of Revenue and Expense      | 3           |
| Supplementary Schedules                           |             |
| Schedule of Cash Balances                         | 4           |
| Comparative Expanded                              | 5           |
| Schedule of Accounts Payable                      | 6           |

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ACCOUNTANTS COMPILATION REPORT

Board of Directors  
Blanchard Community Library  
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of May 31, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA  
June 15, 2017



BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

May 31, 2017

**ASSETS**

|   |                       |                            |
|---|-----------------------|----------------------------|
|   | <b>CURRENT ASSETS</b> |                            |
| CASH  |                       | \$ 1,477,509               |
| PREPAID EXPENSES                                |                       | 853                        |
| TOTAL CURRENT ASSETS                            |                       | <u>1,478,362</u>           |
| FIXED ASSETS NET OF<br>ACCUMULATED DEPRECIATION |                       | <u>549,510</u>             |
| <b>TOTAL ASSETS</b>                             |                       | <u><u>\$ 2,027,872</u></u> |

**LIABILITIES AND FUND BALANCES**

|   |                      |                            |
|---|----------------------|----------------------------|
|   | <b>LIABILITIES</b>   |                            |
| ACCOUNTS PAYABLE                          | \$ 4,870             |                            |
| ACCRUED PAYROLL EXPENSE                   | <u>30,067</u>        |                            |
| TOTAL LIABILITIES                         |                      | \$ 34,937                  |
|   | <b>FUND BALANCES</b> |                            |
| GENERAL FUND                              | 1,234,365            |                            |
| FIXED ASSET FUND                          | 549,510              |                            |
| RESTRICTED FUNDS                          | 209,060              |                            |
| TOTAL FUND BALANCE                        |                      | <u>1,992,935</u>           |
| <b>TOTAL LIABILITIES AND FUND BALANCE</b> |                      | <u><u>\$ 2,027,872</u></u> |

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED MAY 31, 2017

|  | MAY               |                    |          | YEAR TO DATE      |                   |          |
|--|-------------------|--------------------|----------|-------------------|-------------------|----------|
|  | MONTH<br>ACTUAL   | MONTH<br>BUDGET    | VARIANCE | YTD ACTUAL        | YTD BUDGET        | VARIANCE |
| <b>REVENUE</b>                         |                   |                    |          |                   |                   |          |
| PROPERTY TAX                           | \$ 39,326         |                    |          | \$ 746,379        | \$ 716,673        | 4.1%     |
| LIBRARY OPERATIONS                     | 963               | 417                | 130.94%  | 15,083            | 12,542            | 20.3%    |
| DONATIONS                              | 2,119             | 2,083              | 1.73%    | 47,277            | 46,225            | 2.3%     |
| CLLS LITERACY                          | \$ -              | \$ -               |          | \$ 34,040         | \$ 36,648         | -7.1%    |
|  | <u>\$ 42,408</u>  | <u>\$ 2,500</u>    | 1596.3%  | <u>\$ 842,779</u> | <u>\$ 812,088</u> | 3.8%     |
| <b>EXPENSES</b>                        |                   |                    |          |                   |                   |          |
| PERSONNEL                              | \$ 37,947         | \$ 42,523          | -10.8%   | \$ 484,895        | \$ 483,451        | 0.3%     |
| ADMINISTRATIVE                         | 2,744             | 4,988              | -45.0%   | 51,805            | 58,505            | -11.5%   |
| FACILITIES                             | 3,545             | 4,704              | -24.6%   | 45,238            | 47,789            | -5.3%    |
| OPERATIONS                             | 3,517             | 23,278             | -84.9%   | 119,763           | 123,994           | -3.4%    |
|  | <u>\$ 47,753</u>  | <u>\$ 75,493</u>   | -36.7%   | <u>\$ 701,701</u> | <u>\$ 713,739</u> | -1.7%    |
| NET INCOME (LOSS)                      | <u>\$ (5,345)</u> | <u>\$ (72,993)</u> | -92.7%   | <u>\$ 141,078</u> | <u>\$ 98,349</u>  | 43.4%    |
| <b>EXTRAORDINARY INCOME (EXPENSES)</b> |                   |                    |          |                   |                   |          |
| ELECTION COSTS                         |                   |                    |          | \$ (11,884)       |                   |          |
| REIMBURSEMENT DIF                      |                   |                    |          |                   | \$ 5,833          |          |
| INVESTMENT INTEREST                    |                   |                    |          | \$ 2,844          |                   |          |
| CITY IMPACT                            |                   |                    |          | \$ 8,333          |                   |          |
| LEGAL FEES                             |                   |                    |          |                   |                   |          |
| INVESTIGATION                          |                   |                    |          |                   |                   |          |
| NET AFTER EXTRAORDINARY ITEMS          | <u>\$ (5,345)</u> | <u>\$ (72,993)</u> | -92.7%   | <u>\$ 140,371</u> | <u>\$ 104,182</u> | 34.7%    |

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

May 31, 2017

|                   |           |                         |   |
|-------------------|-----------|-------------------------|---|
| COUNTY            | \$        | 838,045                 |   |
| SANTA PAULA CITY  |           | 179,155                 | 1 |
| BLAKE             |           | 23,892                  | 1 |
| LITERACY          |           | 6,013                   | 1 |
| BOOK TRUST        |           | 68,744                  |   |
| WELLS FARGO       |           | 357,935                 |   |
| OTHERS            |           | <u>3,725</u>            |   |
| <b>TOTAL CASH</b> | <b>\$</b> | <b><u>1,477,509</u></b> |   |

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

|  | 5/31/16           | 5/31/17           | YTD<br>BUDGET     | ANNUAL<br>BUDGET  |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>REVENUE</b>                         |                   |                   |                   |                   |
| PROPERTY TAX                           | \$ 761,428        | \$ 746,379        | \$ 716,673        | \$ 750,549        |
| LIBRARY OPERATIONS                     | 11,088            | 15,083            | 12,542            | 12,961            |
| DONATIONS                              | 52,825            | 47,277            | 46,225            | 28,306            |
| CLLS FLAIR                             | 26,989            | 34,040            | 36,648            | 36,648            |
| <b>TOTAL REVENUE</b>                   | <b>\$ 852,330</b> | <b>\$ 842,779</b> | <b>\$ 812,088</b> | <b>\$ 828,464</b> |
| <b>EXPENSES</b>                        |                   |                   |                   |                   |
| <b>PERSONNEL</b>                       |                   |                   |                   |                   |
| WAGES                                  | 321,494           | 338,909           | 338,659           | 369,704           |
| RETIREMENT                             | 54,354            | 59,840            | 58,923            | 62,947            |
| HEALTH INSURANCE                       | 52,437            | 54,605            | 57,929            | 62,770            |
| PAYROLL TAX                            | 28,705            | 30,260            | 27,199            | 29,758            |
| EMPLOYEE BENEFIT                       | 1,342             | 1,281             | 741               | 1,482             |
|  | <u>458,332</u>    | <u>484,895</u>    | <u>483,451</u>    | <u>526,661</u>    |
| <b>ADMINISTRATIVE</b>                  |                   |                   |                   |                   |
| ADVERTISING                            |                   |                   | 181               | 250               |
| BANK CHARGES                           | 483               | 334               | 384               | 415               |
| INSURANCE                              | 7,525             | 7,682             | 7,812             | 8,534             |
| OFFICE EXPENSE                         | 5,650             | 5,475             | 4,185             | 4,604             |
| TELEPHONE                              | 3,073             | 3,237             | 4,129             | 4,585             |
| POSTAGE                                | 760               | 669               | 554               | 582               |
| PRINTING                               | 1,382             | 2,720             | 2,252             | 2,700             |
| PROFESSIONAL FEES                      | 42,232            | 29,401            | 36,911            | 39,823            |
| STAFF DEVELOPMENT                      | 601               | 2,287             | 2,097             | 2,266             |
|  | <u>61,706</u>     | <u>51,805</u>     | <u>58,505</u>     | <u>63,759</u>     |
| <b>FACILITIES</b>                      |                   |                   |                   |                   |
| BUILDING MAINTENANCE                   | 15,583            | 10,650            | 8,911             | 14,000            |
| JANITORIAL                             | 7,370             | 7,370             | 7,395             | 8,100             |
| UTILITIES                              | 29,324            | 27,218            | 31,483            | 34,350            |
|  | <u>52,277</u>     | <u>45,238</u>     | <u>47,789</u>     | <u>56,450</u>     |
| <b>OPERATIONS</b>                      |                   |                   |                   |                   |
| LIBRARY NETWORK                        | 56,410            | 64,921            | 64,528            | 64,528            |
| PUBLICITY                              | 1,607             | 13,186            | 16,912            | 18,743            |
| MEMBERSHIPS                            | 2,093             | 3,738             | 4,449             | 4,699             |
| ACQUISITIONS                           | 14,769            | 14,224            | 13,854            | 15,308            |
| PROGRAMS                               | 14,722            | 16,245            | 19,402            | 30,030            |
| MATERIALS                              | 63                | 707               | 413               |                   |
| COMPUTER SERVICE                       | 1,333             | 2,163             | 1,600             | 2,400             |
| BOOK BINDING                           | 484               | 314               | 1,115             | 1,284             |
| ADVERTISING                            | 1,552             | 2,240             |                   |                   |
| TRAVEL                                 | 965               | 2,025             | 1,721             | 1,927             |
|  | <u>93,998</u>     | <u>119,763</u>    | <u>123,994</u>    | <u>138,919</u>    |
| <b>TOTAL EXPENSES</b>                  | <b>666,313</b>    | <b>701,701</b>    | <b>713,739</b>    | <b>785,789</b>    |
| <b>NET INCOME(LOSS)</b>                | <b>\$ 186,017</b> | <b>\$ 141,078</b> | <b>\$ 98,349</b>  | <b>\$ 42,675</b>  |
| <b>EXTRAORDINARY INCOME (EXPENSES)</b> |                   |                   |                   |                   |
| INSURANCE                              | 119,476           |                   |                   |                   |
| ELECTION COSTS                         |                   | (11,884)          |                   |                   |
| LEGAL                                  | (29,026)          |                   |                   |                   |
| REIMBURSEMENT DIF                      |                   |                   | 5,833             | 8,749             |
| INVESTMENT INTEREST                    | 2,298             | 2,844             |                   |                   |
| CITY IMPACT                            | 24,530            | 8,333             |                   |                   |
| <b>NET AFTER EXTRAORDINARY</b>         | <b>\$ 303,295</b> | <b>\$ 140,371</b> | <b>\$ 104,182</b> | <b>\$ 51,424</b>  |

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

May 31, 2017

|             |  |                 |
|-------------|--|-----------------|
| FOTL        |  | 385             |
| Credit Card |  | 4,492           |
| Others      |  | <u>(7)</u>      |
| Total       |  | <u>\$ 4,870</u> |

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

|                    |                   |                      |  |
|--------------------|-------------------|----------------------|--|
| June 30, 2016      |                   | BALANCE              |  |
|                    |                   | \$ 175,133.01        |  |
| TRANSACTIONS       |                   |                      |  |
| INTEREST           | 276.73            |                      |  |
| MR 6847            | 2,014.00          |                      |  |
| MR 6891            | 2,014.00          |                      |  |
| MR 6921            | 4,028.00          |                      |  |
| CHECK              | <u>(4,310.97)</u> |                      |  |
| TOTAL              |                   | <u>4,021.76</u>      |  |
| BALANCE AT 5.31.17 |                   | <u>\$ 179,154.77</u> |  |
| EST                |                   |                      |  |

**Blanchard/Santa Paula Library District**  
**Deposit Detail**  
 May 2017

12:52 PM  
 06/13/17

| Type          | Num  | Date       | Name                                     | Memo               | Account   | Amount   |
|---------------|------|------------|--|--------------------|---|--|
| Deposit       |      | 05/01/2017 | State of California - Victim Restitution | Victim Restitution | 1020.10 - Book Trust Account-Unrestricted   | 16.70  |
| TOTAL         |      |            |  |                    | Miscellaneous Income  | -16.70   |
| Deposit       |      | 05/02/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 148.26   |
| TOTAL         |      |            |  |                    | Fines<br>2510 - Due to Friends of the Library (Money received from sales ...<br>Other Donations<br>Over/Short | -124.75<br>-18.50<br>-5.00<br>-0.01<br>-148.26 |
| Deposit       |      | 05/03/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 362.90   |
| TOTAL         |      |            |  |                    | Copier funds for the month March 2017<br>Printing & Copying   | -362.90<br>-362.90                             |
| Deposit       |      | 05/06/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 1,710.00                                       |
| Sales Receipt | 103A | 05/08/2017 | Robin Jenkins                            |                    | 1499.10 - Undeposited Funds   | -10.00   |
| Sales Receipt | 102A | 05/08/2017 | National Cherry League                   |                    | 1499.10 - Undeposited Funds   | -1,700.00                                      |
| TOTAL         |      |            |  |                    |   | -1,710.00                                      |
| Deposit       |      | 05/15/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 50.00  |
| Sales Receipt | 104A | 05/15/2017 | Noman Malayney                           |                    | 1499.10 - Undeposited Funds   | -50.00   |
| TOTAL         |      |            |  |                    |   | -50.00   |
| Deposit       |      | 05/15/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 129.75   |
| TOTAL         |      |            |  |                    | Fines<br>2510 - Due to Friends of the Library (Money received from sales ...<br>Over/Short                    | -112.25<br>-16.50<br>-1.00<br>-129.75          |
| Deposit       |      | 05/15/2017 |  |                    | 1020.10 - Book Trust Account-Unrestricted   | 84.76  |
| TOTAL         |      |            |  |                    | Fines<br>2510 - Due to Friends of the Library (Money received from sales ...<br>Over/Short                    | -62.75<br>-20.00<br>-2.01<br>-84.76            |



**Blanchard/Santa Paula Library District**  
**Deposit Detail**  
 May 2017

12:52 PM  
 06/13/17

| Type          | Num  | Date       | Name                                     | Memo                             | Account   | Amount     |
|---------------|------|------------|--|----------------------------------|---|------------|
| Deposit       |      | 05/22/2017 |  | Deposit                          | 1020.10 · Book Trust Account-Unrestricted                           | 25.00      |
| TOTAL         |      |            | Las Pasadas HOA                          | Deposit                          | Miscellaneous Income  | -25.00     |
|               |      |            |  |                                  |   | -25.00     |
| Deposit       |      | 05/22/2017 |  | Deposit                          | 1010.30 · Checking - FLAIR (Bank of America FLAIR Checkin...        | 179.00     |
| TOTAL         |      |            |  | Sale of Books                    | 474315 · FLAIR - Individual   | -179.00    |
|               |      |            |  |                                  |   | -179.00    |
| Deposit       |      | 05/22/2017 |  | Deposit                          | 1020.10 · Book Trust Account-Unrestricted                           | 123.50     |
| TOTAL         |      |            |  | Circulation Desk week of 5/8/17  | Fines   | -116.75    |
|               |      |            |  | Circulation Desk week of 5/8/17  | 2510 · Due to Friends of the Library (Money received from sales ... | -7.00      |
|               |      |            |  | Circulation Desk week of 5/8/17  | Over/Short  | 0.25       |
|               |      |            |  |                                  |   | -123.50    |
| Deposit       |      | 05/30/2017 |  | Deposit                          | 1020.10 · Book Trust Account-Unrestricted                           | 196.37     |
| Sales Receipt | 105A | 05/30/2017 | State of California - Victim Restitution | Victim Restitution               | Miscellaneous Income  | -21.37     |
| Sales Receipt | 106A | 05/30/2017 | Elaine Hunt:Teen SRP                     |                                  | 1499.10 · Undeposited Funds   | -125.00    |
| TOTAL         |      |            | Elaine Hunt:General Book Purchases       |                                  | 1499.10 · Undeposited Funds   | -50.00     |
|               |      |            |  |                                  |   | -196.37    |
| Deposit       |      | 05/30/2017 |  | Deposit                          | 1020.10 · Book Trust Account-Unrestricted                           | 158.60     |
| TOTAL         |      |            |  | Circulation Desk week of 5/15/17 | Fines   | -146.40    |
|               |      |            |  | Circulation Desk week of 5/15/17 | 2510 · Due to Friends of the Library (Money received from sales ... | -12.00     |
|               |      |            |  | Circulation Desk week of 5/15/17 | Over/Short  | -0.20      |
|               |      |            |  |                                  |   | -158.60    |
| Deposit       |      | 05/31/2017 |  | Deposit                          | County Accounts   | 39,326.38  |
| TOTAL         |      |            |  | Deposit                          | Current Supplemental P/T  | -1,520.03  |
|               |      |            |  | Deposit                          | Redevelopment Residual  | -35,159.90 |
|               |      |            |  | Deposit                          | Penalties/Delinquent Taxes  | -249.86    |
|               |      |            |  | Deposit                          | Property Tax Interest Earnings                                      | -705.09    |
|               |      |            |  | Deposit                          | HOPTR   | -1,003.82  |
|               |      |            |  | to record county deposits        | Special Dist. Assessments   | -677.68    |
|               |      |            |  |                                  |   | -39,326.38 |

Blanchard/Santa Paula Library District  
 Deposit Detail  
 May 2017

12:52 PM  
 06/13/17

| Type    | Num | Date       | Name | Memo     | Account          | Amount |
|---------|-----|------------|------|----------|------------------|--------|
| Deposit |     | 05/31/2017 |      | Interest | Checking - Blake | 0.41   |
|         |     |            |      | Interest | Interest Income  | -0.41  |
| TOTAL   |     |            |      |          |                  | -0.41  |

**Blanchard/Santa Paula Library District**  
**Monthly Book Trust Check Detail**  
 May 2017

12:48 PM  
 06/13/17

| Num       | Date       | Name                                       | Memo   | Account   | Paid Amount |
|-----------|------------|--|--|---|-------------|
|           | 05/31/2017 |  | Service Charge                                   | 1020 - Book Trust Account                                 |             |
|           |            |  | Service Charge                                   | Bank Charges  | -3.00       |
| TOTAL     |            |  |  |   | -3.00       |
| EFT       | 05/23/2017 | Blanchard Community Library                | Funds transfer for payroll pay date 5/25/17      | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           |            |  | Funds transfer for payroll pay date 5/25/17      | 1011.10 - Checking - Payroll (Checking Account - Payroll) | -13,500.00  |
| TOTAL     |            |  |  |   | -13,500.00  |
| EFT       | 05/08/2017 | Calif. Public Employees' Retirement Sys... | May health insurance                             | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           |            |  | May  | PERS Group Health Insurance                               | -4,906.64   |
| TOTAL     |            |  |  |   | -4,906.64   |
| EFT       | 05/09/2017 | Blanchard Community Library                | Funds transfer for payroll pay date 5/11/17      | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           |            |  | Funds transfer for payroll pay date 5/11/17      | 1011.10 - Checking - Payroll (Checking Account - Payroll) | -14,000.00  |
| TOTAL     |            |  |  |   | -14,000.00  |
| EFT       | 05/30/2017 | Calif. Public Employees' Retirement Sys... | Classics 817 Unfunded Accrued Liability May      | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           |            |  | Classics 817 Unfunded Accrued Liability May 2017 | PERS Retirement (Contribution Account - Retirement)       | -2,570.35   |
| TOTAL     |            |  |  |   | -2,570.35   |
| EFT       | 05/30/2017 | Calif. Public Employees' Retirement Sys... | PEPRA Unfunded Accrued Liability May             | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           |            |  | PEPRA Unfunded Accrued Liability May             | PERS Retirement (Contribution Account - Retirement)       | -20.98      |
| TOTAL     |            |  |  |   | -20.98      |
| 10873     | 05/01/2017 | Anderson Kulwicz Appleby                   | Library Master Plan                              | 1020.10 - Book Trust Account-Unrestricted                 |             |
| Invoic... | 04/01/2017 |  | Library Master Plan                              | Professional Services                                     | -4,899.07   |
| TOTAL     |            |  |  |   | -4,899.07   |
| 10874     | 05/01/2017 | Business Card                              | Credit Card Charges 10/17/16 to 11/16/16         | 1020.10 - Book Trust Account-Unrestricted                 |             |
|           | 05/01/2017 |  | Credit Card Charges 10/17/16 to 11/16/16         | Bank of America Platinum Plus                             | -1,871.36   |
| TOTAL     |            |  |  |   | -1,871.36   |
| 10875     | 05/01/2017 | Coleman Landscape                          | March Landscape service                          | 1020.10 - Book Trust Account-Unrestricted                 |             |

# Blanchard/Santa Paula Library District Monthly Book Trust Check Detail

May 2017

12:48 PM  
06/13/17

| Num       | Date       | Name                            | Memo                                   | Account                                   | Paid Amount |
|-----------|------------|---------------------------------|--|---|-------------|
| Invoic... | 04/29/2017 |                                 | March Landscape service                | Grounds Maintenance                       | -305.00     |
| TOTAL     |            |                                 |  |   | -305.00     |
| 10876     | 05/01/2017 | Document Systems                |  | 1020.10 - Book Trust Account-Unrestricted |             |
| Invoic... | 04/27/2017 |                                 | Admin copier 3/23/17 to 4/22/17        | Printing                                  | -80.01      |
| Invoic... | 04/27/2017 |                                 | Front Area copier 3/23/17 to 4/22/17   | Printing                                  | -86.37      |
| TOTAL     |            |                                 |  |   | -126.38     |
| 10877     | 05/01/2017 | Laura Phillips                  | reimbursement for Smart & Final        | 1020.10 - Book Trust Account-Unrestricted |             |
| Easter... | 04/29/2017 |                                 | reimbursement for Smart & Final        | Promotion & Public Relations              | -48.05      |
| TOTAL     |            |                                 |  |   | -48.05      |
| 10878     | 05/01/2017 | Ned Branch                      | Monthly health insurance reimbursement | 1020.10 - Book Trust Account-Unrestricted |             |
|           | 05/01/2017 |                                 | Monthly health insurance reimbursement | PERS Group Health Insurance               | -309.22     |
| <b>NO</b> |            |                                 |  |   | -309.22     |
| 10879     | 05/01/2017 | Southern California Edison      | Electric usage 3/21/17 to 4/20/17      | 1020.10 - Book Trust Account-Unrestricted |             |
| 2-03-9... | 04/21/2017 |                                 | Electric usage 3/21/17 to 4/20/17      | Electricity                               | -1,331.24   |
| TOTAL     |            |                                 |  |   | -1,331.24   |
| 10880     | 05/08/2017 | City of Santa Paula (067000-00) | 111-067000-00                          | 1020.10 - Book Trust Account-Unrestricted |             |
| 111-0...  | 05/01/2017 |                                 | Water & sewer usage 3/26/17 to 4/25/17 | Water and Sewer                           | -349.25     |
| TOTAL     |            |                                 |  |   | -349.25     |
| 10881     | 05/08/2017 | City of Santa Paula (067500-00) | 111-067500-00                          | 1020.10 - Book Trust Account-Unrestricted |             |
| 111-0...  | 05/01/2017 |                                 | Fire Service charge 3/26/17 to 4/25/17 | Water and Sewer                           | -71.53      |
| TOTAL     |            |                                 |  |   | -71.53      |
| 10882     | 05/08/2017 | Coverly Professional Services   | Social Media May                       | 1020.10 - Book Trust Account-Unrestricted |             |
| Invoic... | 05/01/2017 |                                 | Social Media May                       | Promotion & Public Relations              | -750.00     |
| TOTAL     |            |                                 |  |   | -750.00     |
| 10883     | 05/08/2017 | Kelly Cleaning & Supplies       | Janitorial services for May            | 1020.10 - Book Trust Account-Unrestricted |             |

# Blanchard/Santa Paula Library District Monthly Book Trust Check Detail

May 2017

12:48 PM

06/13/17

| Num       | Date       | Name                                   | Memo  | Account  | Paid Amount |
|-----------|------------|--|---|--|-------------|
| Invoic... | 05/01/2017 |  | Janitorial services for May                                     | Janitorial Services & Supplies                           | -670.00     |
| TOTAL     |            |  |   |  | -670.00     |
| 10884     | 05/08/2017 | Sparklets                              | Bottled water for April 2017                                    | 1020.10 - Book Trust Account-Unrestricted                |             |
| 46487...  | 05/01/2017 |  | Bottled water for April 2017                                    | Office Supplies  | -39.92      |
| TOTAL     |            |  |   |  | -39.92      |
| 10885     | 05/08/2017 | Stephen McFadden CPA                   | Accounting for April 2017                                       | 1020.10 - Book Trust Account-Unrestricted                |             |
| Invoic... | 05/01/2017 |  | Accounting for April 2017                                       | Accounting Fees (Outside (non-employee) accounting, a... | -863.00     |
| TOTAL     |            |  |   |  | -863.00     |
| 10886     | 05/08/2017 | Unique Management Services, Inc.       | April Placements  | 1020.10 - Book Trust Account-Unrestricted                |             |
| Invoic... | 05/01/2017 |  | April Placements  | Collection Agency  | -89.50      |
| TOTAL     |            |  |   |  | -89.50      |
| 10887     | 05/09/2017 | The Chameleons                         | Family Evening Program May 16, 2017 "Mime Over Matter"          | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  | Family Evening Program May 16, 2017 "Mime Over Matter"          | Children's Programs                                      | -450.00     |
| 10888     | 05/15/2017 | Demco, Inc.                            | VOID: 040481488   | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  |   |  | 0.00        |
| 10889     | 05/15/2017 | Friends Of Blanchard Community Library | VOID: circulation desk receipts for the period of 10/1/16 to... | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  |   |  | 0.00        |
| 10890     | 05/15/2017 | Ned Branch                             | VOID: Mileage to March & April Black Gold Admin Council         | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  |   |  | 0.00        |
| 10891     | 05/15/2017 | Recology                               | VOID: 4989  | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  |   |  | 0.00        |
| 10892     | 05/15/2017 | SoCalGas                               | VOID: Billing period 3/31/17 to 5/3/17                          | 1020.10 - Book Trust Account-Unrestricted                |             |
| TOTAL     |            |  |   |  | 0.00        |

# Blanchard/Santa Paula Library District Monthly Book Trust Check Detail

May 2017

12:48 PM

06/13/17

| Num       | Date       | Name                                   | Memo   | Account   | Paid Amount |
|-----------|------------|--|--|---|-------------|
| 10893     | 05/15/2017 | Western Exterminator Company           | VOID: 4/1/17 Services  | 1020.10 - Book Trust Account-Unrestricted                   |             |
| TOTAL     |            |  |  |   | 0.00        |
| 10894     | 05/15/2017 | Demco, Inc.                            | 040481488  | 1020.10 - Book Trust Account-Unrestricted                   |             |
| Inv #6... | 04/21/2017 |  |  | Book Binding/Mending  | -260.70     |
| TOTAL     |            |  |  |   | -260.70     |
| 10895     | 05/15/2017 | Friends Of Blanchard Community Library | circulation desk receipts for the period of 10/1/16 to 3/31/17 | 1020.10 - Book Trust Account-Unrestricted                   |             |
| Circ. ... | 05/05/2017 |  | circulation desk receipts for the period of 10/1/16 to 3/31/17 | 2510 - Due to Friends of the Library (Money received fro... | -435.50     |
| TOTAL     |            |  |  |   | -435.50     |
| 10896     | 05/15/2017 | Ned Branch                             | Mileage to March & April Black Gold Admin Council              | 1020.10 - Book Trust Account-Unrestricted                   |             |
| Mar & ... | 05/05/2017 |  | Mileage to March & April Black Gold Admin Council              | Travel  | -128.40     |
| TOTAL     |            |  |  |   | -128.40     |
| N 10897   | 05/15/2017 | Recology                               | 4989   | 1020.10 - Book Trust Account-Unrestricted                   |             |
| Invic...  | 05/05/2017 |  | May Trash & Recycle Service                                    | Trash   | -161.18     |
| TOTAL     |            |  |  |   | -161.18     |
| 10898     | 05/15/2017 | SoCalGas                               | Billing period 3/31/17 to 5/3/17                               | 1020.10 - Book Trust Account-Unrestricted                   |             |
| Acct #... | 05/05/2017 |  | Billing period 3/31/17 to 5/3/17                               | Gas   | -22.83      |
| TOTAL     |            |  |  |   | -22.83      |
| 10899     | 05/15/2017 | Western Exterminator Company           | 4/1/17 Services  | 1020.10 - Book Trust Account-Unrestricted                   |             |
| #5076...  | 05/05/2017 |  | 4/1/17 Services  | Pest Control  | -96.00      |
| TOTAL     |            |  |  |   | -96.00      |
| 10900     | 05/22/2017 | Olivia O. Escoto                       | Various meeting  | 1020.10 - Book Trust Account-Unrestricted                   |             |
|           |            |  | Various meeting  | Travel  | -273.92     |
| TOTAL     |            |  |  |   | -273.92     |
| 10901     | 05/22/2017 | Neopost                                | Invoice #54848856 / Billing Period 6/13/17 to 9/12/17          | 1020.10 - Book Trust Account-Unrestricted                   |             |
|           |            |  | Invoice #54848856 / Billing Period 6/13/17 to 9/12/17          | Postage   | -81.03      |

**Blanchard/Santa Paula Library District**  
**Monthly Book Trust Check Detail**  
 May 2017

12:48 PM  
06/13/17

| Num   | Date       | Name                        | Memo  | Account   | Paid Amount                            |
|-------|------------|-----------------------------|---|---|--|
| TOTAL |            |                             |   |   | -81.03                                 |
| 10902 | 05/22/2017 | Frontier Communications     | 805-525-2384-012885-5<br>5/10/17 to 6/9/17 billing period   | 1020.10 · Book Trust Account-Unrestricted<br>Telephone Expense                            | -285.79                                |
| TOTAL |            |                             |   |   | -285.79                                |
| 10903 | 05/22/2017 | Southern California Edison  | Acct #2-03-384-8064<br>For the period of 4/20/17 to 5/19/17   | 1020.10 · Book Trust Account-Unrestricted<br>Electricity                                  | -1,410.80                              |
| TOTAL |            |                             |   |   | -1,410.80                              |
| 10904 | 05/30/2017 | Blanchard Community Library | Reimburse Petty Cash for the period of 12/28/16 to 5/4/17<br>Reimburse Petty Cash for the period of 12/28/16 to 5/4/17  | 1020.10 · Book Trust Account-Unrestricted<br>Teen & YA Programs                           | -419.16                                |
| TOTAL |            |                             |   |   | -419.16                                |
| 10905 | 05/30/2017 | Robert Pallares             | Reimburse lost book fee - Night School<br>Reimburse lost book fee - Night School  | 1020.10 · Book Trust Account-Unrestricted<br>Fines  | -35.00                                 |
| TOTAL |            |                             |   |   | -35.00                                 |
| 10906 | 05/30/2017 | Document Systems            | Admin Office Contract rate 2/23/17 to 5/22/17<br>Front Area 4/23/17 to 5/22/17<br>Front Area contract rate for 2/23/17 5/22/17<br>Admin Copier 4/23/17 to 5/22/17 | 1020.10 · Book Trust Account-Unrestricted<br>Printing<br>Printing<br>Printing<br>Printing | -231.40<br>-46.81<br>-198.68<br>-91.70 |
| TOTAL |            |                             |   |   | -568.59                                |





REGULAR MEETING OF JUNE 27, 2017  
E(c) REPORTS: LITERACY SERVICES

# **BEST** Adult Learning Center



## Board Report for June, 2017

May 24<sup>th</sup> was our **Tutor Appreciation Night**, and although our potluck netted tons of delicious desserts/ not many side dishes, and although it got awfully cold by the time we drew to a close -- we did enjoy the food, the great music (Xavier), each other!



But the **BEST** part was the sweet notes that most of the tutors wrote for their students. What a huge variety of “outcomes”: being able to speak up for themselves, to ask questions, to serve foster kids better, to become citizens, to do online banking, to take advantage of the shows and the services of the library, to write letters to authors or sisters,

**and for MANY of them to be able to help their children with their homework!**

The funniest moment was reading Nancy’s note to Maria: “*Maria has a most inquisitive mind.*” Maria stopped me there, and pointed: “What’s THAT word?” **Inquisitive** -- of course!

Our **Daytime ESL classes** with preschool childcare are coming to a close for this school year. We will have a small celebration and awarding of certificates on Thursday, June 15. The collaboration with SPUSD, First Five, 2 local banks, and a private contributor, went pretty well. We had a visit from two staff at Bank of the Sierra, to talk about banking. Very well-received.

These classes were a huge boon to moms who are stuck at home with young children, unable to get Adult English classes. The students are so grateful for the chance to get more involved in their community, to learn:

- to read to their preschoolers,
- to communicate at work,
- to read a simple book,
- to read a street sign,
- to be able to pay bills,
- to read the instructions for cooking a pizza, . . .

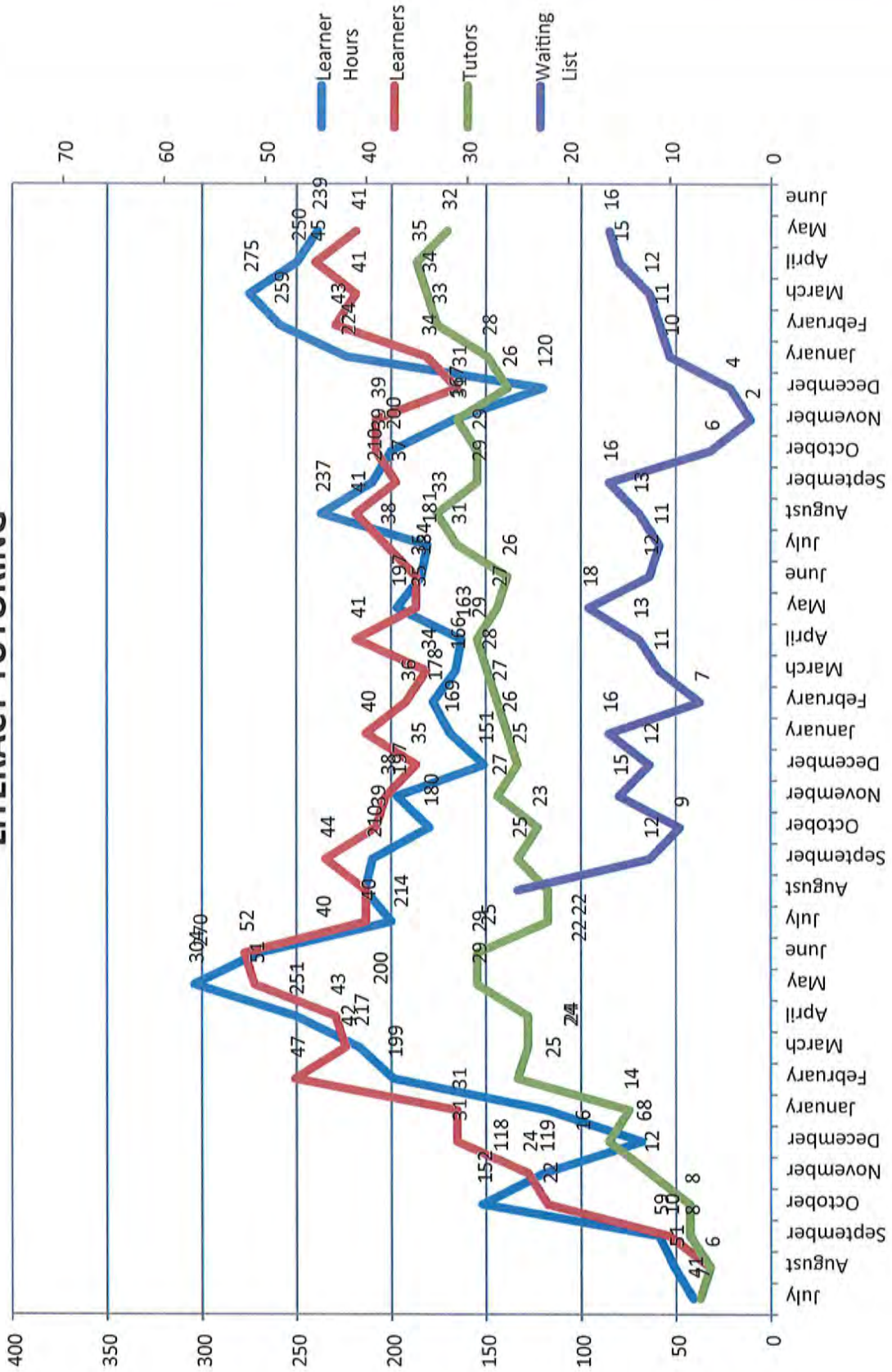
and for all of them, **to be able to help their school age children with their homework!**

(Is there an echo in here?)

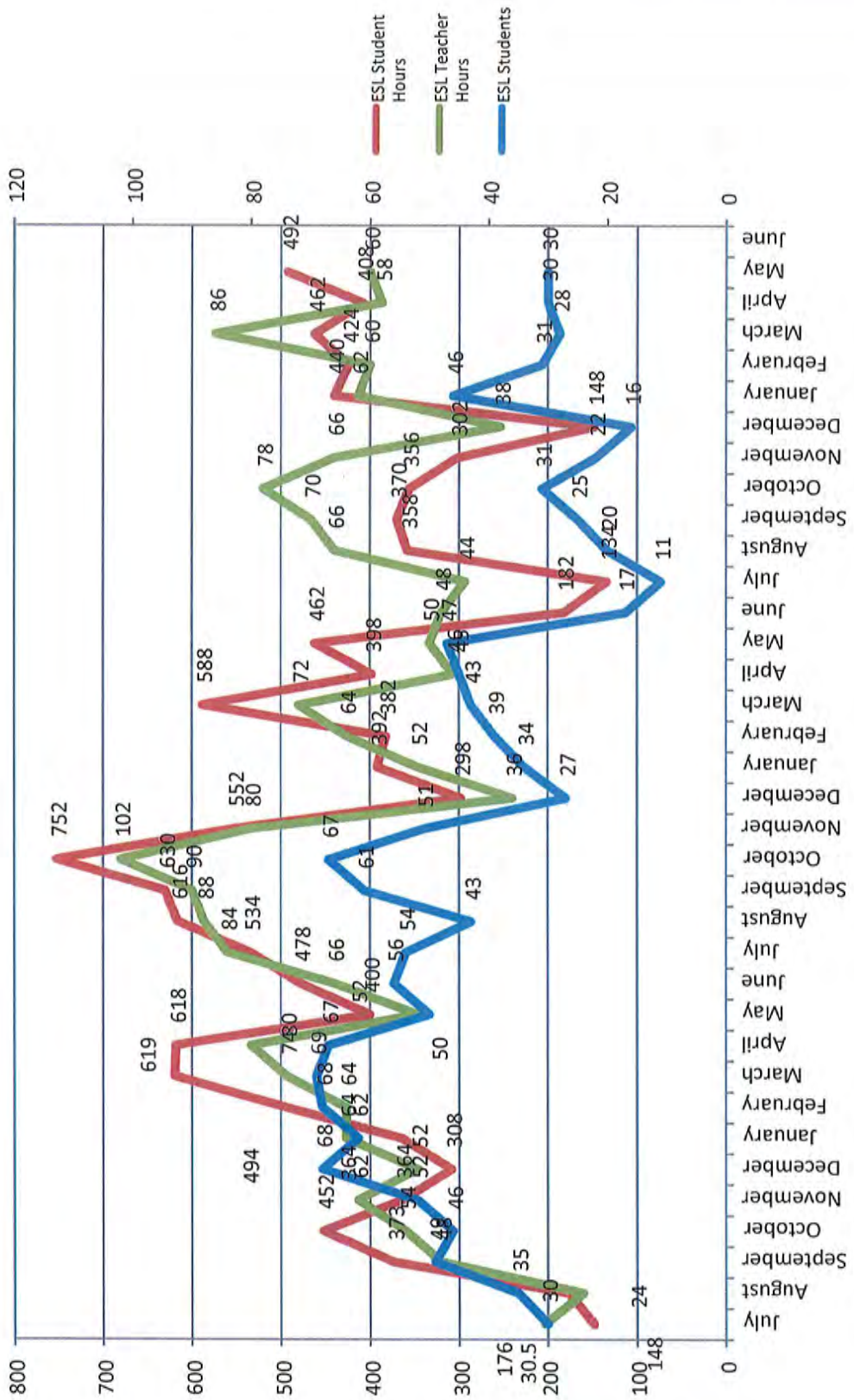


**THANK YOU FOR THE LIBRARY’S SUPPORT FOR THIS INITIATIVE!**

# LITERACY TUTORING



# ESL CLASSES



REGULAR MEETING OF JUNE 27, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS



REGULAR MEETING OF JUNE 27, 2017  
G(a). VOLUNTEER COORDINATOR

Continuation of the Board discussion regarding creating a position of Volunteer Coordinator.

RECOMMENDATION: None

|           | MOVED | SECONDED | YES | NO | ABSTAIN |
|-----------|-------|----------|-----|----|---------|
| Coughlin  |       |          |     |    |         |
| Hicks     |       |          |     |    |         |
| Nasalroad |       |          |     |    |         |
| Phillips  |       |          |     |    |         |
| Spink     |       |          |     |    |         |





REGULAR MEETING OF JUNE 27, 2017  
G(b). APPROVAL OF 2017-18 BUDGET

The current draft of the 2017-18 budget is attached. There are changes from the version in last month's Board packet:

GENERAL FUND CHANGES

- Salaries increased as a result of adding a 15-hour per week Volunteer Coordinator at \$20.00 per hour;
- Publicity was reduced to from \$20,000 to \$10,000;
- Network services (Black Gold) was reduced from \$65,000 to \$60,000;
- Collection Development/Databases was added at \$5,000 and an additional \$1,000 was added to adult books;
- Audit expense was increased by \$1,000

RECOMMENDATION: Approve the 2017-18 budget as presented.

|           | MOVED | SECONDED | YES | NO | ABSTAIN |
|-----------|-------|----------|-----|----|---------|
| Coughlin  |       |          |     |    |         |
| Hicks     |       |          |     |    |         |
| Nasalroad |       |          |     |    |         |
| Phillips  |       |          |     |    |         |
| Spink     |       |          |     |    |         |

BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
DRAFT 2017-18 COMBINED BUDGET

| Revenue                       | Total            | Percent of Revenue |
|-------------------------------|------------------|--------------------|
| Pro Tx Curr Secured           | \$344,500        |                    |
| Pro Tx Curr Unsecured         | \$25,000         |                    |
| Pro Tx Curr Supplemental      | \$6,000          |                    |
| Pro Tax Prior Secured         | \$0              |                    |
| Pro Tx Prior Unsecured        | \$0              |                    |
| Pro Tx Prior Supplemental     | \$0              |                    |
| Penalties                     | \$1,306          |                    |
| Interest                      | \$932            |                    |
| HOPTR                         | \$2,600          |                    |
| RDA Pass Through              | \$50,000         |                    |
| Special Assessment            | <u>\$309,794</u> |                    |
|                               | \$740,132        |                    |
| Endowment                     | \$20,000         |                    |
| Donations                     | \$25,000         |                    |
| Grants                        | \$27,000         |                    |
| Fines & fees                  | <u>\$5,000</u>   |                    |
| <b>TOTAL REVENUE</b>          | <b>\$817,132</b> | <b>100.0%</b>      |
|                               |                  |                    |
| <b>Payroll &amp; Benefits</b> |                  |                    |
| Salaries                      | \$407,333        |                    |
| PERS Retirement               | \$56,141         |                    |
| FICA 0.077                    | \$30,366         |                    |
| PERS Group Health             | \$38,250         |                    |
| PERS Group Health Annuitants  | \$30,000         |                    |
| SUI                           | \$3,500          |                    |
| PERS 457 Plan                 | \$0              |                    |
| Insurance--Workers Comp       | <u>\$1,692</u>   |                    |
|                               | \$567,282        | 69.4%              |
|                               |                  |                    |
| <b>Services</b>               |                  |                    |
| Communications                | \$800            |                    |
| Computer services             | \$4,000          |                    |
| Publicity                     | \$12,000         |                    |
| Collection development        |                  |                    |
| Books                         |                  |                    |
| Young adult books             | \$1,000          |                    |
| General                       | \$11,500         |                    |
| Children's books              | \$5,000          |                    |
| A/V materials                 | \$2,500          |                    |
| Databases                     | \$5,000          |                    |
| Periodicals                   | \$5,000          |                    |
| Library supplies              |                  |                    |
| Book binding/mending          | \$2,000          |                    |
| Library materials--other      | \$0              |                    |
| Memberships & dues            | \$3,000          |                    |
| Network services              | \$60,000         |                    |

|                                 |                       |        |
|---------------------------------|-----------------------|--------|
| Over/short                      | \$0                   |        |
| Programs                        |                       |        |
| Literacy                        | \$4,000               |        |
| Adults                          | \$7,500               |        |
| Children's                      | \$13,730              |        |
| Teens & Young adults            | \$5,000               |        |
| Travel & meetings               | \$2,500               |        |
| Total Services                  | <u>\$144,530</u>      | 17.7%  |
| Administrative                  |                       |        |
| Advertising                     | \$250                 |        |
| Bank charges                    | \$400                 |        |
| Office expense                  | \$5,000               |        |
| Postage                         | \$350                 |        |
| Professional services           |                       |        |
| Legal                           | \$12,000              |        |
| Accounting                      | \$10,000              |        |
| Audit                           | \$9,000               |        |
| Grant Writing                   | \$7,000               |        |
| Insurance                       | \$8,650               |        |
| Printing                        | \$2,700               |        |
| Telephone expense               | \$4,000               |        |
| Staff development & recognition | \$2,000               |        |
| Total                           | <u>\$61,350</u>       | 7.5%   |
| Facilities                      |                       |        |
| Janitorial services & supplies  | \$8,100               |        |
| Grounds maintenance             | \$5,000               |        |
| Building security               | \$1,000               |        |
| Building maintenance            | \$8,000               |        |
| Utilities                       |                       |        |
| City of Santa Paula             | \$6,500               |        |
| SoCal Edison                    | \$25,000              |        |
| The Gas Co.                     | \$850                 |        |
| Trash                           | \$2,000               |        |
| Total                           | <u>\$56,450</u>       | 6.9%   |
| TOTAL OPERATING EXPENSES        | \$829,612             | 101.5% |
| OPERATING SURPLUS/(DEFICIT)     | -\$12,480             |        |
| Extraordinary Expenses          |                       |        |
| Legal                           | \$0                   |        |
|                                 | <u>\$0</u>            | 0.0%   |
| NET SURPLUS/(DEFICIT)           | <u>-\$12,480</u>      | -1.5%  |
| REIMBURSEMENT FROM DIF FUND     | \$20,000              |        |
| TOTAL SURPLUS/(DEFICIT)         | <u><u>\$7,520</u></u> | 0.9%   |

**BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
2017-18 GENERAL FUND BUDGET**

| Revenue                   | Total                   |
|---------------------------|-------------------------|
| Pro Tx Curr Secured       | \$344,500               |
| Pro Tx Curr Unsecured     | \$25,000                |
| Pro Tx Curr Supplemental  | \$6,000                 |
| Pro Tax Prior Secured     | \$0                     |
| Pro Tx Prior Unsecured    | \$0                     |
| Pro Tx Prior Supplemental | \$0                     |
| Penalties                 | \$1,306                 |
| Interest                  | \$932                   |
| HOPTR                     | \$2,600                 |
| RDA Pass Through          | \$50,000                |
| Special Assessment        | \$309,794               |
|                           | <u>\$740,132</u>        |
| Endowment                 | \$20,000                |
| Donations                 | \$20,000                |
| Grants                    | \$1,000                 |
| Fines & fees              | \$5,000                 |
| <b>TOTAL REVENUE</b>      | <u><b>\$786,132</b></u> |

**Payroll & Benefits**

|                              |           |
|------------------------------|-----------|
| Salaries                     | \$350,164 |
| PERS Retirement              | \$53,823  |
| FICA 0.0765                  | \$26,788  |
| PERS Group Health            | \$31,464  |
| PERS Group Health Annuitants | \$30,000  |
| SUI                          | \$3,000   |
| PERS 457 Plan                | \$0       |
| Insurance--Workers Comp      | \$1,192   |

**Total** \$496,431

**Services**

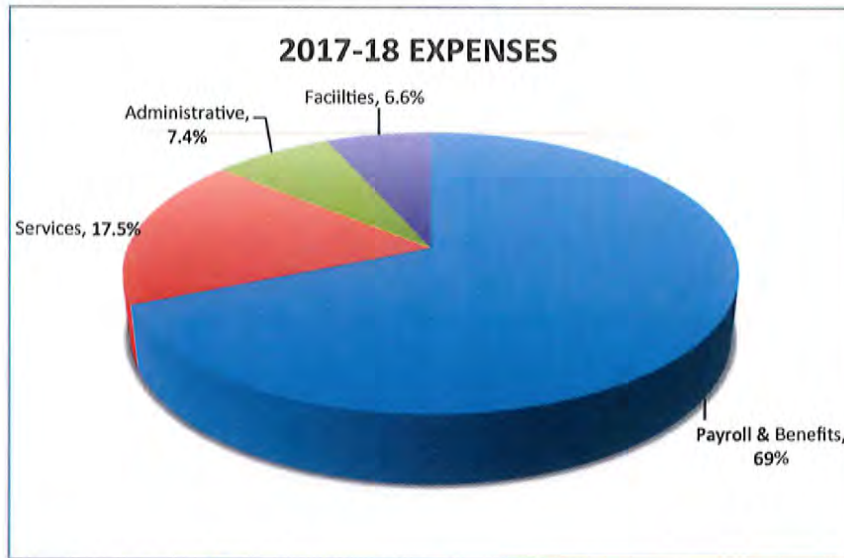
|                          |          |
|--------------------------|----------|
| Communications           | \$800    |
| Computer services        | \$4,000  |
| Publicity                | \$10,000 |
| Collection development   |          |
| Books                    |          |
| Young adult books        | \$1,000  |
| General                  | \$11,500 |
| Children's books         | \$5,000  |
| A/V materials            | \$2,500  |
| Databases                | \$5,000  |
| Periodicals              | \$5,000  |
| Library supplies         |          |
| Book binding/mending     | \$2,000  |
| Library materials--other |          |
| Memberships & dues       | \$3,000  |
| Network services         | \$60,000 |

|                                 |  |                        |
|---------------------------------|--|------------------------|
| Over/short                      |  |                        |
| Programs                        |  |                        |
| Literacy                        |  |                        |
| Adults                          |  | \$7,500                |
| Children's                      |  | \$13,730               |
| Teens & Young adults            |  | \$5,000                |
| Travel & meetings               |  | \$2,000                |
| Total Services                  |  | <u>\$138,030</u>       |
| Administrative                  |  |                        |
| Advertising                     |  | \$250                  |
| Bank charges                    |  | \$400                  |
| Office expense                  |  | \$5,000                |
| Postage                         |  | \$350                  |
| Professional services           |  |                        |
| Legal                           |  | \$12,000               |
| Accounting                      |  | \$10,000               |
| Audit                           |  | \$9,000                |
| Grant Writing                   |  | \$5,000                |
| Insurance                       |  | \$8,650                |
| Printing                        |  | \$2,500                |
| Telephone expense               |  | \$4,000                |
| Staff development & recognition |  | \$2,000                |
| Total                           |  | <u>\$59,150</u>        |
| Facilities                      |  |                        |
| Janitorial services & supplies  |  | \$8,100                |
| Grounds maintenance             |  | \$5,000                |
| Building security               |  | \$1,000                |
| Building maintenance            |  | \$8,000                |
| Utilities                       |  |                        |
| City of Santa Paula             |  | \$6,500                |
| SoCal Edison                    |  | \$25,000               |
| The Gas Co.                     |  | \$850                  |
| Trash                           |  | \$2,000                |
| Total                           |  | <u>\$56,450</u>        |
| TOTAL OPERATING EXPENSES        |  | <u>\$750,061</u>       |
| OPERATING SURPLUS/(DEFICIT)     |  | \$36,071               |
| Extraordinary Expenses          |  |                        |
| Legal                           |  | <u>\$0</u>             |
|                                 |  | \$0                    |
| NET SURPLUS/(DEFICIT)           |  | \$36,071               |
| REIMBURSEMENT FROM DIF FUND     |  | \$20,000               |
| TOTAL SURPLUS/(DEFICIT)         |  | <u><u>\$56,071</u></u> |

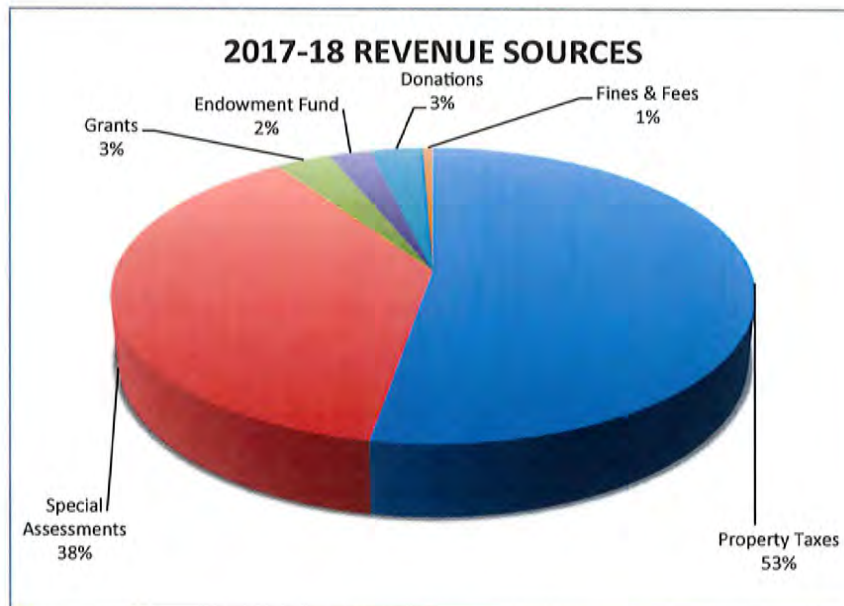
BLANCHARD/SANTA PAULA PUBLIC LIBRARY DISTRICT  
2017-18 LITERACY FUND BUDGET

| Revenue                       | Total           |
|-------------------------------|-----------------|
| Pro Tx Curr Secured           |                 |
| Pro Tx Curr Unsecured         |                 |
| Pro Tx Curr Supplemental      |                 |
| Pro Tax Prior Secured         |                 |
| Pro Tx Prior Unsecured        |                 |
| Pro Tx Prior Supplemental     |                 |
| Penalties                     |                 |
| Interest                      |                 |
| HOPTR                         |                 |
| RDA Pass Through              |                 |
| Special Assessment            |                 |
| Endowment                     |                 |
| Donations                     | \$5,000         |
| Grants                        | \$26,000        |
| Fines & fees                  |                 |
| <b>TOTAL REVENUE</b>          | <b>\$31,000</b> |
| <b>Payroll &amp; Benefits</b> |                 |
| Salaries                      | \$57,169        |
| PERS Retirement               | \$2,318         |
| FICA 0.0765                   | \$3,578         |
| PERS Group Health             | \$6,786         |
| PERS Group Health Annuitants  |                 |
| SUI                           | \$500           |
| PERS 457 Plan                 | \$0             |
| Insurance--Workers Comp       | \$500           |
| <b>Total</b>                  | <b>\$70,851</b> |
| <b>Services</b>               |                 |
| Communications                |                 |
| Computer services             |                 |
| Advertising                   | \$2,000         |
| Collection development        |                 |
| Books                         |                 |
| Young adult books             |                 |
| General                       |                 |
| Children's books              |                 |
| A/V materials                 |                 |
| Databases                     |                 |
| Periodicals                   |                 |
| Library supplies              |                 |
| Book binding/mending          |                 |
| Library materials--other      |                 |
| Memberships & dues            |                 |
| Network services              |                 |

|                                 |                         |
|---------------------------------|-------------------------|
| Over/short Programs             |                         |
| Literacy                        | \$4,000                 |
| Adults                          |                         |
| Children's                      |                         |
| Teens & Young adults            |                         |
| Travel & meetings               | \$500                   |
| Total Services                  | <u>\$6,500</u>          |
| Administrative                  |                         |
| Advertising                     |                         |
| Bank charges                    |                         |
| Office expense                  |                         |
| Postage                         |                         |
| Professional services           |                         |
| Legal                           |                         |
| Accounting                      |                         |
| Audit                           |                         |
| Grant Writing                   | \$2,000                 |
| Insurance                       |                         |
| Printing                        | \$200                   |
| Telephone expense               |                         |
| Staff development & recognition |                         |
| Total                           | <u>\$2,200</u>          |
| Facilities                      |                         |
| Janitorial services & supplies  |                         |
| Grounds maintenance             |                         |
| Building security               |                         |
| Building maintenance            |                         |
| Utilities                       |                         |
| City of Santa Paula             |                         |
| SoCal Edison                    |                         |
| The Gas Co.                     |                         |
| Trash                           |                         |
| Total                           |                         |
| TOTAL OPERATING EXPENSES        | \$79,551                |
| OPERATING SURPLUS/(DEFICIT)     |                         |
| Extraordinary Expenses          |                         |
| Legal                           |                         |
| NET SURPLUS/(DEFICIT)           | -\$48,551               |
| REIMBURSEMENT FROM DIF FUND     | \$0                     |
| TOTAL SURPLUS/(DEFICIT)         | <u><u>-\$48,551</u></u> |



|                    |           |        |
|--------------------|-----------|--------|
| Payroll & Benefits | \$567,282 | 68.5%  |
| Services           | \$144,530 | 17.5%  |
| Administrative     | \$61,350  | 7.4%   |
| Facilities         | \$54,450  | 6.6%   |
|                    | \$827,612 | 100.0% |



|                     |           |        |
|---------------------|-----------|--------|
| Property Taxes      | \$430,338 | 52.7%  |
| Special Assessments | \$309,794 | 37.9%  |
| Grants              | \$27,000  | 3.3%   |
| Endowment Fund      | \$20,000  | 2.4%   |
| Donations           | \$25,000  | 3.1%   |
| Fines & Fees        | \$5,000   | 0.6%   |
|                     | \$817,132 | 100.0% |



REGULAR MEETING OF JUNE 27, 2017  
H(a). SDRMA 2017 BOARD OF DIRECTORS ELECTION

There are seven candidates for four positions on the Special Districts Risk Management Association Board of Directors. The library Board casts its votes by resolution. The Board should choose four directors and adopt the attached resolution. The candidates' statements are attached.

RECOMMENDATION:

None

|           | MOVED | SECONDED | YES | NO | ABSTAIN |
|-----------|-------|----------|-----|----|---------|
| Coughlin  |       |          |     |    |         |
| Hicks     |       |          |     |    |         |
| Nasalroad |       |          |     |    |         |
| Phillips  |       |          |     |    |         |
| Spink     |       |          |     |    |         |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Blanchard/Santa Paula Library District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Blanchard/Santa Paula Library District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Timothy Unruh  
District/Agency Kern County Cemetery District No.1  
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263  
Work Phone 661-746-3921 Home Phone 661-746-6725

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

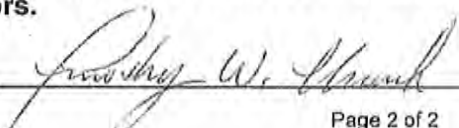
I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature  Date: April 24, 2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)  
District/Agency Burney Water & Sewer District  
Work Address 20541 Burney Court, Burney, Ca. 96013  
Work Phone (530) 335-2040 Home Phone (530) 335-2040

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Able to look at acturail evidence. Being able to set adequate rates for both  
Insurance program and districts. SDRMA needs to operate as a business.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Servved on hospital district for 24 1/2 years, California Hospital District board  
for 8 years, Burney water Sewer board for three years. I had my own insurance  
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

see previous question

**What is your overall vision for SDRMA? (Response Required)**

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature *James M. Hamblin* Date 4-1-2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate MIKE SCHEAFER  
District/Agency COSTA MESA SANITARY DISTRICT  
Work Address 1551-B BAKER ST, COSTA MESA, CA 92626  
Work Phone 714-435-0300 Home Phone 714-552-9858

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized.

**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/25/17



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    \_\_\_ Michael J. Karen \_\_\_\_\_  
District/Agency     \_\_\_ Apple Valley Fire Board \_\_\_\_\_  
Work Address        \_\_\_ N/A \_\_\_\_\_  
Work Phone          \_\_\_ N/A \_\_\_\_\_ Home Phone \_\_\_ 760-713-3273 \_\_\_\_\_

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

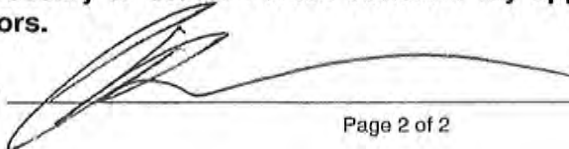
I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

**What is your overall vision for SDRMA? (Response Required)**

As a Director, I would work to promote education in the districts. I would also build coalitions to keep the rates competitive. I hope to work with the board on any and all issues facing all of our districts. I would love to be elected to such a distinguished team!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda  
District/Agency Mountain Meadows Community Services District  
Work Address 17780 Highline Rd - Tehachapi CA 93561  
Work Phone 661-822-7616 Home Phone 661-300-1231

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Working with six other board members and the staff, as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Services on SDRMA

Service on SQUCA - I was part of the group that consolidate two entities into one entity which was very cost effective.

Service on SRLF

Past Service on CSDA - current Education Committee Member

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

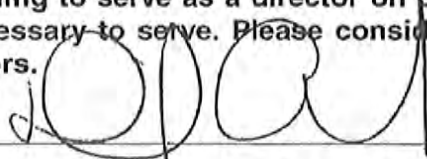
Serving as a General MANAGER over the past twenty plus years and serving as a Board member assists me in understanding the proper process that benefits the operation of SDRMA  
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

**What is your overall vision for SDRMA? (Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service oriented employees and a Board that remembers who we are serving.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

|                   |                                   |
|-------------------|-----------------------------------|
| Nominee/Candidate | Cindi Beaudet                     |
| District/Agency   | Temecula Public Cemetery District |
| Work Address      | 41911 C Street, Temecula CA 92592 |
| Work Phone        | (951)699-1630                     |
| Home Phone        | (951)541-8736                     |

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

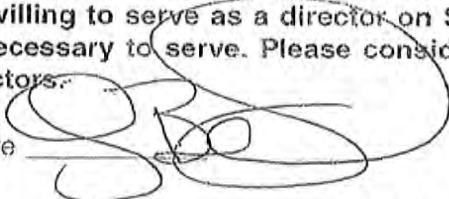
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Jean Bracy, SDA  
District/Agency      Mojave Desert Air Quality Management District  
Work Address         14306 Park Ave., Victorville, CA 92392  
Work Phone            760-245-1661

**Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount** (5%) for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with SDRMA for **17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

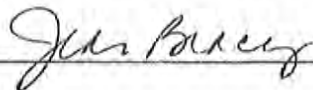
I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

2-27-17



REGULAR MEETING OF JUNE 27, 2017

H(b). 2016-17 AUDIT ENGAGEMENT WITH MOSS, LEVY & HARTZHEIM LLP

The audit proposal from Moss, Levy & Hartzheim LLP is attached. It reflects an increase in the fee to \$8,590 from the \$8,300 we paid last year, which is due to increased audit requirements. The on-site work is tentatively scheduled for October.

RECOMMENDATION: Staff recommends the Board approve the attached contract for the 2016-17 audit.

|          | MOVED | SECONDED | YES | NO | ABSTAIN |
|----------|-------|----------|-----|----|---------|
| Coughlin |       |          |     |    |         |
| Hicks    |       |          |     |    |         |
| Mueller  |       |          |     |    |         |
| Phillips |       |          |     |    |         |
| Spink    |       |          |     |    |         |



Moss, Levy & Hartzheim LLP

Certified Public Accountants

May 26, 2017

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, 2017. 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, 2017. 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 July 1, 2017 and to issue our reports no later than November 15, 2017. 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 \$8,590. 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 27, 2017  
I(b) REPORTS: PUBLIC SERVICES

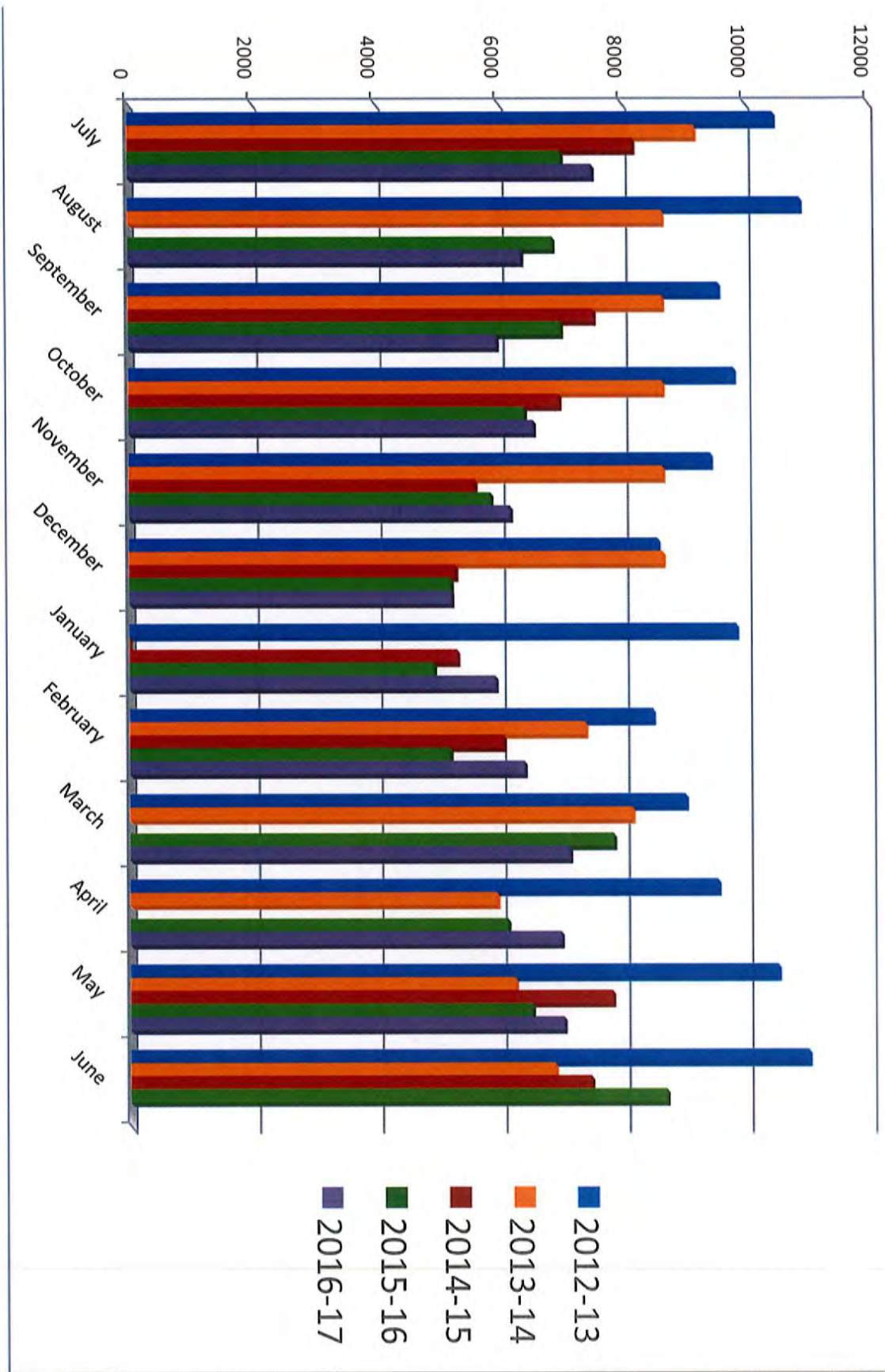




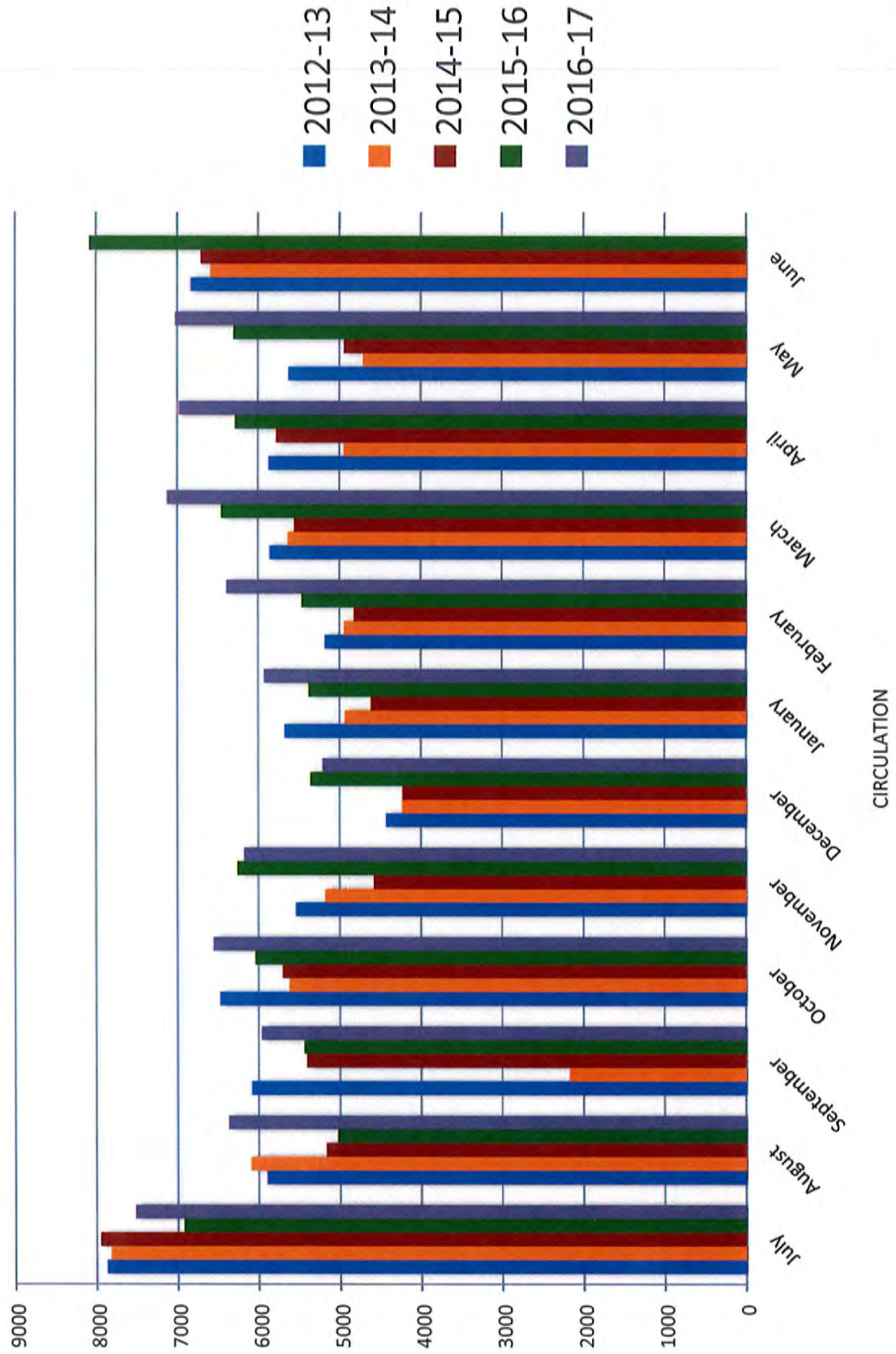
REGULAR MEETING OF JUNE 27, 2017  
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan
3. New staff
  - a. Kathy Crowder
  - b. Anita McLaughlin—Library Assistant I
  - c. Lindsay Newman—Page
4. Virtual Reality equipment grant
5. Fiber optic link to Black Gold/CENIC
6. Rebidding maintenance contracts

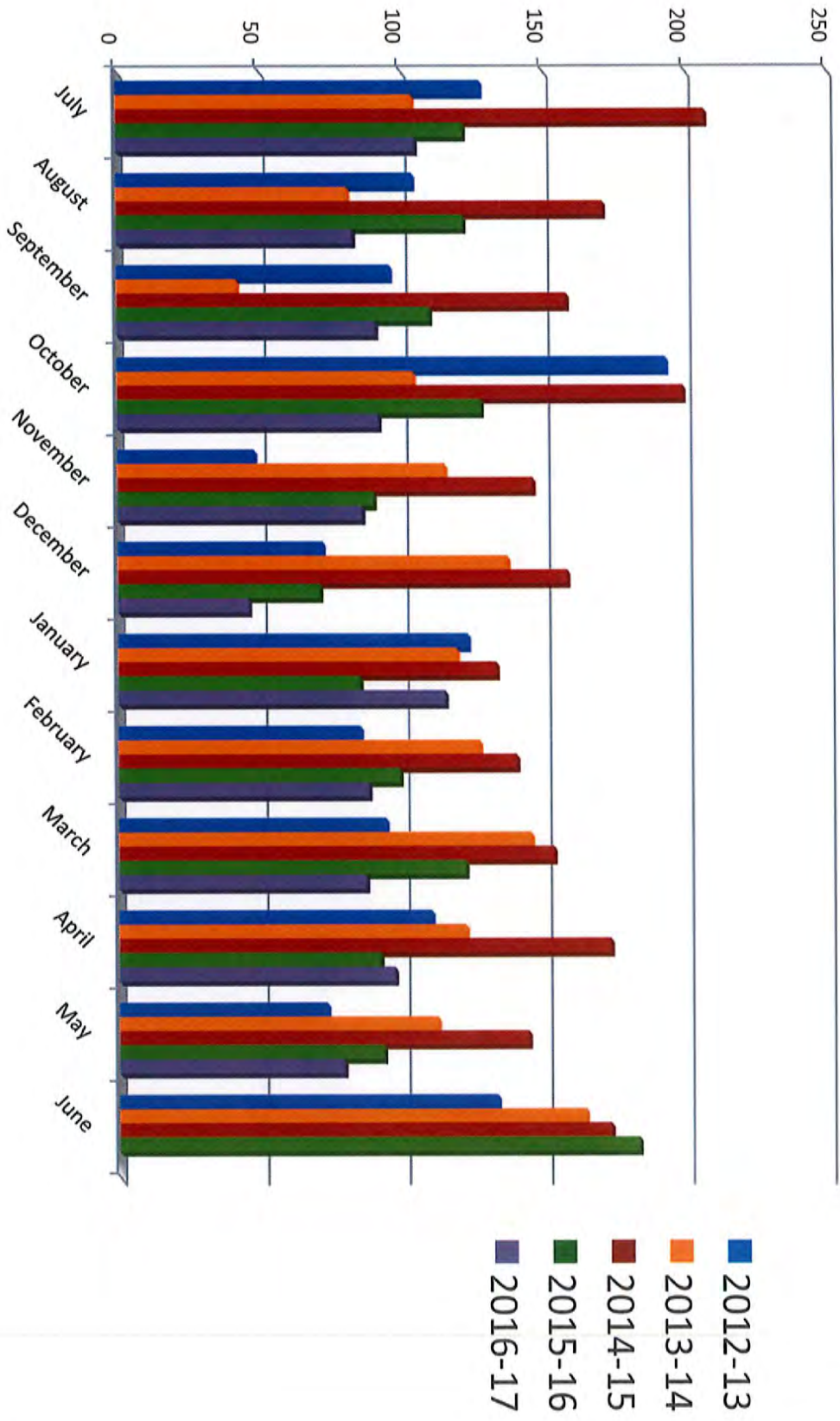
# PATRON COUNT



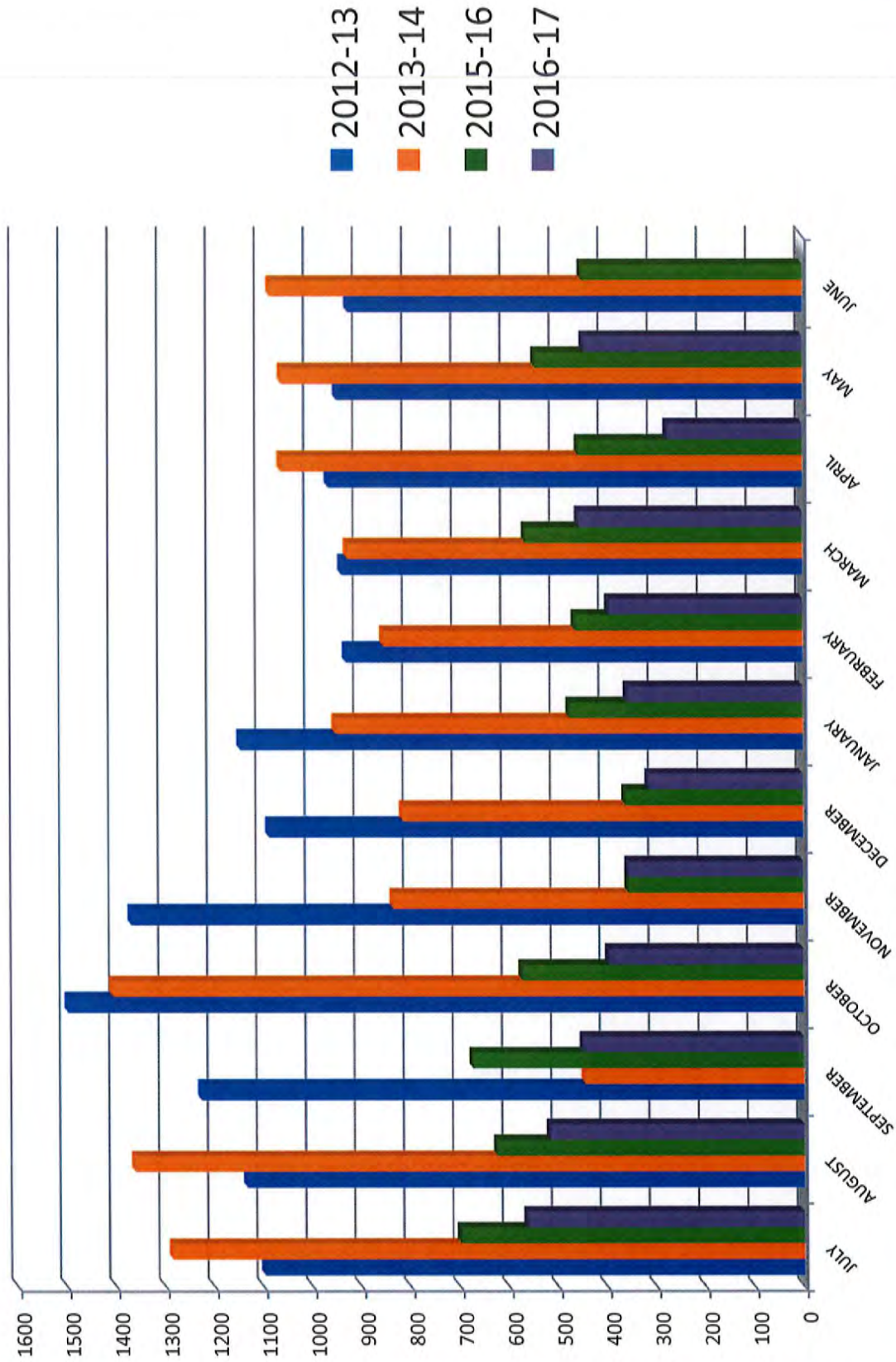
# TOTAL CIRCULATION



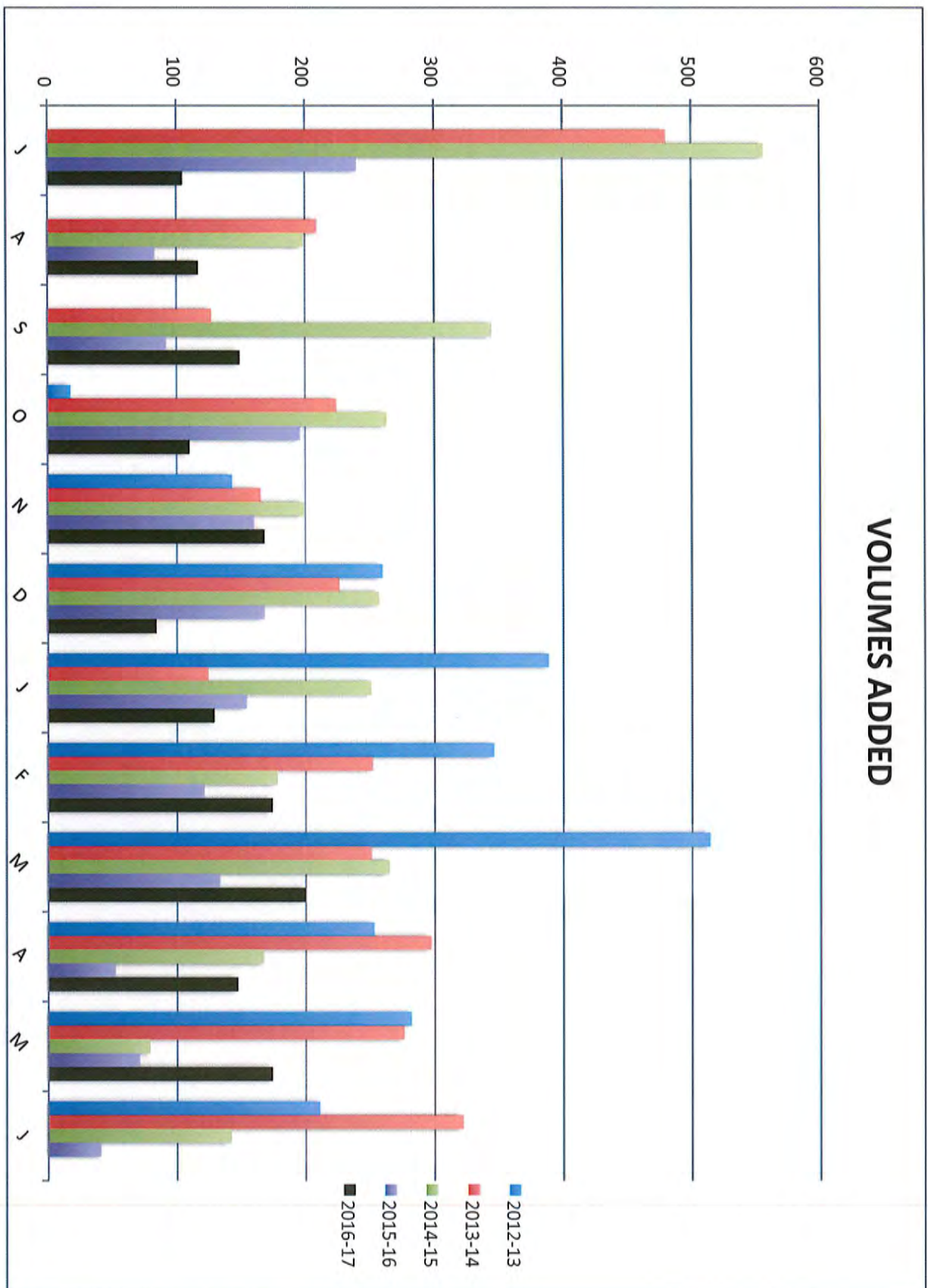
# PATRON REGISTRATIONS



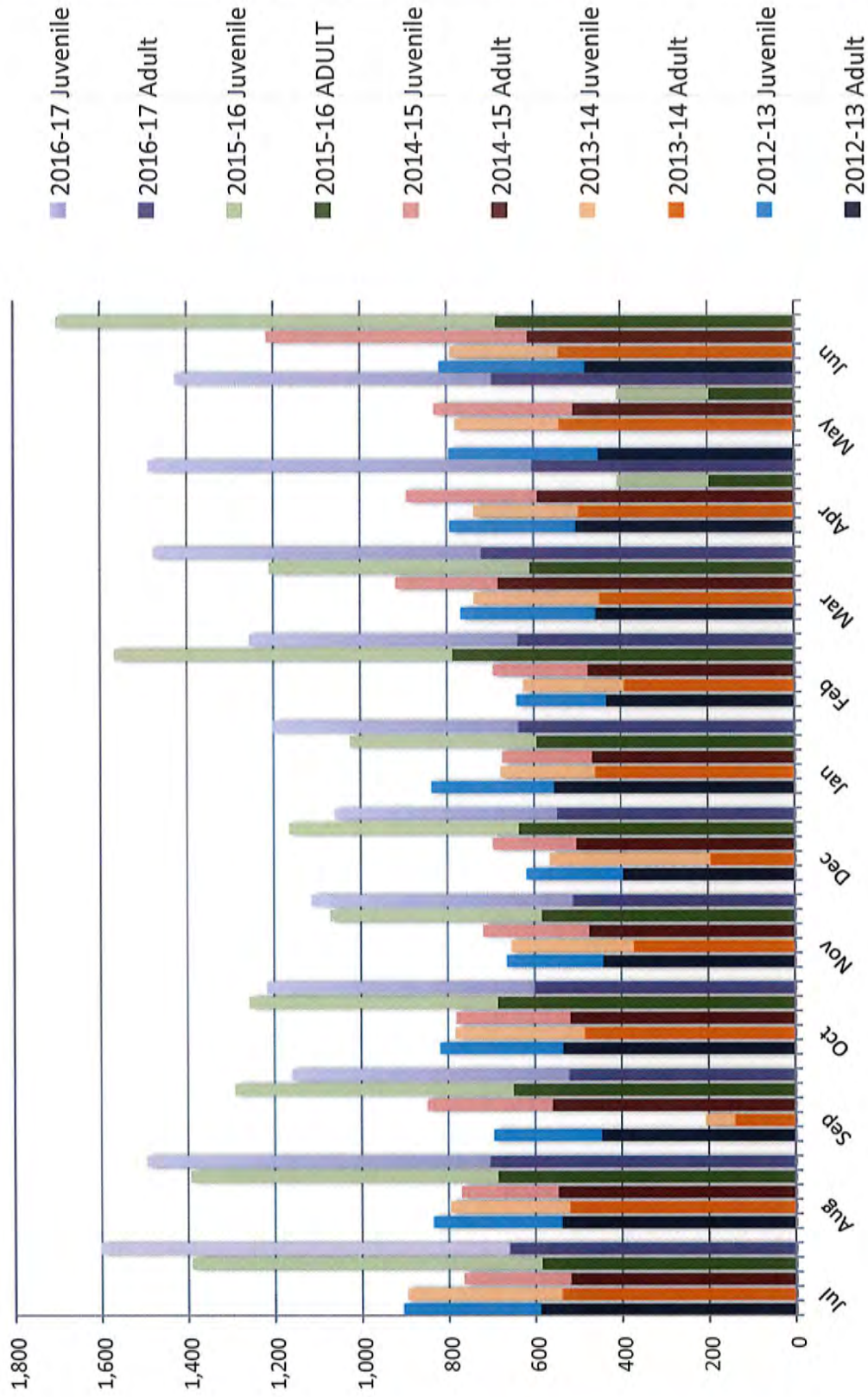
# REFERENCE INQUIRIES



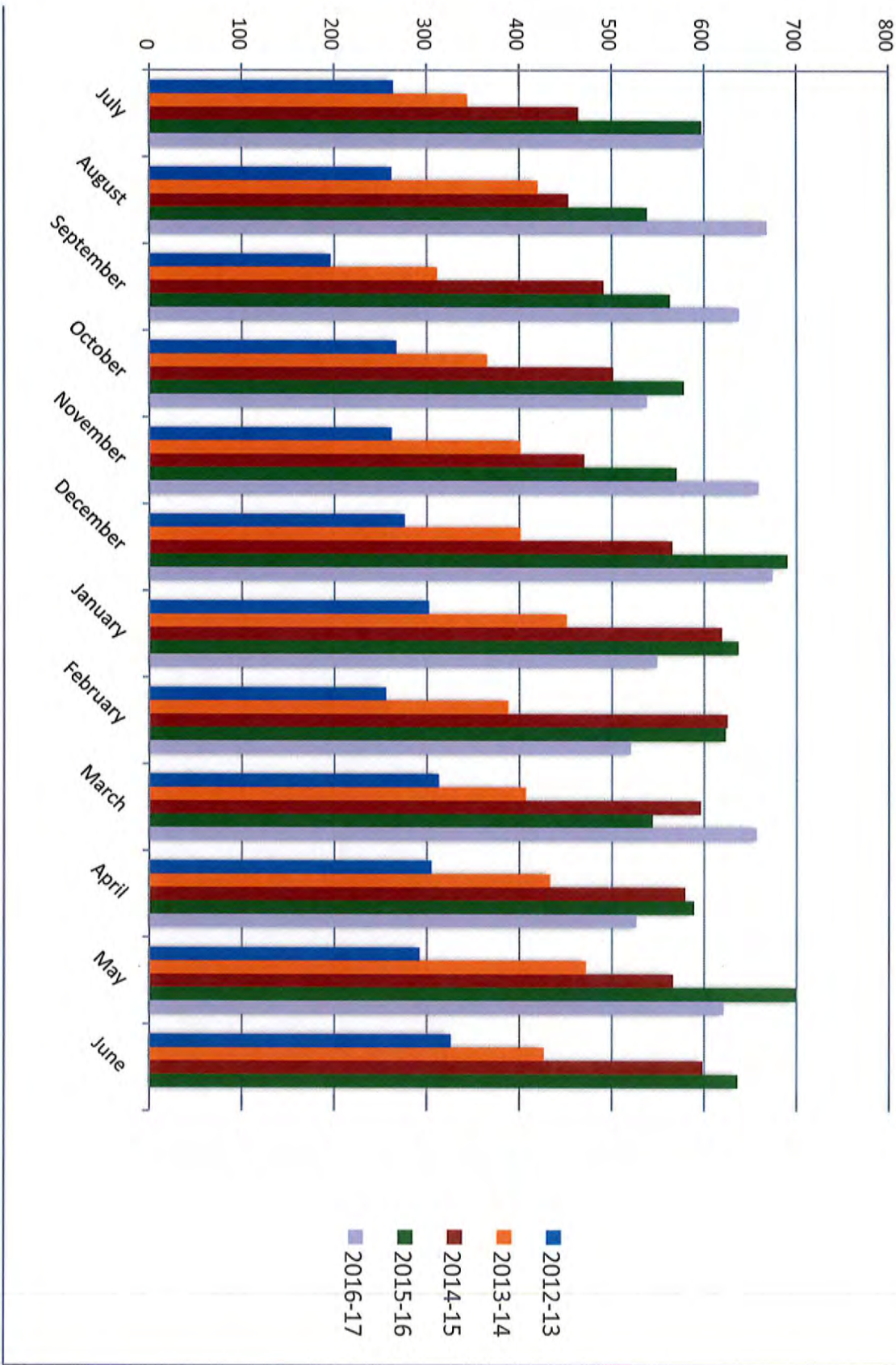
# VOLUMES ADDED



# COMPUTER USAGE

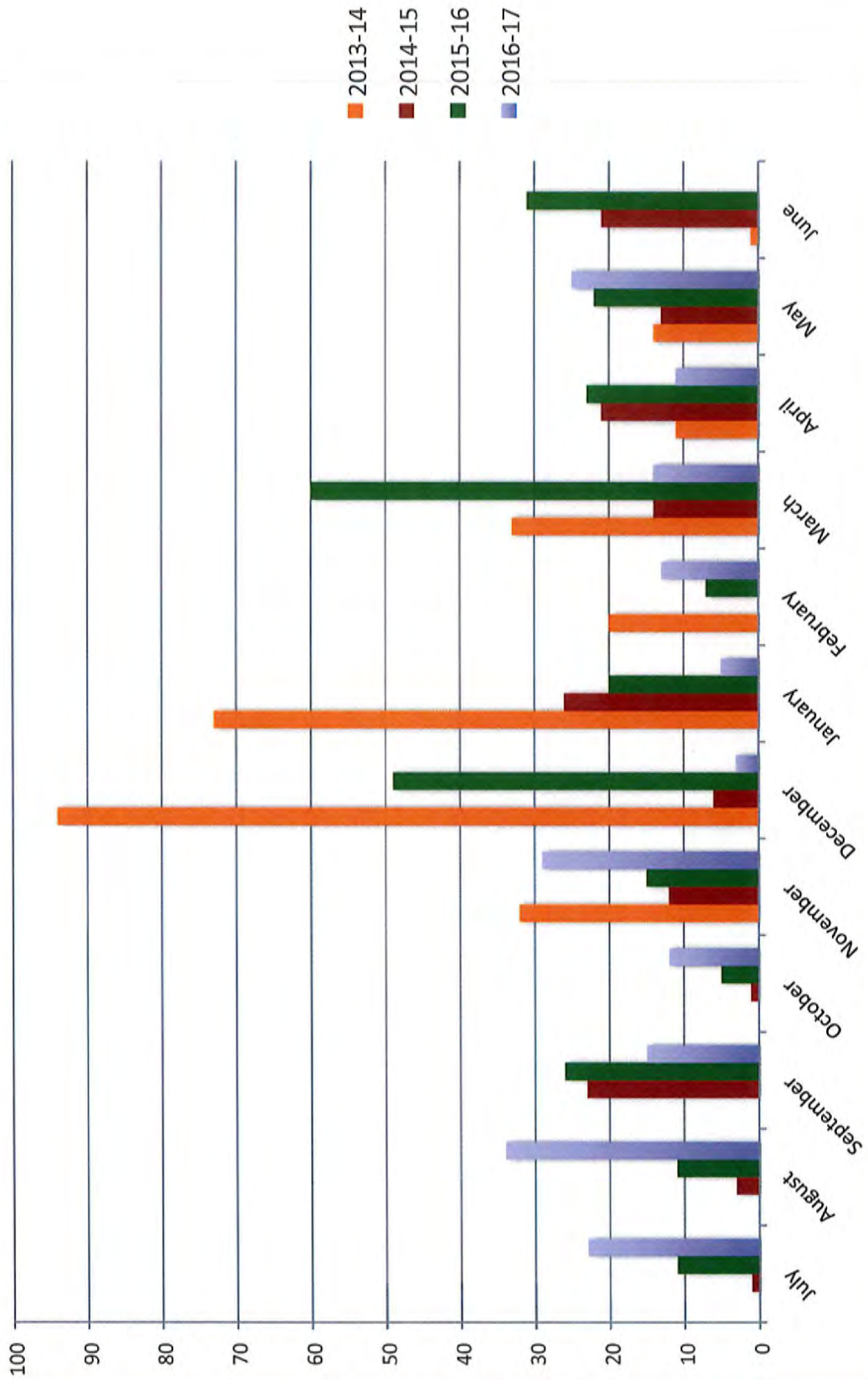


# eBOOK CIRCULATION

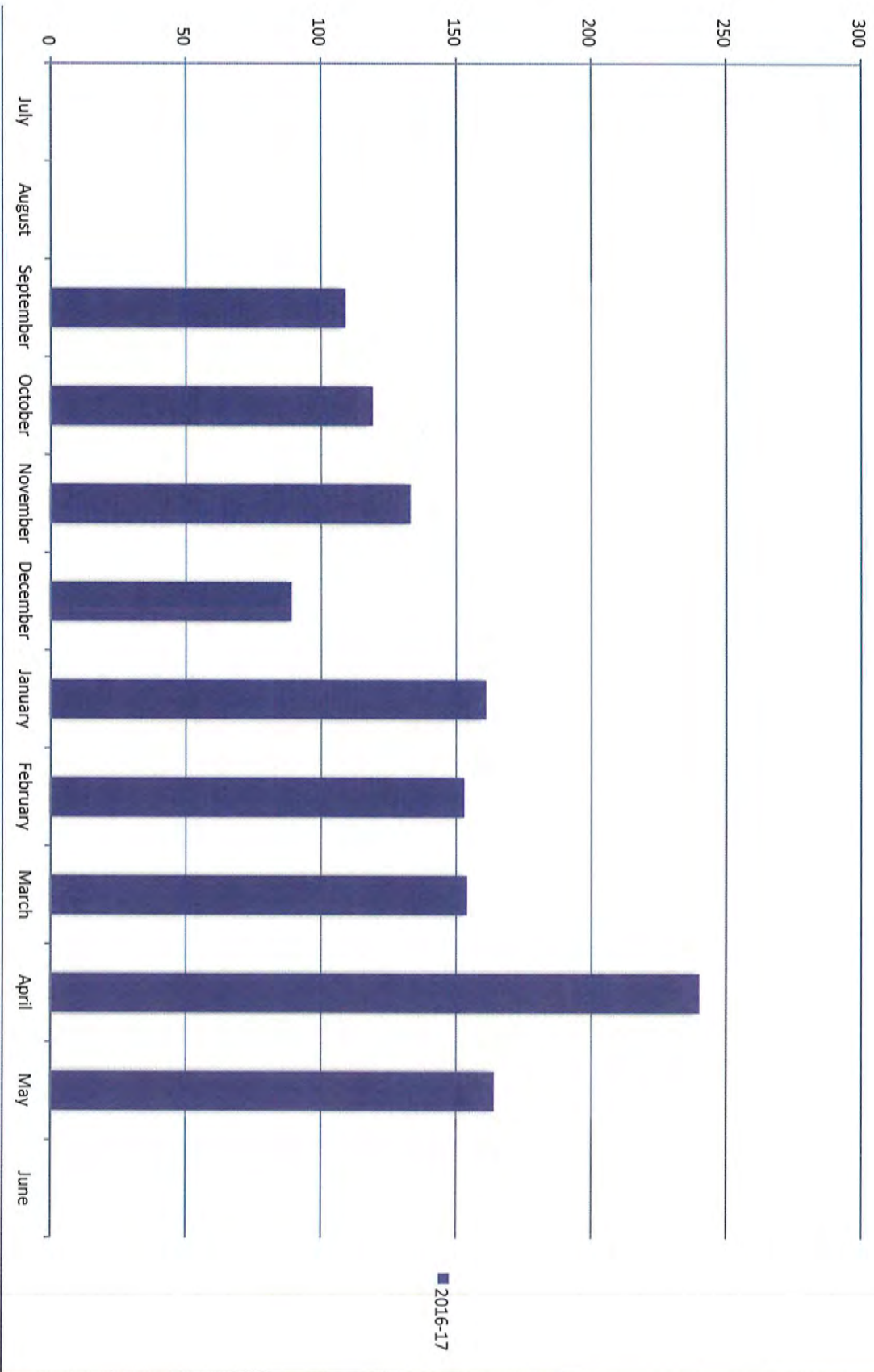




# ZINIO CIRCULATION



# HOOPLA



## 1986-87 GANN SPENDING LIMIT

| US CPI <sup>(1)</sup> | PRICE FACTOR | CA PER CAPITA INCOME <sup>(1)</sup> | B<br>PRICE<br>FACTOR <sup>(1)</sup> | A<br>PRICE<br>FACTOR <sup>(1)</sup> | B<br>VENTURA<br>COUNTY<br>POPULATION<br>CHANGE <sup>(1)</sup> | C<br>POPULATION<br>CHANGE<br>RATIO<br>1+(D/100) | D<br>ADJUSTMENT<br>FACTOR<br>A x C | 1986-87 Base<br>Year |            |            |
|-----------------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|---|---|------------------------------------|----------------------|------------|------------|
| 1978-79               |              |                                     |                                     |                                     |   |   |                                    |                      |            |            |
| 1979-80               | 10.17        |                                     |                                     | 1.1017                              | 4.19  | 1.0419  | 1.14786123                         |                      |            |            |
| 1980-81               |              | 12.11                               | 12.11                               | 1.1211                              | 3.57  | 1.0357  | 1.16112327                         |                      |            |            |
| 1981-82               |              | 9.12                                | 9.12                                | 1.0912                              | 2.5   | 1.025   | 1.11848                            |                      |            |            |
| 1982-83               | 6.79         |                                     |                                     | 1.0679                              | 1.52  | 1.0152  | 1.08413208                         |                      |            |            |
| 1983-84               |              | 2.35                                | 2.35                                | 1.0235                              | 2.53  | 1.0253  | 1.04939455                         |                      |            |            |
| 1984-85               | 4.74         |                                     |                                     | 1.0474                              | 2.34  | 1.0234  | 1.07190916                         |                      |            |            |
| 1985-86               | 3.74         |                                     |                                     | 1.0374                              | 1.88  | 1.0188  | 1.05690312                         |                      |            |            |
| 1986-87               | 2.3          |                                     |                                     | 1.023                               | 2.2   | 1.022   | 1.045506                           | \$ 187,563           |            |            |
| 1987-88               | 3.04         | 1.0304                              | \$ 16,766                           | \$ 18,489                           | 1.0304  | 2.39  | 1.0239                             | 1.05502656           | \$ 197,884 |            |
| 1988-89               | 3.93         | 1.0393                              | \$ 18,489                           | \$ 19,603                           | 1.0393  | 2.84  | 1.0284                             | 1.06881612           | \$ 211,502 |            |
| 1989-90               | 4.98         | 1.0498                              | \$ 19,603                           | \$ 20,569                           | 1.0498  | 2.88  | 1.0288                             | 1.08003424           | \$ 228,429 |            |
| 1990-91               |              |                                     | \$ 20,569                           | \$ 21,484                           | 4.21  | 1.0421  | 3.24                               | 1.0324               | 1.07586404 | \$ 245,759 |
| 1991-92               |              |                                     | \$ 21,484                           | \$ 21,816                           | 4.14  | 1.0414  | 3.26                               | 1.0326               | 1.07534964 | \$ 264,277 |
| 1992-93               |              |                                     | \$ 21,816                           | \$ 22,637                           | -0.64   | 0.9936  | 3.08                               | 1.0308               | 1.02420288 | \$ 270,673 |
| 1993-94               |              |                                     | \$ 22,637                           | \$ 22,957                           | 2.72  | 1.0272  | 1.57                               | 1.0157               | 1.04332704 | \$ 282,400 |
| 1994-95               |              |                                     | \$ 22,957                           | \$ 23,527                           | 0.71  | 1.0071  | 1.12                               | 1.0112               | 1.01837952 | \$ 287,590 |
| 1995-96               |              |                                     | \$ 23,527                           | \$ 24,578                           | 4.72  | 1.0472  | 1.72                               | 1.0172               | 1.06521184 | \$ 306,344 |
| 1996-97               |              |                                     | \$ 24,578                           | \$ 25,874                           | 4.67  | 1.0467  | 0.95                               | 1.0095               | 1.05664365 | \$ 323,696 |
| 1997-98               |              |                                     | \$ 25,874                           | \$ 27,125                           | 4.67  | 1.0467  | 0.47                               | 1.0047               | 1.05161949 | \$ 340,405 |
| 1998-99               |              |                                     | \$ 27,125                           | \$ 29,104                           | 4.15  | 1.0415  | 1.53                               | 1.0153               | 1.05743495 | \$ 359,956 |
| 1999-2000             |              |                                     | \$ 29,104                           | \$ 30,639                           | 4.53  | 1.0453  | 1.24                               | 1.0124               | 1.05826172 | \$ 380,928 |
| 2000-01               |              |                                     |                                     |                                     | 4.91  | 1.0491  | 1.46                               | 1.0146               | 1.06441686 | \$ 405,466 |
| 2001-02               |              |                                     | \$ 30,639                           | \$ 33,366                           | 7.82  | 1.0782  | 1.86                               | 1.0186               | 1.09825452 | \$ 445,305 |
| 2002-03               |              |                                     |                                     |                                     | -1.27   | 0.9873  | 2.02                               | 1.0202               | 1.00724346 | \$ 448,531 |
| 2003-04               |              |                                     |                                     |                                     | 2.31  | 1.0231  | 1.71                               | 1.0171               | 1.04059501 | \$ 466,739 |
| 2004-05               |              |                                     |                                     |                                     | 3.28  | 1.0328  | 1.73                               | 1.0173               | 1.05066744 | \$ 490,387 |
| 2005-06               |              |                                     |                                     |                                     | 5.26  | 1.0526  | 1.07                               | 1.0107               | 1.06386282 | \$ 521,704 |
| 2006-07               |              |                                     |                                     |                                     | 3.96  | 1.0396  | 0.82                               | 1.0082               | 1.04812472 | \$ 546,811 |
| 2007-08               |              |                                     |                                     |                                     | 4.42  | 1.0442  | 1.01                               | 1.0101               | 1.05474642 | \$ 576,747 |
| 2008-09               |              |                                     |                                     |                                     | 4.29  | 1.0429  | 1.16                               | 1.0116               | 1.05499764 | \$ 608,467 |
| 2009-10               |              |                                     |                                     |                                     | 0.62  | 1.0062  | 1.03                               | 1.0103               | 1.01656386 | \$ 618,546 |
| 2010-11               |              |                                     |                                     |                                     | -2.54   | 0.9746  | 1.25                               | 1.0125               | 0.9867825  | \$ 610,370 |
| 2011-12               |              |                                     |                                     |                                     | 2.51  | 1.0251  | 0.83                               | 1.0083               | 1.03360833 | \$ 630,884 |
| 2012-13               |              |                                     |                                     |                                     | 3.77  | 1.0377  | 0.61                               | 1.0061               | 1.04402997 | \$ 658,662 |
| 2013-14               |              |                                     |                                     |                                     | 5.12  | 1.0512  | 0.73                               | 1.0073               | 1.05887376 | \$ 697,440 |
| 2014-15               |              |                                     |                                     |                                     | -0.23   | 0.9977  | 0.79                               | 1.0079               | 1.00558183 | \$ 701,333 |
| 2015-16               |              |                                     |                                     |                                     | 3.82  | 1.0382  | 0.66                               | 1.0066               | 1.04505212 | \$ 732,930 |
| 2016-17               |              |                                     |                                     |                                     | 5.37  | 1.0537  | 0.7                                | 1.007                | 1.0610759  | \$ 777,694 |
| 2017-18               |              |                                     |                                     |                                     | 3.69  | 1.0369  | 0.41                               | 1.0041               | 1.04115129 | \$ 809,697 |

1) Annual Letters from Director, State of California, Department of Finance, Demographic Research Unit