



AGENDA
REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
TUESDAY JUNE 27, 2023 – 6:00 PM.
BLANCHARD COMMUNITY LIBRARY
119 N. 8TH STREET
SANTA PAULA, CA 93060
www.blanchardlibrary.org

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

1. CALL TO ORDER

2. ROLL CALL

President..... Miriam Zamora
Vice President.... Geraldine Barrows
Clerk Lori Beardsley
Trustee..... Ron Merson
Trustee..... Rick Reyes

3. APPROVAL OF THE ORDER OF THE AGENDA

4. 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.

5. CONSENT AGENDA

- A. Approval of Minutes: Meeting of May 23, 2023
- B. Approval of Financial Reports for May 2023

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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Blanchard / Santa Paula Library District
Board of Trustees Meeting
June 27, 2023

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6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

- A. Status of Remodel Project (information, discussion, possible action)
- B. Status of Building Forward Project (information, discussion, possible action)
- C. Approval of FY 2023-24 Budget (information, discussion, possible action)

8. NEW BUSINESS

- A. Approval of Cost for Moving and Disposal Service (information, discussion, possible action)
- B. Approval of Gann Spending Limit (information, discussion, possible action)
- C. Authorization to Invest Excess Funds in VC Pool (information, discussion, possible action)
- D. Authorization for Wire Transfers (information, discussion, possible action)
- E. Approval of Unfunded Accrued Liability Payment (information, discussion, possible action)
- F. Request to Reschedule Regular Meeting of August 2023 (information, discussion, possible action)

9. REPORTS

- A. Staff Reports
 - 1) Adult Services
 - 2) Youth Services
 - 3) Literacy
 - 4) Interim Library Director
- B. Friends of the Library
- C. Board Committees
 - 1) Facilities
 - 2) Finance
 - 3) Fundraising/Grants
 - 4) Human Resources
 - 5) Strategic Planning

10. FUTURE AGENDA ITEMS

11. UPCOMING MEETING DATES

- A. Regular Meeting July 25, 2023 at 6:00 PM

12. 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 Justin Formanek, Interim Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email justin.formanek@blanchardlibrary.org. Notification 48 hours before the meeting will enable reasonable arrangements to be made.



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 5**

REPORT: Consent Agenda

MEETING DATE: June 27, 2023

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

The Consent Agenda adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Agenda for discussion and consideration. Items removed from the Consent Agenda will be considered individually at the end of the Consent Agenda. The entire remaining Consent Agenda is then voted upon by roll call under one motion.

RECOMMENDATION

Staff recommends the Board approve the items in the Consent Agenda, listed below.

1. Approval of Minutes: Regular Meeting of May 23, 2023
2. Approval of Financial Reports for May 2023

Attachments:

- Minutes of Regular Meeting of May 23, 2023
- Financial Reports for May 2023

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



**MINUTES OF THE REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
TUESDAY, May 23 2023 – 6:00 PM.**

A. CALL TO ORDER

The Meeting was called to order at 6:10 PM by Board President Miriam Zamora.

B. ROLL CALL

Trustees Miriam Zamora, Rick Reyes, and Ron Merson were in attendance, a quorum was established. Board Members Geraldine Barrows and Lori Beardsley were absent.

Interim Library Director Justin Formanek was present. Bill Lindsay and Christina Grina from RWC, construction consultants were present.

C. APPROVAL OF THE ORDER OF THE AGENDA

Trustee Merson made a motion to approve the order of the agenda and Trustee Zamora seconded the motion.

The motion passed unanimously.

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT AGENDA

1. Approval of minutes: Meeting of April 25, 2023
2. Approval of Financial Reports for April 2023

Trustee Merson made a motion to approve the consent agenda Trustee Zamora seconded the motion.

The motion passed unanimously.

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

Trustee Merson reported on the new book program for the PK/5 students at the SPUSD schools. Each student is receiving one new book this week and next. The funding was organized by the Optimist Club and Sandra Luizzi purchased the new books at a substantial discount. Olivia is Escoto is distributing the books at the schools.

G. OLD BUSINESS

1. Status of Remodel Project

Robert William Company LLC (RWC) Project Managers Christina Grina and Bill Lindsay presented an updated Contracts Summary and Project Timeline for the remodel project.

Trustee Zamora moved to receive and file the updated Contracts Summary and Project Timeline and provide any feedback to staff on the material presented. Trustee Merson seconded.

The motion passed unanimously.

It was requested that RWC will provide a contingency budget that will be presented at the next Trustee meeting.

2. Status of the Shively Wall renovation

Moved by Trustee Merson and seconded by Trustee Reyes to approve a reimbursement of \$238.17 for the nonrefundable costs to the Santa Paula Society for the Arts and receive the quotes from Griplock Systems of \$1,311 and \$698.20 for the materials to hang artwork for display. The total estimated cost is \$2,247.37.

The motion passed unanimously.

3. Consideration of Furniture Proposal

Robert William Company LLC (RWC) presented from Tri-County Furniture RWC the proposed contract amount, date and schedule. There has been an increase of \$7,250.35 in total cost since the November 2022 proposal.

Trustee Merson moved and Trustee Zamora to approve the attached proposal from Tri-County furniture. The updated contract amount is \$369,704.73.

The motion passed unanimously.

H. NEW BUSINESS

1. Resolution 2022-2023:03 Requesting a Contrafund Advance for the 2023-24 fiscal year

Moved by Trustee Zamora and seconded by Trustee Merson to adopt the resolution requesting a contrafund advance of \$228,000 for the 2023-24 fiscal year.

The motion passed unanimously.

2. Draft of FY 2023-24 Budget was presented for review- No recommendation at this time.

SIGNIFICANT CHANGES FROM PREVIOUS FISCAL YEAR

Revenues

Property tax projection based on current FY actual.

Special Assessment projection based on current FY actual.

Expenses

Payroll increase in January 2024

Advertising costs moved to Publicity

Hotspots estimate more accurately reflects increased annual costs

Grounds maintenance includes an updated estimate for tree trimming

Legal costs expected to increase

I. REPORTS

Staff Reports were reviewed.

Mr. Formanek shared the draft Organization Chart.

J. FUTURE AGENDA ITEMS

Continue with the Budget review, review the remodel and building forward projects, reschedule future meeting dates

K. UPCOMING MEETING DATES

The next Regular Meeting is June 27, 2023 at 6:00 PM

L. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:14 PM.

Trustee Zamora made a motion to adjourn and Trustee Reyes seconded the motion.

The motion passed unanimously.

Ron Merson
Acting Library Clerk

Justin Formanek
Interim Library Director



BUDGET VARIATIONS AND SUMMARIES
YTD as of May 2023 - Month 11 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET	%	
Revenue	Property Taxes	\$984,904	\$923,230	6.7%	Early FY tax estimates lower than actual.
	Grants	\$452,543	\$79,791	467.2%	Building Forward + Zip Books Grants
	Donations	\$47,368	\$37,990	24.7%	Building Fund Donation + Friends of the Library Summer Reading Donation
Expense	Salaries & Benefits	\$624,843	\$666,390	-6.2%	
	Retirement	\$65,927	\$71,560	-7.9%	
	Computer Services	\$66,192	\$76,210	-13.1%	Network Services / ILS less than estimated.
	Collection Development	\$68,914	\$51,040	35.0%	Zip Books Grant funds not included in Collection Development budget (\$15,029.06)
	Programs	\$21,166	\$29,040	-27.1%	Uncertainty of remodel start delayed programming; staff have been scheduling more for summer.
	Office Expenses	\$7,733	\$12,870	-39.9%	Admin computer expenses less than expected; office supplies less than expected
	Repairs & Maintenance	\$24,089	\$17,690	36.2%	Higher than average Grounds Maintenance due to several trees overgrown / not trimmed in 5+ years
	Utilities	\$41,611	\$36,850	12.9%	Higher than average cooling and heating costs; spending for May 2023 is lower than budgeted.

BUDGET SUMMARY

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 1,045,429	\$ 1,504,040	\$ 1,047,611	43.6%	\$ 1,050,301
		\$ 1,160,916	\$ 1,047,611	10.8%	<-- income less Building Forward Grant
Expense	\$ 816,670	\$ 937,754	\$ 976,410	-4.0%	\$ 1,058,300
Other					
Income	\$ 35,467	\$ 7,912	\$ -		\$ -
Expense	\$ -	\$ -	\$ 16,500		

Blanchard/Santa Paula Library District

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010.10 · General Fund	21,706.20
Payroll (Checking Account - Payroll)	23,229.19
Literacy	
1010.30 · Checking - FLAIR	54,747.11
1014.30 · CD - FLAIR	5,406.57
Total Literacy	60,153.68
1020 · Book Trust Account	13,693.81
1010.20 · County Accounts	1,398,358.72
Investment Accounts	397,784.19
Building Fund	431,347.27
1010.40 · Santa Paula City	240,789.38
Blake	34,173.64
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
Total Checking/Savings	2,621,519.98
Other Current Assets	21,146.65
Total Current Assets	2,642,666.63
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction In Process	157,018.39
1401.1 · Land	69,309.00
1402.10 · Building	474,710.00
1485.10 · Furniture & Fixtures	292,980.92
1490.10 · Equipment	305,430.69
1495.10 · Improvements	
Restroom Remodel	94,795.24
1495.10 · Improvements - Other	580,594.50
Total 1495.10 · Improvements	675,389.74
Total Fixed Assets	807,258.74
TOTAL ASSETS	3,449,925.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 · Accts Payable - General	22,747.98
Total Accounts Payable	22,747.98
Credit Cards	
Bank of America Platinum Plus	3,588.36
Total Credit Cards	3,588.36
Other Current Liabilities	44,484.79
Total Current Liabilities	70,821.13
Total Liabilities	70,821.13
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,746,783.31
Net Income	574,197.57
Total Equity	3,379,104.24
TOTAL LIABILITIES & EQUITY	3,449,925.37

**Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
May 2023**

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes					
4100 · Secured	0.00	0.00	467,637.87	432,000.00	432,000.00
Supplemental	1,721.19	0.00	7,548.57	6,000.00	6,000.00
4200 · Unsecured	0.00	0.00	4,333.15	7,000.00	7,000.00
Special Dist. Assessments	1,454.05	0.00	321,944.87	327,000.00	327,000.00
Redevelopment Property Tax	77,385.27	74,000.00	168,563.11	149,000.00	149,000.00
4501 · HOPTR	1,095.41		2,660.28	1,300.00	1,300.00
4300 · Penalties/Delinquent Taxes	921.53	0.00	1,826.04	930.00	930.00
4400 · Property Tax Interest Earnings	0.00	0.00	10,390.17	0.00	0.00
Total 4000 · Property Taxes	82,577.45	74,000.00	984,904.06	923,230.00	923,230.00
4700 · Grants					
California State Library Grants	0.00	0.00	423,215.00	74,091.00	74,091.00
4705 · Other Grants	14,000.00	0.00	29,328.00	5,700.00	5,700.00
Total 4700 · Grants	14,000.00	0.00	452,543.00	79,791.00	79,791.00
4600 · Donations	510.00	2,090.00	47,368.68	37,990.00	40,080.00
4800 · Library Services	-15.00	600.00	6,172.13	6,600.00	7,200.00
4900 · Miscellaneous Income	21.25		263.50		
Interest Income	0.29		1,008.67		
4950 · City of Santa Paula	0.00		11,779.77		
Total Income	97,093.99	76,690.00	1,504,039.81	1,047,611.00	1,050,301.00
Gross Profit	97,093.99	76,690.00	1,504,039.81	1,047,611.00	1,050,301.00
Expense					
Salaries & Employee Benefits					
Salaries	38,528.04	44,840.00	458,381.03	485,500.00	530,340.00
Payroll Tax	3,114.42	3,690.00	36,824.63	40,490.00	44,180.00
Retirement	5,467.48	7,180.00	68,101.44	78,740.00	85,920.00
Health Insurance	5,121.58	5,340.00	59,177.31	58,740.00	64,080.00
Insurance- Workers Comp.	213.35	220.00	2,358.93	2,920.00	3,140.00
Total Salaries & Employee Benefits	52,444.87	61,270.00	624,843.34	666,390.00	727,660.00
Services					
Computer Services	2,555.89	1,110.00	66,192.22	76,210.00	77,320.00
Collection Development					
AV Materials					
Adult AV	495.27	250.00	2,644.97	2,750.00	3,000.00
Young Adult AV	0.00	50.00	23.38	550.00	600.00
Children's AV	0.00	100.00	1,108.73	1,100.00	1,200.00
Total AV Materials	495.27	400.00	3,777.08	4,400.00	4,800.00
Books					
Zip Books	1,353.13		15,029.06		
Children's Books	876.49	550.00	5,632.31	6,050.00	6,600.00
Children's Materials	0.00		522.43		
General	3,924.10	1,380.00	18,697.66	15,180.00	16,560.00
Young adult books	21.21	250.00	132.20	2,750.00	3,000.00
Total Books	6,174.93	2,180.00	40,013.66	23,980.00	26,160.00
eContent	-29.03	1,000.00	2,186.97	11,000.00	12,000.00
Databases	0.00	50.00	3,996.90	550.00	600.00
WiFi Hot Spots	398.00	800.00	15,764.49	8,800.00	9,600.00
Periodicals	413.41	210.00	3,174.96	2,310.00	2,520.00
Total Collection Development	7,452.58	4,640.00	68,914.06	51,040.00	55,680.00
Library Supplies	388.34	170.00	3,150.40	1,870.00	2,040.00
Memberships & Dues	813.15	420.00	6,904.92	4,620.00	5,040.00
Programs					
Adult Programs	56.07	380.00	3,171.20	4,180.00	4,560.00
Young Adult Programs	117.80	420.00	1,283.75	4,620.00	5,040.00

Blanchard/Santa Paula Library District
Profit & Loss Budget Performance
May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Children's Programs	4,946.47	1,170.00	8,993.31	12,870.00	14,040.00
Literacy Programs	1,060.56	670.00	6,710.35	7,370.00	8,040.00
Programs - Other	0.00		1,007.66		
Total Programs	6,180.90	2,640.00	21,166.27	29,040.00	31,680.00
Promotion & Public Relations	125.00	500.00	1,511.97	5,300.00	5,800.00
Travel and Meetings	201.74	180.00	794.64	1,980.00	2,160.00
Total Services	17,717.60	9,660.00	168,634.48	170,060.00	179,720.00
Administration					
Advertising	0.00	30.00	0.00	330.00	360.00
Bank Charges	60.75	40.00	976.45	440.00	480.00
Insurance	2,207.19	2,190.00	24,279.09	24,090.00	26,280.00
Miscellaneous	0.00		60.00		
Office Expenses					
Computer Network	0.00	210.00	0.00	2,310.00	2,520.00
Office Expense	771.57	630.00	4,192.54	6,930.00	7,560.00
Postage	393.25	100.00	1,233.75	1,100.00	1,200.00
Printing	0.00	230.00	2,306.81	2,530.00	2,760.00
Office Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total Office Expenses	1,164.82	1,170.00	7,733.10	12,870.00	14,040.00
Payroll Processing	287.02		4,723.28		
Professional Services	2,374.05	1,420.00	25,157.48	29,620.00	31,040.00
Staff Development & Recognition	0.00	170.00	1,021.21	1,870.00	2,040.00
Staff Recognition	0.00		150.85		
Strategic Planning	0.00		0.00	3,000.00	3,000.00
Telephone Expense	4.01	360.00	3,243.25	3,960.00	4,320.00
Administration - Other	21.12		105.60		
Total Administration	6,118.96	5,380.00	67,450.31	76,180.00	81,560.00
Facilities					
Furniture, Fixtures & Equipment	0.00		64.75		
Janitorial Services & Supplies	1,208.05	840.00	11,060.49	9,240.00	10,080.00
Repairs & Maintenance					
Building Maintenance	19.03	840.00	5,203.08	11,640.00	12,480.00
Grounds Maintenance	9,105.00	420.00	12,155.00	4,620.00	5,040.00
HVAC Maintenance	0.00		5,136.00		
Pest Control	0.00		677.75		
Security	0.00	130.00	917.80	1,430.00	1,560.00
Total Repairs & Maintenance	9,124.03	1,390.00	24,089.63	17,690.00	19,080.00
Utilities (Utilities)					
Electricity	2,047.99	2,500.00	29,259.09	27,500.00	30,000.00
Gas	167.88	100.00	3,468.24	1,100.00	1,200.00
Trash	286.18	250.00	2,997.20	2,750.00	3,000.00
Water and Sewer	519.52	500.00	5,886.78	5,500.00	6,000.00
Total Utilities (Utilities)	3,021.57	3,350.00	41,611.31	36,850.00	40,200.00
Total Facilities	13,353.65	5,580.00	76,826.18	63,780.00	69,360.00
Total Expense	89,635.08	81,890.00	937,754.31	976,410.00	1,058,300.00
Net Ordinary Income	7,458.91	-5,200.00	566,285.50	71,201.00	-7,999.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Income)	-1,113.20		1,096.18		
Library Impact Fees	0.00		6,815.89		
Total Other Income	-1,113.20		7,912.07		
Other Expense					
Extraordinary Expenses	0.00	1,500.00	0.00	16,500.00	18,000.00
Total Other Expense	0.00	1,500.00	0.00	16,500.00	18,000.00
Net Other Income	-1,113.20	-1,500.00	7,912.07	-16,500.00	-18,000.00
Net Income	6,345.71	-6,700.00	574,197.57	54,701.00	-25,999.00

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2022 through May 2023

	Jul '22 - May 23	Jul '21 - May 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes				
4100 · Secured	467,637.87	423,763.22	43,874.65	10.4%
Supplemental	7,548.57	9,643.08	-2,094.51	-21.7%
4200 · Unsecured	4,333.15	7,993.10	-3,659.95	-45.8%
Special Dist. Assessments	321,944.87	320,239.86	1,705.01	0.5%
Redevelopment Property Tax	168,563.11	149,222.53	19,340.58	13.0%
4501 · HOPTR	2,660.28	3,112.46	-452.18	-14.5%
4300 · Penalties/Delinquent Taxes	1,826.04	988.28	837.76	84.8%
4400 · Property Tax Interest Earnings	10,390.17	1,067.69	9,322.48	873.1%
Total 4000 · Property Taxes	984,904.06	916,030.22	68,873.84	7.5%
4700 · Grants				
California State Library Grants	423,215.00	94,147.00	329,068.00	349.5%
4705 · Other Grants	29,328.00	0.00	29,328.00	100.0%
Total 4700 · Grants	452,543.00	94,147.00	358,396.00	380.7%
4600 · Donations	47,368.68	32,490.50	14,878.18	45.8%
4800 · Library Services	6,197.13	2,514.77	3,682.36	146.4%
4900 · Miscellaneous Income	263.50	263.88	-0.38	-0.1%
Interest Income	1,008.67	2.56	1,006.11	39,301.2%
4950 · City of Santa Paula	11,779.77	0.00	11,779.77	100.0%
Total Income	1,504,064.81	1,045,448.93	458,615.88	43.9%
Gross Profit	1,504,064.81	1,045,448.93	458,615.88	43.9%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	458,381.03	395,260.01	63,121.02	16.0%
Payroll Tax	36,824.63	32,038.12	4,786.51	14.9%
Retirement	68,101.44	63,194.79	4,906.65	7.8%
Health Insurance	59,177.31	57,127.59	2,049.72	3.6%
Insurance- Workers Comp.	2,358.93	1,506.15	852.78	56.6%
Total Salaries & Employee Benefits	624,843.34	549,126.66	75,716.68	13.8%
Services				
Computer Services	66,476.84	65,824.17	652.67	1.0%
Collection Development	71,684.76	61,182.11	10,502.65	17.2%
Library Supplies	2,853.48	2,033.77	819.71	40.3%
Memberships & Dues	7,522.92	4,479.97	3,042.95	67.9%
Programs	19,281.21	6,557.18	12,724.03	194.1%
Promotion & Public Relations	1,511.97	1,911.77	-399.80	-20.9%
Travel and Meetings	794.64	41.98	752.66	1,792.9%
Total Services	170,125.82	142,030.95	28,094.87	19.8%
Administration				
Bank Charges	976.45	784.66	191.79	24.4%
Insurance	24,279.09	20,289.72	3,989.37	19.7%
Miscellaneous	60.00	130.20	-70.20	-53.9%
Office Expenses	8,065.45	6,285.04	1,780.41	28.3%

Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison
July 2022 through May 2023

	Jul '22 - May 23	Jul '21 - May 22	\$ Change	% Change
Payroll Processing	4,723.28	3,229.89	1,493.39	46.2%
Professional Services	24,157.54	23,348.31	809.23	3.5%
Public & Legal Notices	75.93	80.20	-4.27	-5.3%
Staff Development & Recognition	1,021.21	397.47	623.74	156.9%
Staff Recognition	150.85	0.00	150.85	100.0%
Strategic Planning	0.00	1,004.90	-1,004.90	-100.0%
Telephone Expense	3,243.25	3,497.56	-254.31	-7.3%
Administration - Other	105.60	0.00	105.60	100.0%
Total Administration	66,858.65	59,047.95	7,810.70	13.2%
Facilities				
Furniture, Fixtures & Equipment	64.75	0.00	64.75	100.0%
Janitorial Services & Supplies	11,060.49	10,689.81	370.68	3.5%
Repairs & Maintenance	15,649.23	13,206.10	2,443.13	18.5%
Utilities (Utilities)	44,901.05	33,153.68	11,747.37	35.4%
Total Facilities	71,675.52	57,049.59	14,625.93	25.6%
Total Expense	933,503.33	807,255.15	126,248.18	15.6%
Net Ordinary Income	570,561.48	238,193.78	332,367.70	139.5%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	1,096.18	5,418.83	-4,322.65	-79.8%
Library Impact Fees	6,815.89	30,047.95	-23,232.06	-77.3%
Total Other Income	7,912.07	35,466.78	-27,554.71	-77.7%
Net Other Income	7,912.07	35,466.78	-27,554.71	-77.7%
Net Income	578,473.55	273,660.56	304,812.99	111.4%

Blanchard/Santa Paula Library District
 General Fund Deposit Detail
 May 2023

9:48 AM
 06/21/23

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		05/04/2023	Ventura County Community Foundation	Deposit	1010.10 - General Fund 4706 - Ventura County Charitable Fnd	General Fund	10,000.00
TOTAL							-10,000.00 -10,000.00
Deposit		05/04/2023	Black Gold Cooperative	3rd QTR	1010.10 - General Fund eContent	General Fund	29.03
TOTAL							-29.03 -29.03
Deposit		05/10/2023	State of California optimist club The Hackworth Family Trust	Lunch at the Library Summer Reading Children's Books	1010.10 - General Fund 4705 - Other Grants 4603 - Other Donations 4603 - Other Donations	Programs:Children's Programs:Lunch at the... Programs:Children's Programs:Summer Pro... Books:Children's Books	4,500.00
TOTAL							-4,000.00 -400.00 -100.00 -4,500.00
Deposit		05/22/2023		Deposit	1010.10 - General Fund	General Fund	10.00
TOTAL							-10.00 -10.00
Deposit		05/24/2023	State of California - Victim Restitution The McLoughlin Family Trust	Deposit California room - Local Hist...	1010.10 - General Fund 4904 - Restitution 4603 - Other Donations	General Fund General Fund	31.25
TOTAL							-21.25 -10.00 -31.25

Blanchard/Santa Paula Library District Monthly General Fund Check Detail May 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL	05/02/2023			1010.10 - General Fund Credit Card Fees	-60.75 -60.75
EFT	05/02/2023	Calif. Public Employees' Retirement System	CalPERS PEPPA retirement contribution	1010.10 - General Fund	
TOTAL			CalPERS PEPPA retirement contribution 03-19-23- 04-0123	CALPERS (Payee Account - Employee Deduct...	-1,486.10 -1,486.10
EFT	05/02/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 - General Fund	
TOTAL			03-19-23 - 04-01-23	CALPERS (Payee Account - Employee Deduct...	-403.20 -403.20
EFT	05/10/2023	Calif. Public Employees' Retirement System	May 2023 Health Insurance	1010.10 - General Fund	
TOTAL			May 2023 Health Insurance May 2023 Health Insurance May 2023 Health Insurance	PERS Group Health Insurance Amnuitant Health Insurance Administration	-4,078.05 -2,322.01 -21.12 -6,421.18
11766	05/03/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 - General Fund	
				Literacy Programs Children's Programs Children's Programs Children's AV Children's AV Children's Programs Children's Programs Office Expense Office Expense Children's Books	-19.54 -124.81 -116.56 -18.86 -21.61 -63.85 -14.70 -8.69 -67.08 -268.65 -724.35
11767	05/03/2023	Baker & Taylor Books	4115157 L444180 4 000000	1010.10 - General Fund	
				General General General General	-592.91 -220.54 -217.10 -22.29 -1,052.84
11768	05/03/2023	Black Gold Cooperative Library System	VOID: 3rd quarter reimbursable billing	1010.10 - General Fund	
TOTAL					0.00
11769	05/03/2023	Business Card	Credit Card Charges 03-17-23 - 04-16-23	1010.10 - General Fund	
			Credit Card Charges 03-17-23 - 04-16-23	Bank of America Platinum Plus	-1,561.35 -1,561.35

**Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
May 2023**

9:49 AM
06/21/23

Num	Date	Name	Memo	Account	Paid Amount
11770	05/03/2023	Edison	700501221979	1010.10 - General Fund	
	03-20-23 - 04-17-23		03-20-23 - 04-17-23	Electricity	-1,720.60
TOTAL					-1,720.60
11771	05/03/2023	Landscape Valley		1010.10 - General Fund	
	March 2023			Grounds Maintenance	-305.00
TOTAL					-305.00
11772	05/03/2023	Midwest Tape	2000009658	1010.10 - General Fund	
	02/21/2023		503399665	Adult AV	-27.47
	04/14/2023		INV. 503648651	Adult AV	-37.04
TOTAL					-64.51
11773	05/03/2023	Nancy Klerstyn Schreiner		1010.10 - General Fund	
	04/24/2023			Legal Fees	-1,475.00
TOTAL					-1,475.00
11774	05/03/2023	Olivia Escoto {vendor}	Mileage for February 2023	1010.10 - General Fund	
	Feb 2023 Miles		Mileage for February 2023	Travel	-64.19
TOTAL					-64.19
11775	05/03/2023	Quadient Finance USA, Inc		1010.10 - General Fund	
	7900-0110-8018-6524		April 2023	Postage	-10.00
TOTAL					-10.00
11776	05/03/2023	T-Mobile	986896932	1010.10 - General Fund	
	03-21-23 -04-20-23			WiFi Hot Spots	-308.00
TOTAL					-308.00
11777	05/16/2023	Franklin Haynes Marionettes	May 16, 2023 Event	1010.10 - General Fund	
	53588		May 16, 2023 Event	Children's Programs	-425.00
TOTAL					-425.00
11778	05/18/2023	Amazon Capital Services	AZUKBIMZA52GWII	1010.10 - General Fund	
	1CRX-JHV6-GTWT			Children's Books	-32.46
	1CN6-CRP3-TFF3			Children's Books	-351.29
	143V-T1XC-1XM6			Children's Programs	-115.26
	164J-7FLH-4VY3			Adult Programs	-42.09
TOTAL					-541.10
11779	05/18/2023	Athens Environmental	A20004977	1010.10 - General Fund	

**Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
May 2023**

Num	Date	Name	Memo	Account	Paid Amount
14425492	05/01/2023		INV. 14425492	Trash	-286.18
TOTAL					-286.18
11780	05/18/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 - General Fund	
2037456421	04/24/2023			General	-89.53
2037456423	04/24/2023			General	-22.06
2037456424	04/24/2023			General	-156.60
2037456422	04/24/2023			General	-96.95
TOTAL					-365.14
11781	05/18/2023	City of Santa Paula (067000-00)	111-067000-00	1010.10 - General Fund	
03-24-23 - 04-24-23	04/28/2023		03-24-23 - 04-24-23	Water and Sewer	-489.67
TOTAL					-489.67
11782	05/18/2023	City of Santa Paula (067500-00)	111-067500-00	1010.10 - General Fund	
03-24-23 - 04-24-23	04/28/2023		03-24-23 - 04-24-23	Water and Sewer	-109.95
TOTAL					-109.95
11783	05/18/2023	Election Division	Gubernatorial General Election	1010.10 - General Fund	
221108-108	05/10/2023		Gubernatorial General Election	Memberships & Dues	-450.00
TOTAL					-450.00
11784	05/18/2023	Goldy, Brenda	ATS Meeting - Mileage	1010.10 - General Fund	
Mileage	05/03/2023		ATS Meeting - Mileage	Conferences & meetings	-137.55
TOTAL					-137.55
11785	05/18/2023	Kelly Cleaning & Supplies		1010.10 - General Fund	
589704665	05/01/2023			Janitorial Services & Supplies	-760.00
TOTAL					-760.00
11786	05/18/2023	Landscape Valley		1010.10 - General Fund	
April 2023	05/10/2023			Grounds Maintenance	-305.00
TOTAL					-305.00
11787	05/18/2023	Robert William Company LLC	INV. 5955	1010.10 - General Fund	
5955	03/31/2023		INV. 5955	1070.10 - Construction In Process	-2,377.50
TOTAL					-2,377.50
11799	05/18/2023	SoCalGas	04-03-23 - 05-02-23	1010.10 - General Fund	
04-03-23 - 05-02-23	05/04/2023		04-03-23 - 05-02-23	Gas	-167.88
TOTAL					-167.88

**Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
May 2023**

9:49 AM
06/21/23

Num	Date	Name	Memo	Account	Paid Amount
11800	05/18/2023	Unique Management Services, Inc.	538	1010.10 · General Fund	
6112588	05/01/2023		6112588	Collection Services	-128.05
TOTAL					-128.05
11801	05/18/2023	Western Exterminator Company	00093864-7	1010.10 · General Fund	
35615707	04/25/2023		INV. 35615707	Pest Control	-135.55
TOTAL					-135.55
11984	05/31/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503792367	05/16/2023		INV. 503792367	Adult AV	-255.80
TOTAL					-255.80
11985	05/31/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037432254	05/06/2023			General	-149.37
TOTAL					-149.37
11986	05/31/2023	Black Gold Cooperative Library System	3rd quarter reimbursable billing	1010.10 · General Fund	
23-381	03/31/2023		Unique	Collection Services	-28.10
			WiFi hotspots	WiFi Hot Spots	-524.74
			Hoopla	Databases	-1,127.90
			Envisionware annual maintenance	Service/Licensing Agreements	-304.96
TOTAL					-1,985.70
11987	05/31/2023	Business Card	Credit Card Charges 04-17-23 - 05-16-23	1010.10 · General Fund	
04-17-23 - 05-16-23	05/12/2023		04-17-23 - 05-16-23	Bank of America Platinum Plus	-3,948.11
TOTAL					-3,948.11
11988	05/31/2023	Edison	700501221979	1010.10 · General Fund	
04-18-23 - 05-26-23	05/17/2023		04-18-23 - 05-26-23	Electricity	-2,047.99
TOTAL					-2,047.99
11989	05/31/2023	Java Connections, LLC	06-01-23 - 05-31-24	1010.10 · General Fund	
2944	05/30/2023		06-01-23 - 05-31-24	1063.10 · Prepaid Expenses	-2,726.28
TOTAL					-2,726.28
11990	05/31/2023	Los Angeles Times	10011275968	1010.10 · General Fund	
2022 - 2023 Digital	05/18/2023		2022 - 2023 Digital	Periodicals	-162.52
TOTAL					-162.52
11991	05/31/2023	Midwest Tape	2000009658	1010.10 · General Fund	

**Blanchard/Santa Paula Library District
Monthly General Fund Check Detail
May 2023**

Num	Date	Name	Memo	Account	Paid Amount
503820150	05/15/2023		INV. 503820150	Adult AV	-158.73
TOTAL					-158.73
11992	05/31/2023	Quadient Finance USA, Inc		1010.10 - General Fund	
7900-0110-8018-6524	05/30/2023		May 2023	Postage	-20.00
TOTAL					-20.00
11993	05/31/2023	Santa Paula Society of the Arts*		1010.10 - General Fund	
Construction 2023	05/30/2023			1070.10 - Construction In Process	-238.17
TOTAL					-238.17
11994	05/31/2023	Sparkletts	26410174648715	1010.10 - General Fund	
4648715-051823	05/18/2023			Office Expense	-123.29
4648715-041823	05/18/2023			Office Expense	-144.46
TOTAL					-267.75
11995	05/31/2023	Springshare LLC	July 2023 - June 2024	1010.10 - General Fund	
23-A1371	05/30/2023		July 2023 - June 2024 - Computer License Agreement	1063.10 - Prepaid Expenses	-1,099.00
TOTAL					-1,099.00
11996	05/31/2023	T-Mobile	986896932	1010.10 - General Fund	
04-21-23 - 05-20-23	05/20/2023			WiFi Hot Spots	-308.00
TOTAL					-308.00
11997	05/23/2023	DJ's California Catering, Inc.		1010.10 - General Fund	
84597	05/24/2023			Literacy Programs	-505.35
TOTAL					-505.35
11998	05/23/2023	Unique Management Services, Inc.	538	1010.10 - General Fund	
6111594	04/01/2023		6111594	Collection Services	-98.50
TOTAL					-98.50
11999	05/23/2023	Ventura County Assessor	APN Reports - 2023	1010.10 - General Fund	
2023-028	05/17/2023		APN Reports - 2023	Accounting Fees	-146.00
TOTAL					-146.00



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7.A**

REPORT: Status of Remodel Project
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

UPDATES

- All Venco Electric Inc. submittals sent to date have been approved, signed and returned for ordering purposes; Venco has received the initial payment for the bonds and insurance.
- David Atkins Construction Inc. sent RWC the required insurance certification; RWC awaiting request for initial payment.
- David Atkins Construction Inc. submittal for the doors and hardware has been sent to AKA for their approval/verification of frame profile, door type, and finishes.
- TriCounty Furniture finalizing proposal, preparing existing to remain shelving plan.

Important Dates

- Friday, July 7** Delivery of storage containers.
- Thursday, July 13** Last day for groups to use library meeting rooms
- Thursday, July 20** Last day the Library is open to the public
- Friday, July 21** Staff to begin moving Children’s and YA collections to temporary location; all items not moved by Coastal Transfer to be relocated.
- Monday, July 31** Relocation of all items complete.
- Tuesday, August 1** Begin remodel construction timeline.
- Monday, August 7** Begin curbside service.

Attachments

— Project timeline (library staff)

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

119 N. 8TH STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7.B**

REPORT: Status of Building Forward Project
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

REROOF / INSULATION

Anderson Kulwiec Appleby (AKA) is coordinating the roofing design with AE Group's mechanical design, and expect to have it finished within the next few weeks. At that time, they will submit the architectural plans to the Building Department for a plan check.

Preliminary drawings are attached.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

AE Group is moving forward with their design drawings and expect to have them completed within a week.

Preliminary drawings are attached.

BATTERY ENERGY STORAGE SYSTEM (BESS)

ENGIE Services U.S. (energy infrastructure and building services company) reported that they were unable to find an appropriate BESS solution for us based on our utility information. They have referred us to Stem, Inc., another BESS provider. Swell Energy is also finalizing a proposal for review.

Attachments

- Blanchard Library Mech & Plumb Preliminary 6-13-23
- Blanchard Reroof - Architectural 5-21-2023

NO.	DATE	REVISION

AE Group
 Mechanical Engineers
 838 East Front Street
 Ventura, California 93001-2925
 (805) 653-1722
 hugh@aegroupme.com

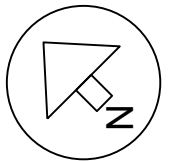
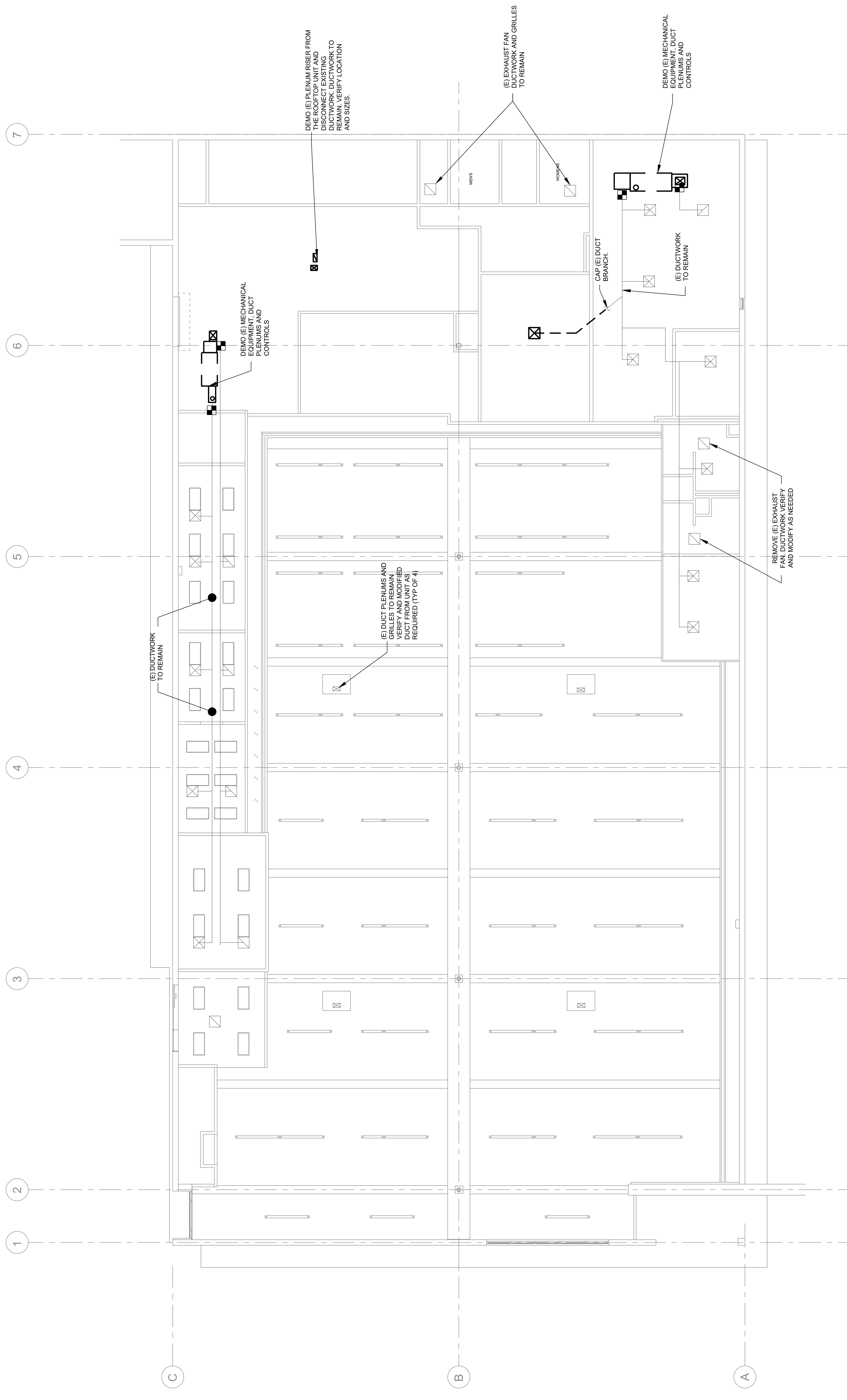
BLANCHARD COMMUNITY LIBRARY
 119 N. 8TH STREET
 SANTA PAULA, CALIFORNIA 93060

BLANCHARD COMMUNITY LIBRARY HVAC REPLACEMENT PROJECT
 119 N. 8TH ST. SANTA PAULA, CALIFORNIA 93060

SHEET TITLE:
DEMOLITION MECHANICAL & PLUMBING PLAN

DATE: 06-02-23
 DRAWN: JS
 CHECKED: PWW/HM
 PLOT NO:

MP2.0
 OF



1 MECHANICAL & PLUMBING DEMOLITION PLAN
 SCALE: 1/8" = 1'-0"

Consultants:

Architect's Project Number:
2023-107

Project:

**Blanchard
Community Library
RE-ROOFING**

119 North 8th Street
Santa Paula, California 93060

Owner:

**Blanchard
Community Library**

119 North 8th Street
Santa Paula, California 93060

REVISIONS

△	Date	Description
1	XX-XX-2023	XXXXXX

ISSUE RECORD

Num	Date	Description
1	XX-XX-2023	XXXXXX

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Checked by: _____ Checker
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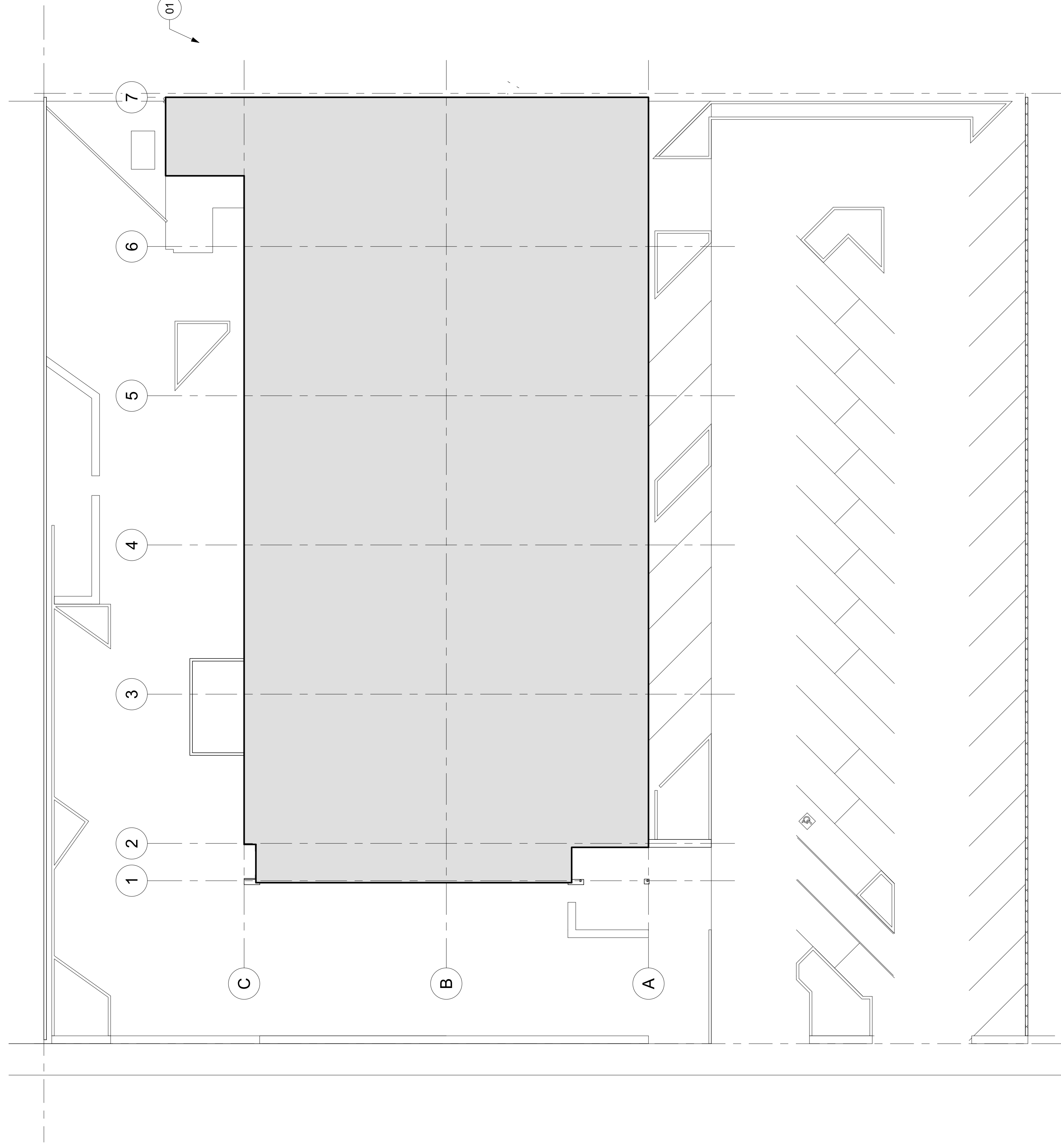
Sheet Title:
SITE PLAN

Date: **21 May 2023**
Sheet Number:

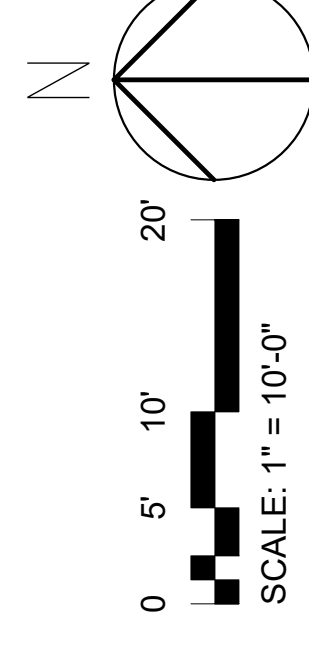
A-101
PRELIMINARY

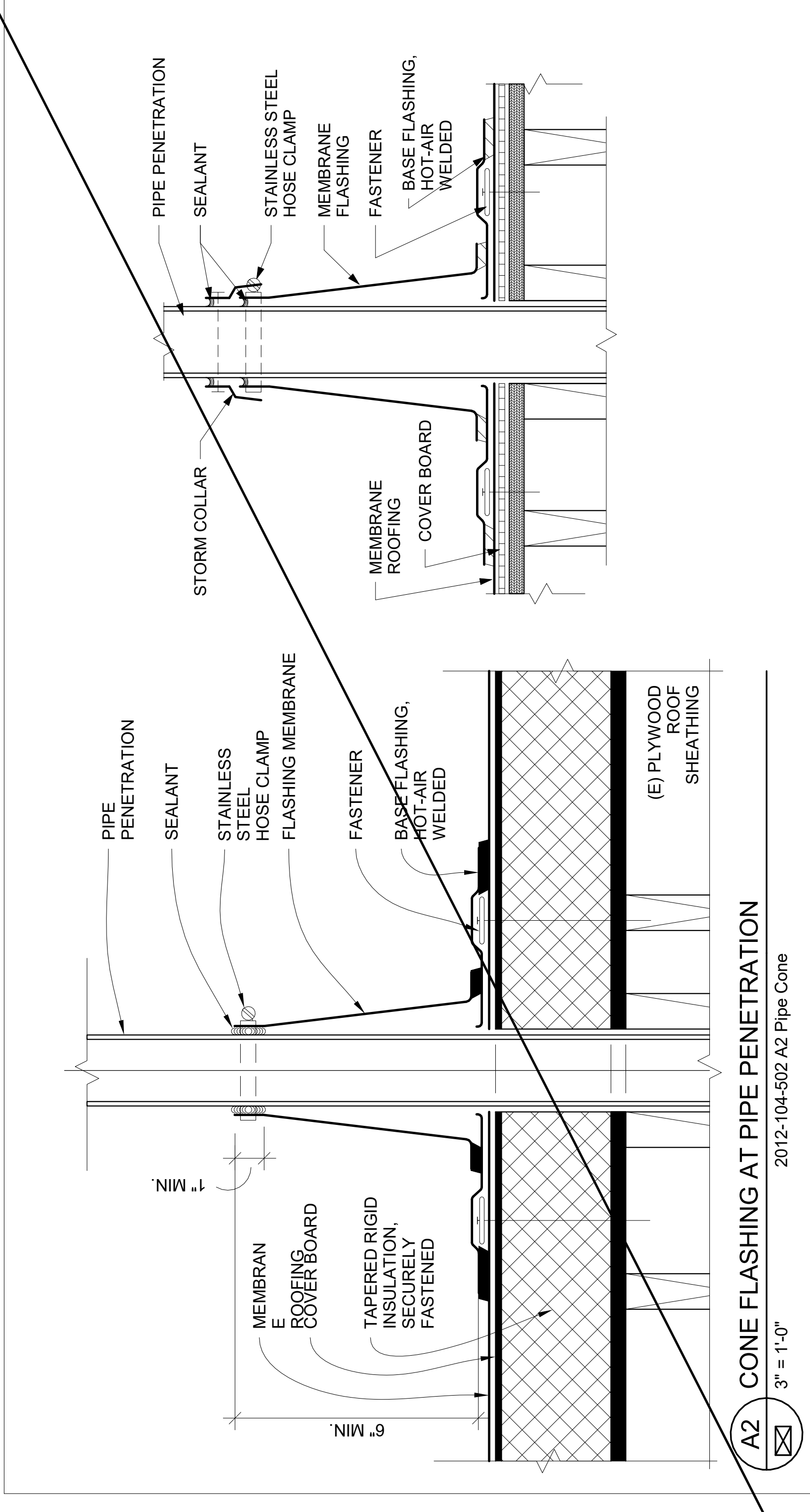
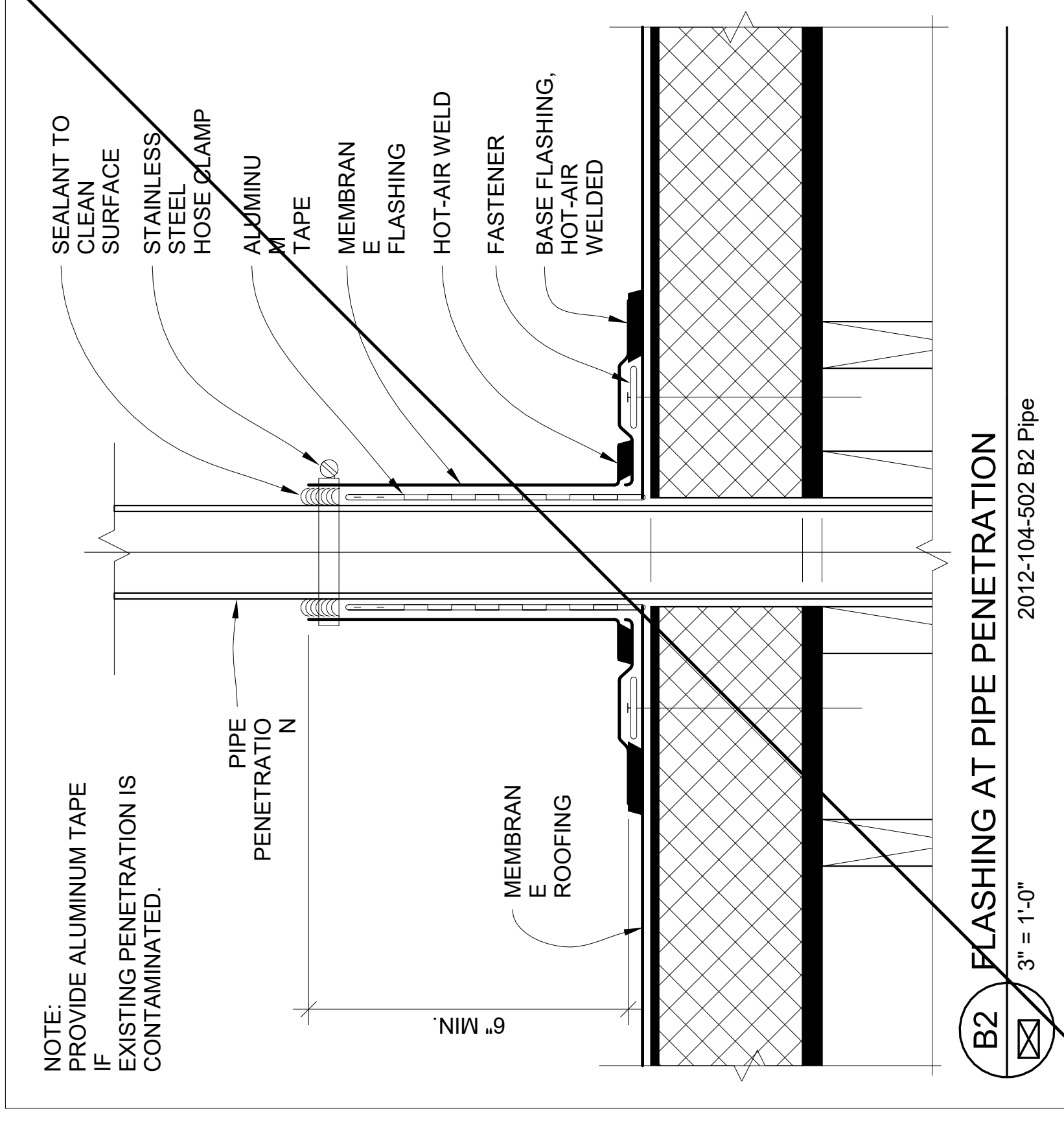
REFERENCE NOTES

01) 01



A2 SITE PLAN
A-101 1/16" = 1'-0"





Consultants:

Architect's Project Number:
2023-107

Project:
**Blanchard
Community Library
RE-ROOFING**

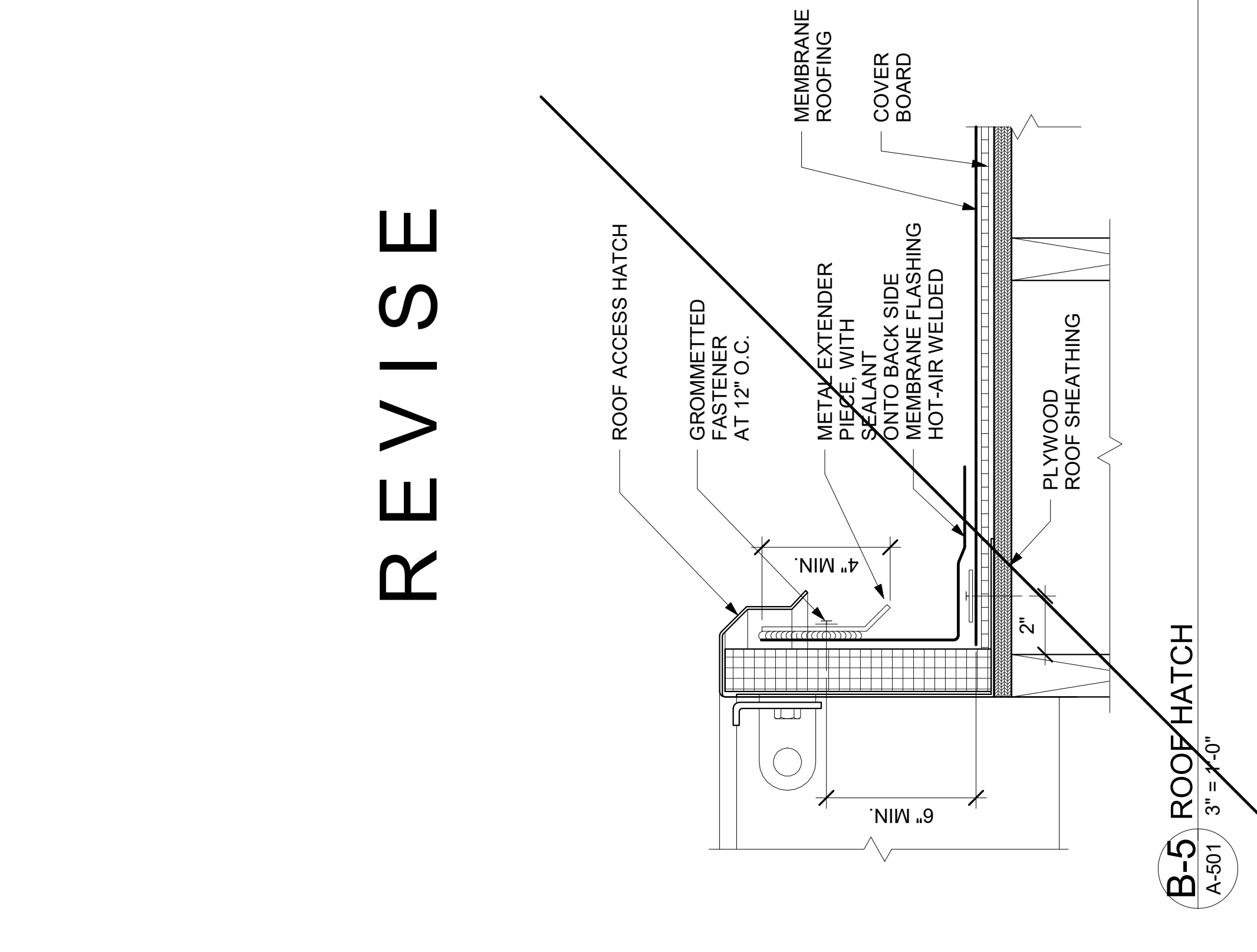
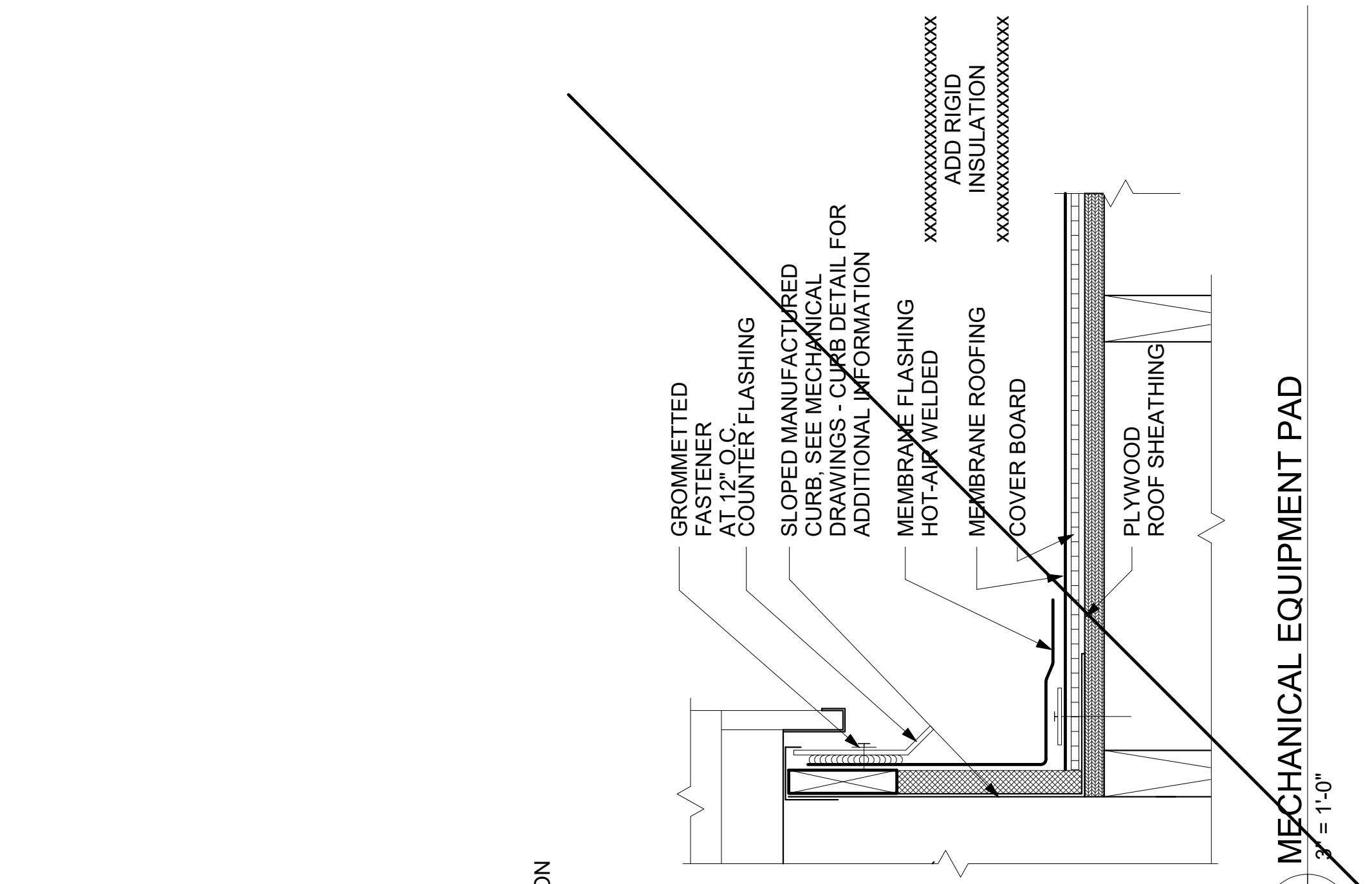
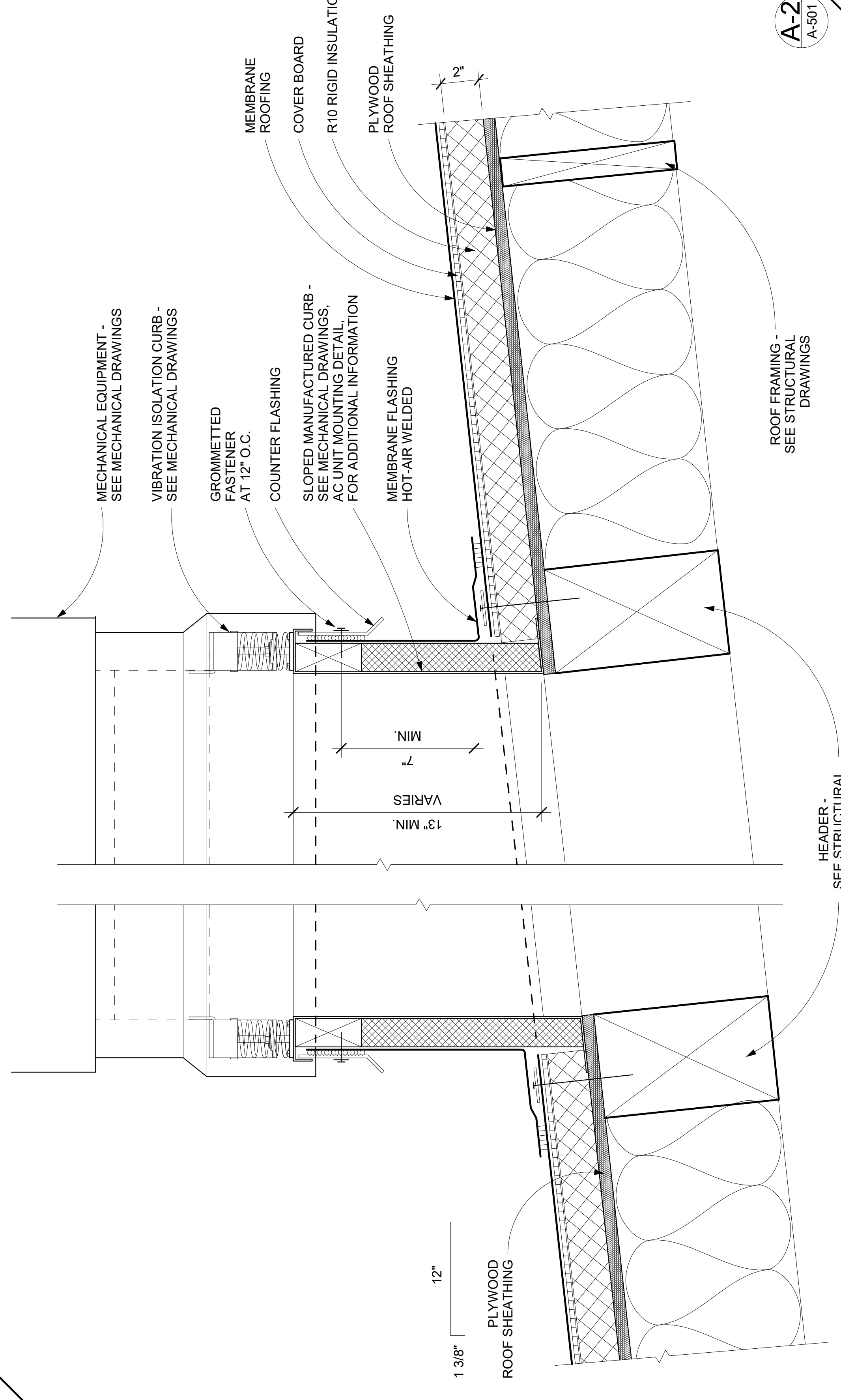
119 North 8th Street
Santa Paula, California 93060

Owner:
**Blanchard
Community Library**

119 North 8th Street
Santa Paula, California 93060

B-1 M 07 Pipe
A-501 3" = 1'-0"

B-2 M 07 Pipe Cone
A-501 3" = 1'-0"



REVISE

REVISIONS	Date	Description
1	XX-XX-2023	XXXXXXXX

ISSUE RECORD	Num	Date	Description
1	XX-XX-2023	XXXXXXXX	

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Drawn by: Author
Checked by: Checker
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Sheet Title:
DETAILS

Date: 21 May 2023
Sheet Number:

A-501
PRELIMINARY

Consultants:

Architect's Project Number:
2023-107

Project:

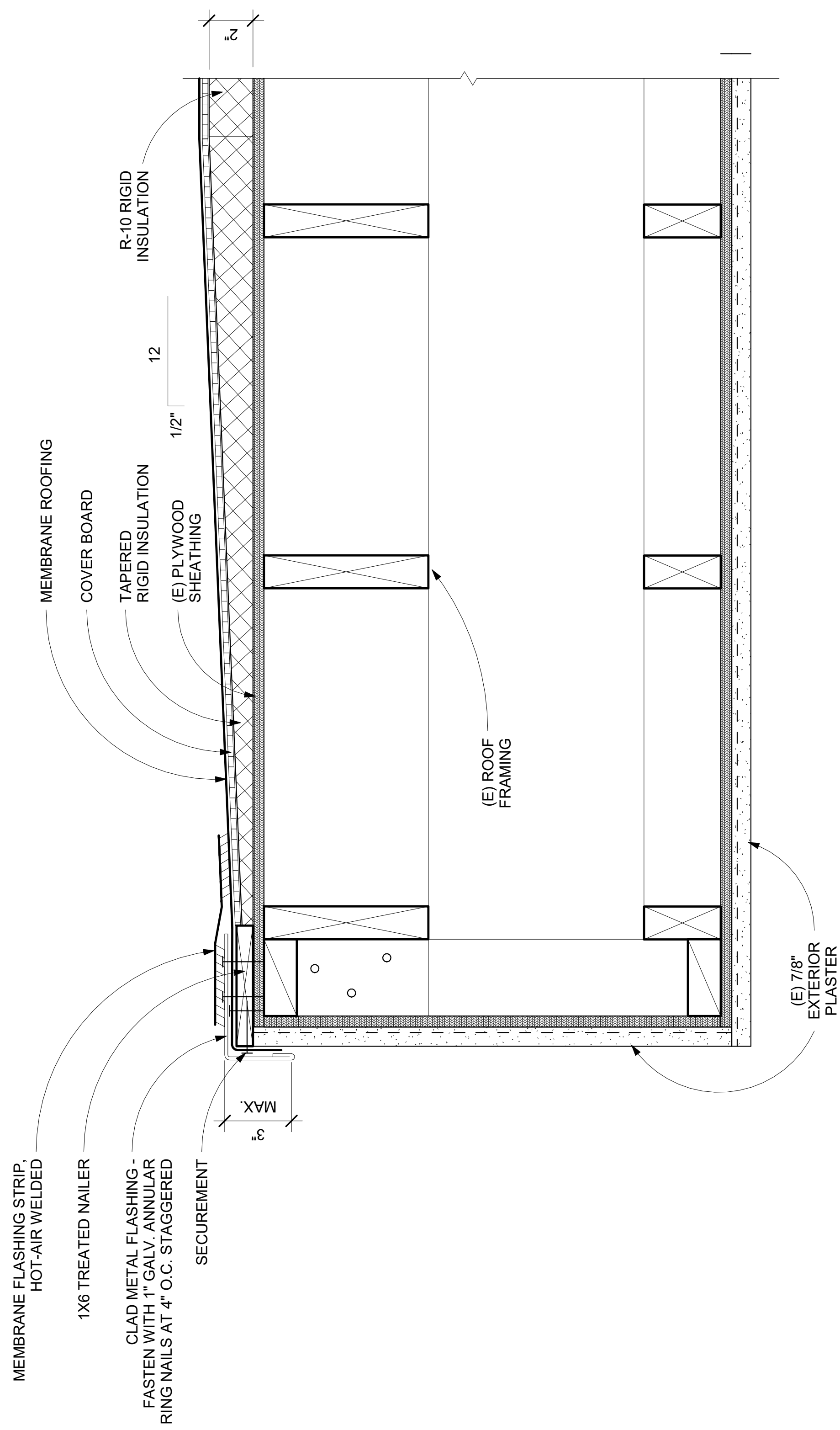
**Blanchard
Community Library
RE-ROOFING**

119 North 8th Street
Santa Paula, California 93060

Owner:

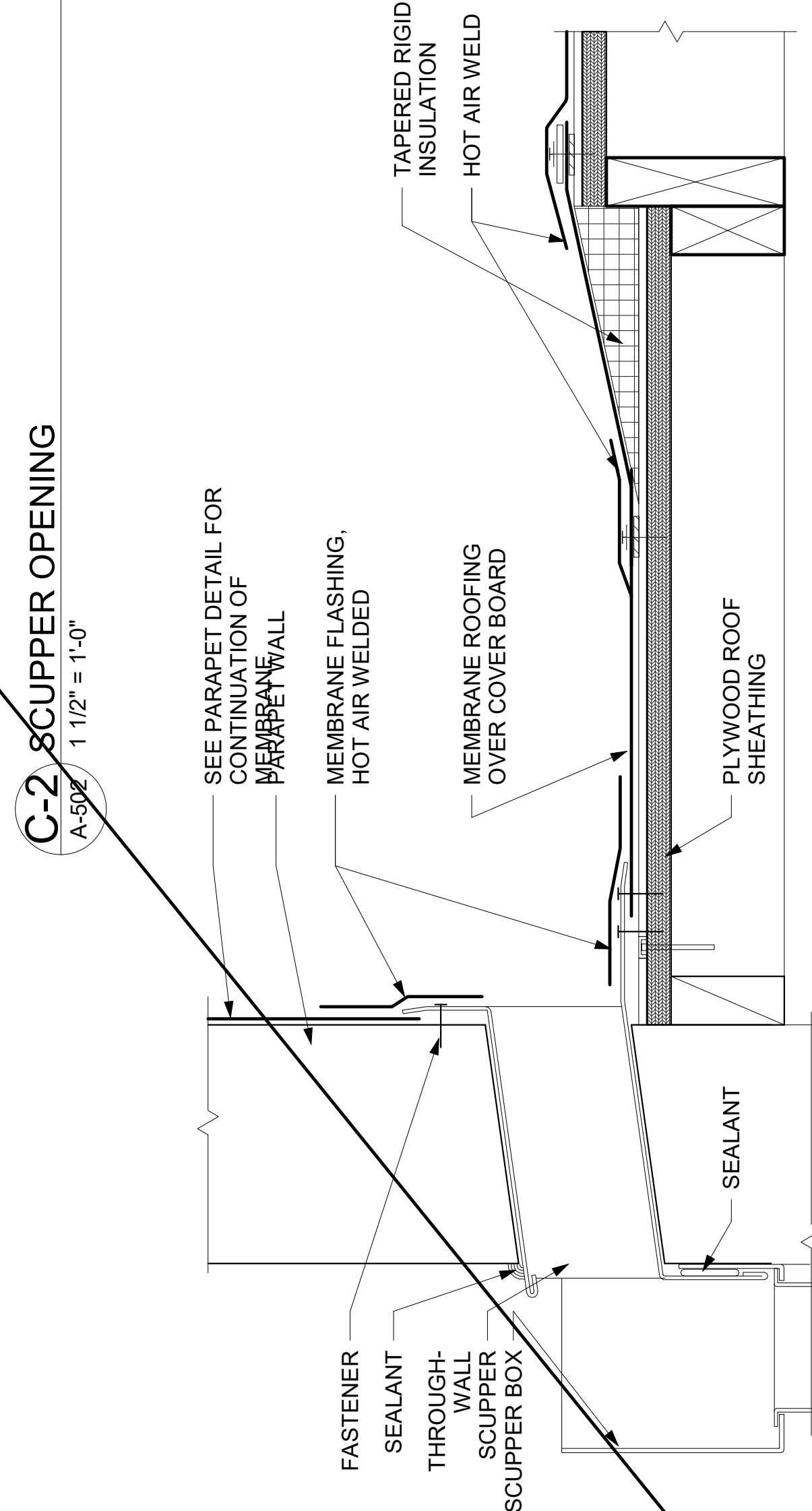
**Blanchard
Community Library**
119 North 8th Street
Santa Paula, California 93060

B-1 EAVE
A-502 / 3" = 1'-0"

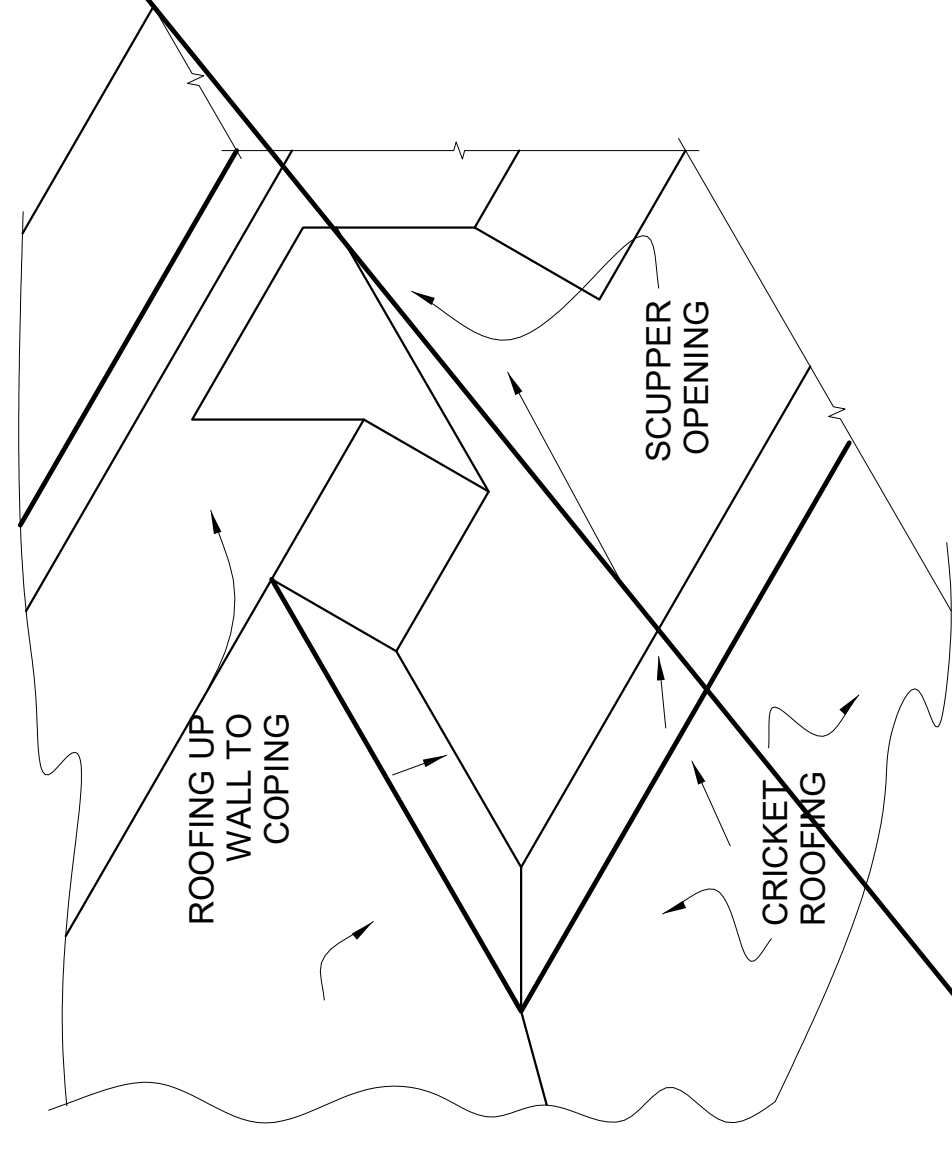


A-1 EAVE
A-502 / 3" = 1'-0"

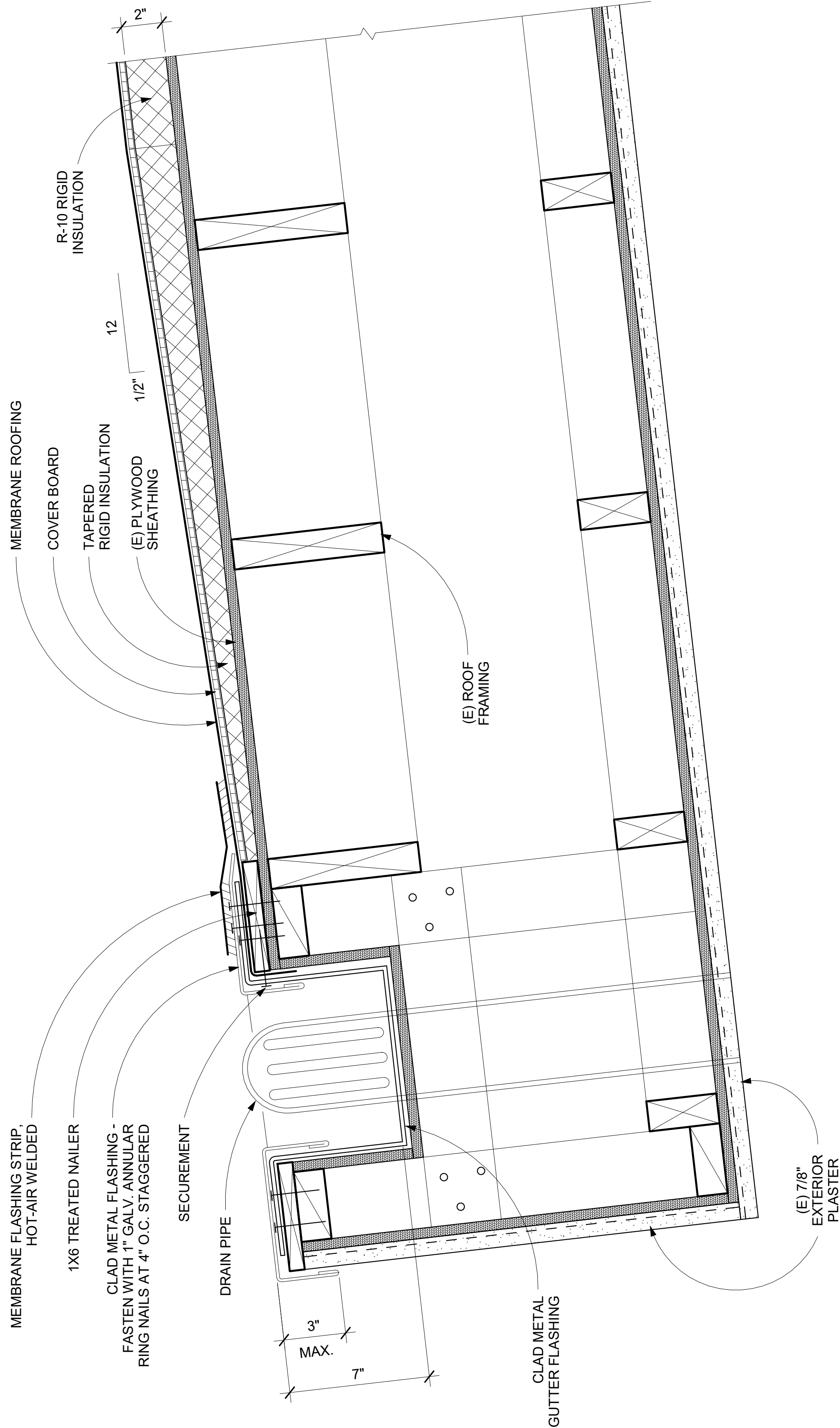
C-1 SCUPPER BOX
A-502 / 3" = 1'-0"



C-2 SCUPPER OPENING
A-502 / 1 1/2" = 1'-0"



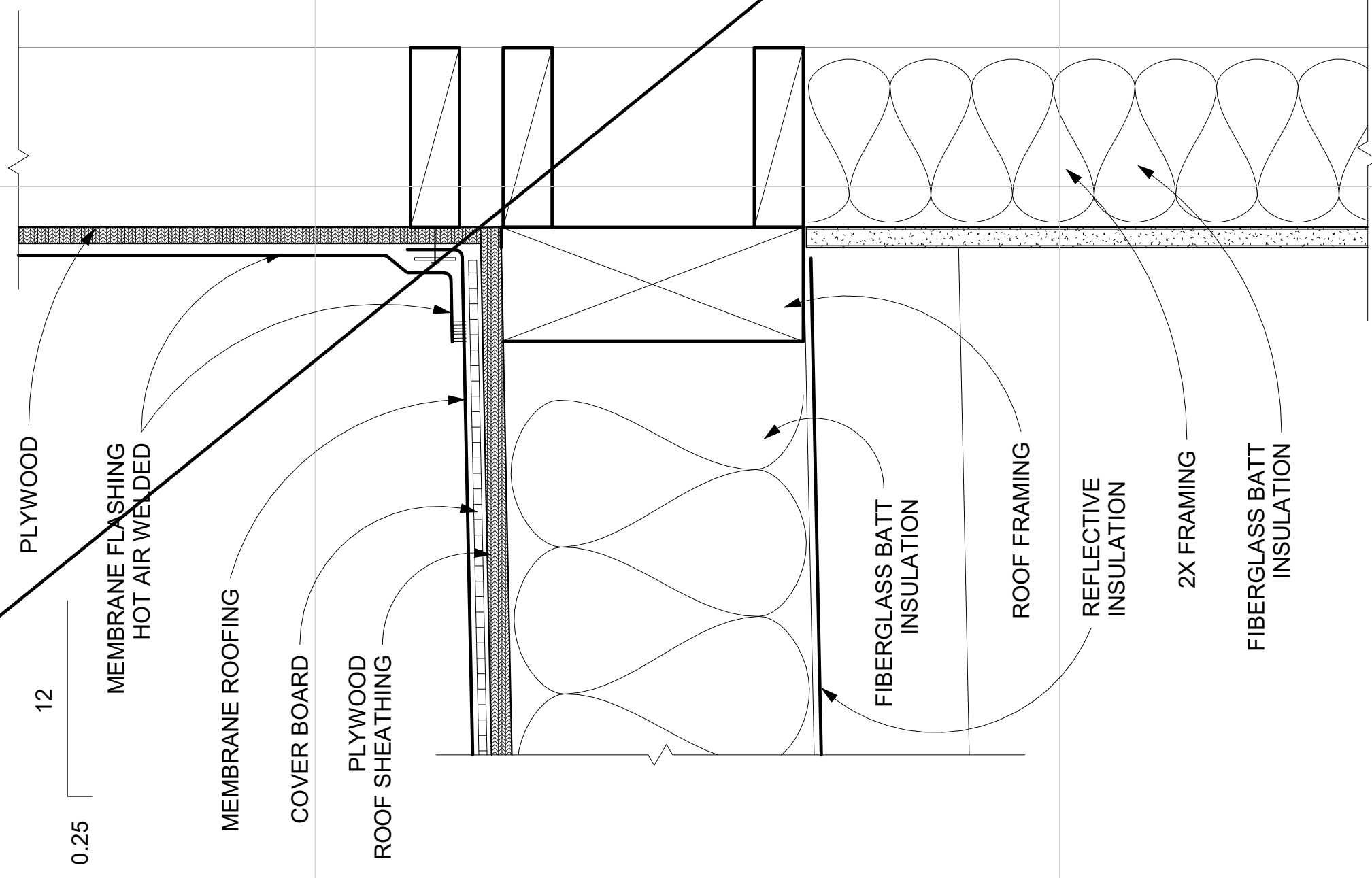
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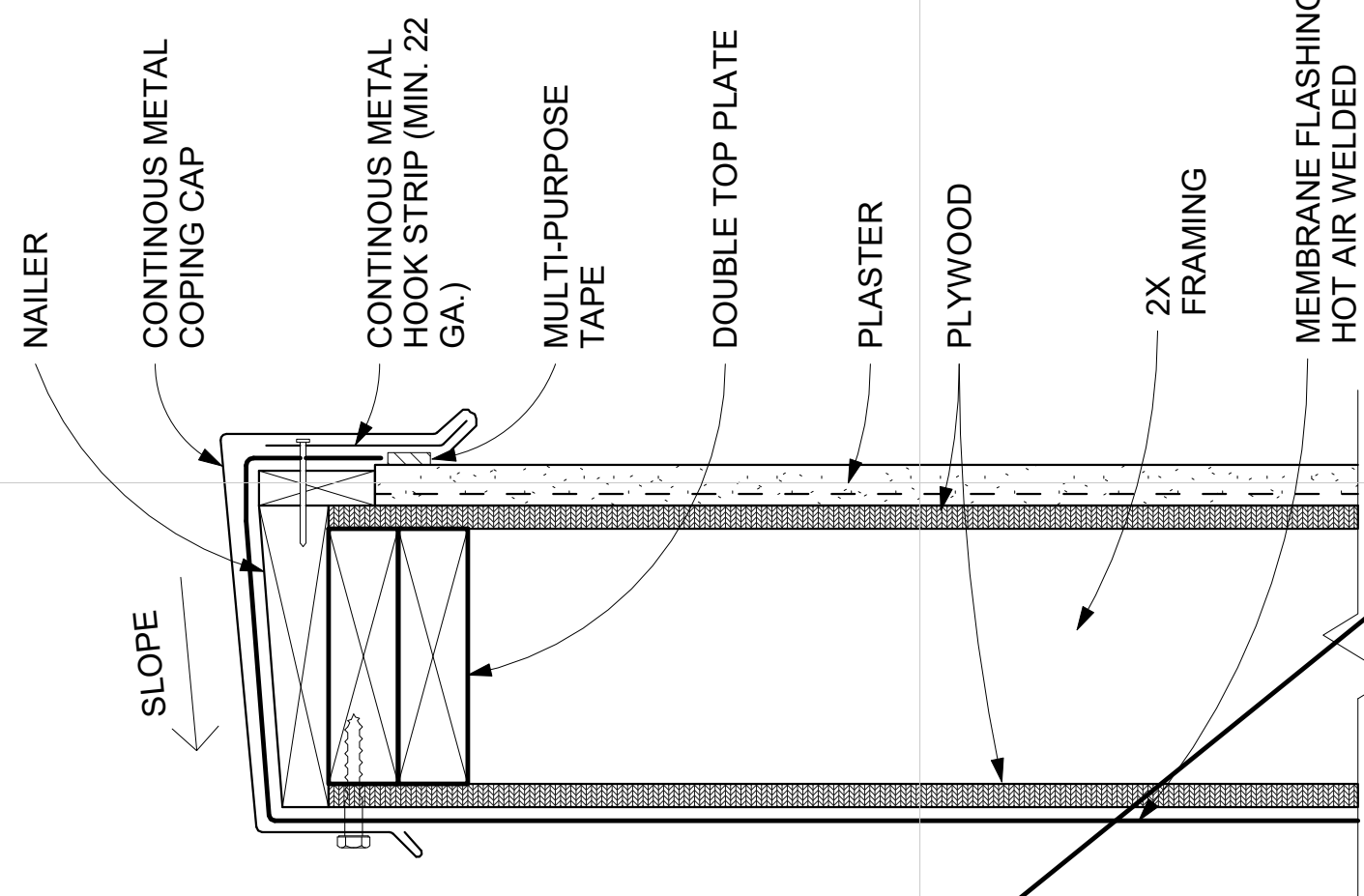
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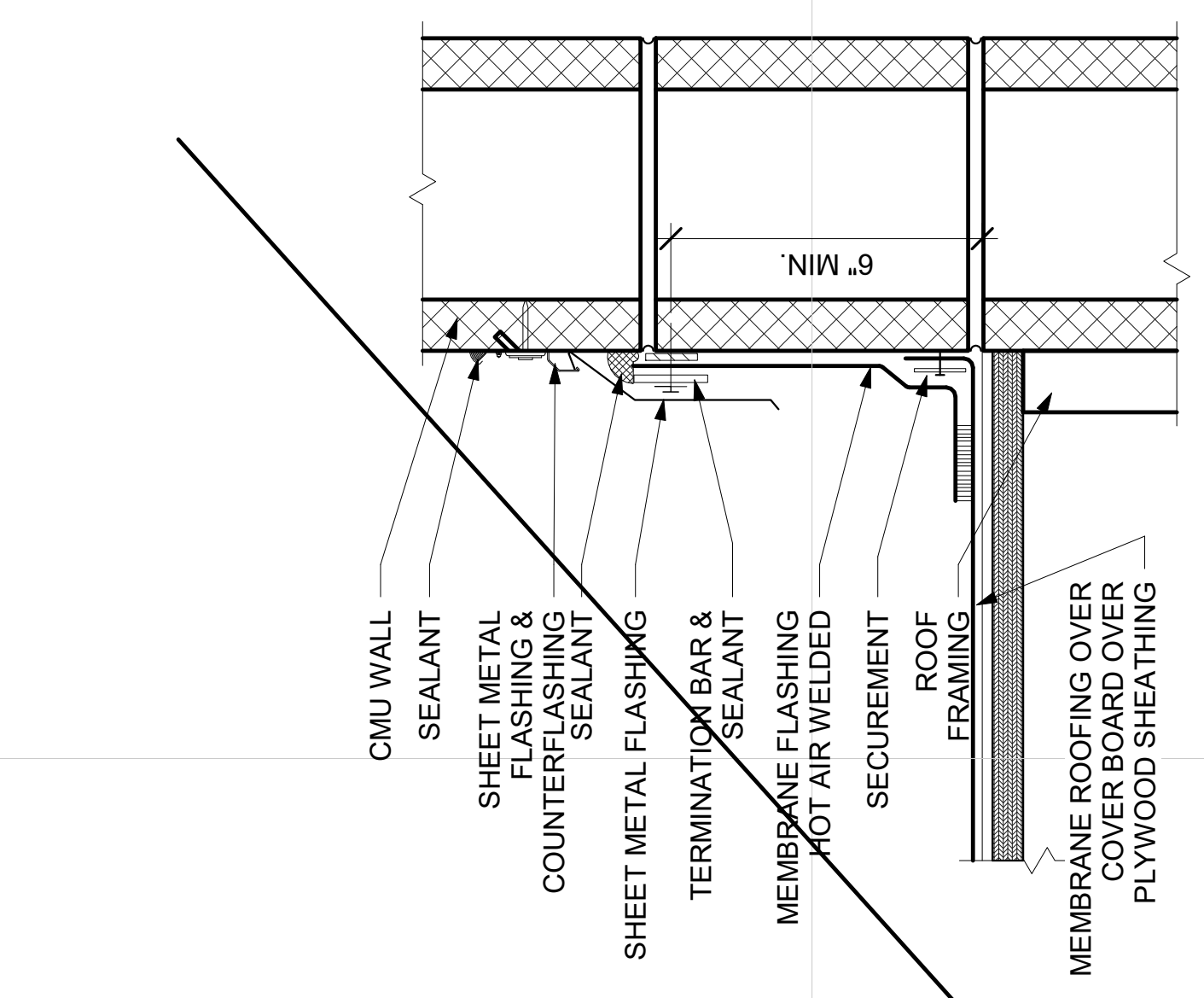
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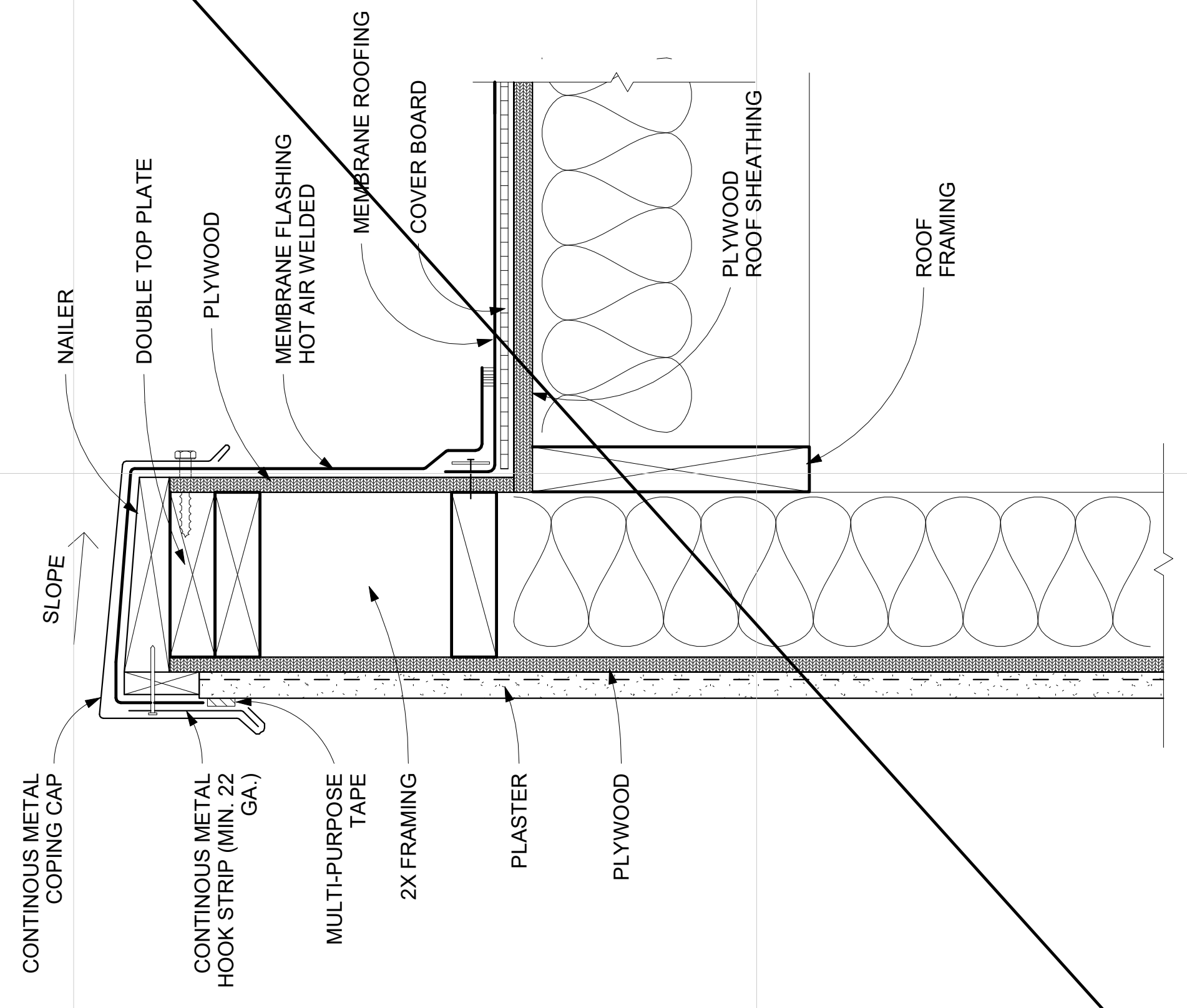
B-1 ROOF
A-503 3" = 1'-0"



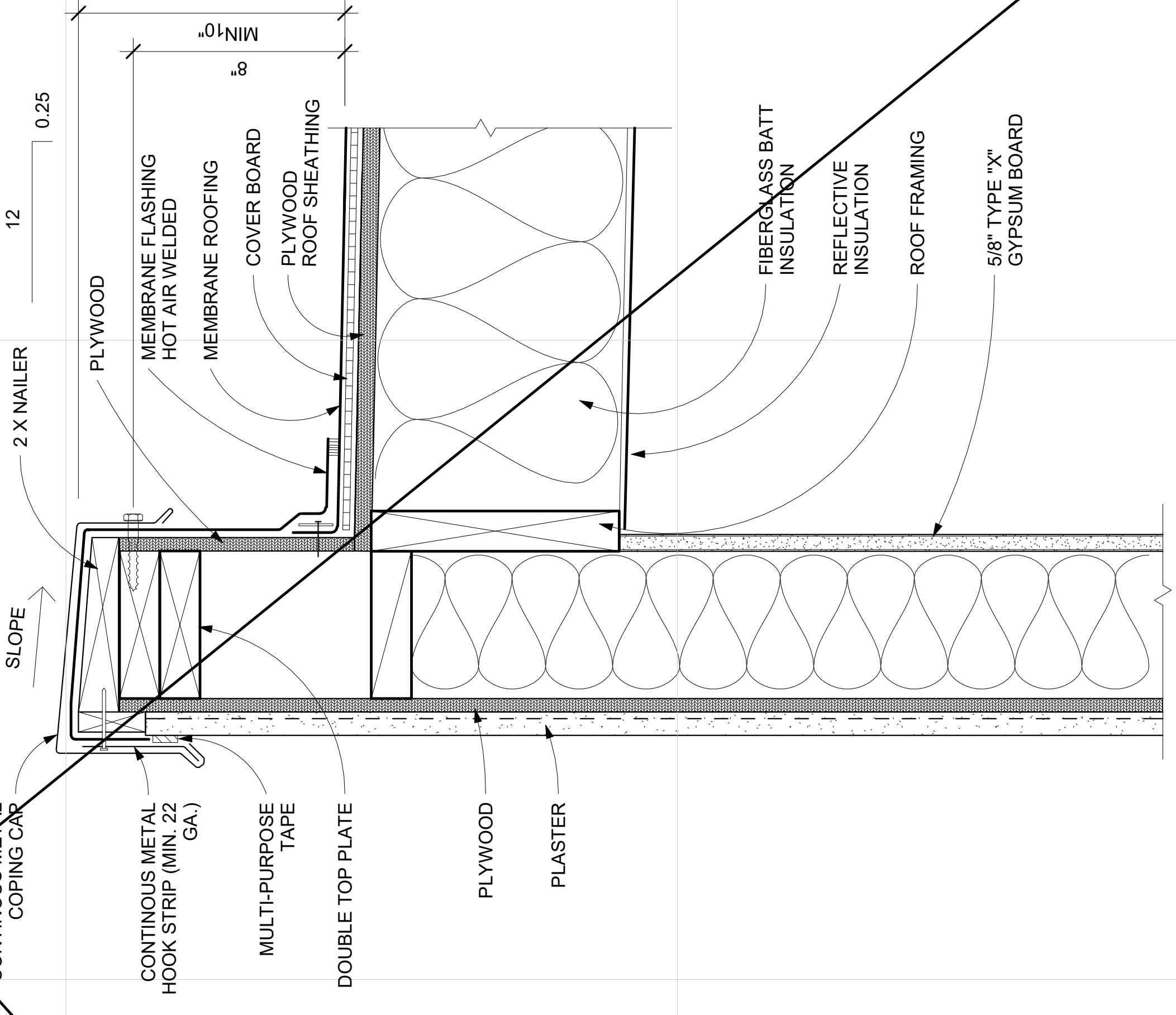
B-2 PARAPET
A-503 3" = 1'-0"



B-3 CMU REGLET - COUNTERFLASHING
A-503 3" = 1'-0"



A-1 PARAPET
A-503 3" = 1'-0"



B-2 PARAPET
A-503 3" = 1'-0"

DATE: 5/21/2023 7:07:02 PM

DRAWING PATH: Z:\AcadProjects\AK\2023\2023-107 Blanchard Reeroof\3 REVIT\2023-107 Blanchard Reeroof.rvt

Consultants:

Architect's Project Number:
2023-107

Project:
**Blanchard
Community Library
RE-ROOFING**

119 North 8th Street
Santa Paula, California 93060

Owner:
**Blanchard
Community Library**

119 North 8th Street
Santa Paula, California 93060

REVISIONS	Date	Description
1	XX-XX-2023	XXXXXX

Num Date Description

ISSUE RECORD

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Drawn by: Author
Checked by: Checker
CAD File Name:

Sheet Title:
DETAILS

Date: 21 May 2023
Sheet Number:

A-503
PRELIMINARY



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7.C**

REPORT: FY 2023-24 Budget
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

SIGNIFICANT CHANGES FROM PREVIOUS FISCAL YEAR

Revenues

- Property tax projection based on current FY actual.
- Decreases in Adult and Family Literacy grant amounts offset by addition of ESL funding.

Expenses

- Payroll increase in January 2024.
- Advertising and Communication costs moved to Publicity.
- Hotspots estimate more accurately reflects increased annual costs.
- Grounds maintenance includes an updated estimate for tree trimming.
- Legal costs expected to increase.
- Collection Development increase.

RECOMMENDATION

Staff recommends that the Board approve the proposed FY 2023-24 budget.

Attachment

- Comparison of 2022-23 Approved Budget and 2023-24 Draft Budget

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

COMPARISON OF 2022-23 APPROVED BUDGET AND 2023-24 DRAFT BUDGET

REVENUE	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE	
Pro Tx Curr Secured	\$432,000	\$468,000	\$36,000	8.3%	↑
Pro Tx Curr Unsecured	\$7,000	\$7,000	\$0		
Pro Tx Curr Supplemental	\$6,000	\$7,000	\$1,000	16.7%	↑
Pro Tax Prior Secured	\$0	\$0	\$0		
Pro Tx Prior Unsecured	\$0	\$0	\$0		
Pro Tx Prior Supplemental	\$0	\$0	\$0		
Penalties	\$930	\$930	\$0		
Interest	\$6,000	\$6,000	\$0		
HOPTR	\$1,300	\$1,500	\$200	15.4%	↑
RDA Pass Through	\$149,000	\$149,000	\$0		
Special Assessment	\$327,000	\$327,000	\$0		
	\$929,230	\$966,430	\$37,200	4.0%	↑
Endowment	\$15,000	\$15,000	\$0		
Donations	\$25,080	\$20,040	(\$5,040)	-20.1%	↓
Grants	\$5,700	\$5,760	\$60	1.1%	↑
CLLS Adult Literacy	\$29,931	\$29,869	(\$62)	-0.2%	↓
CLLS Family Literacy	\$29,160	\$28,744	(\$416)	-1.4%	↓
CLLS ESL	\$15,000	\$21,000	\$6,000	40.0%	↑
Fines & fees	\$0	\$0	\$0		
Printing	\$1,200	\$1,200	\$0		
TOTAL REVENUE	\$1,050,301	\$1,088,043	\$37,742	3.6%	
PAYROLL & BENEFITS					
	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE	
Salaries	\$530,340	\$502,260	(\$28,080)	-5.3%	↓
PERS Retirement	\$26,880	\$23,400	(\$3,480)	-12.9%	↓
Unfunded Accrued Liability	\$59,040	\$54,360	(\$4,680)	-7.9%	↓
FICA 0.08	\$40,680	\$38,520	(\$2,160)	-5.3%	↓
PERS Group Health	\$34,080	\$34,080	\$0		
PERS Group Health Annuitants	\$30,000	\$30,000	\$0		
SUI	\$3,500	\$3,500	\$0		
PERS 457 Plan	\$0	\$0	\$0		
Insurance--Workers Comp	\$3,140	\$3,500	\$360	11.5%	↑
TOTAL PAYROLL & BENEFITS	\$727,660	\$689,620	(\$38,040)	-5.2%	
SERVICES					
	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE	
Communications	\$0	\$0	\$0		
Computer services	\$3,000	\$5,040	\$2,040	68.0%	↑
Service Agreements	\$10,320	\$12,000	\$1,680	16.3%	↑
Publicity	\$5,800	\$8,040	\$2,240	38.6%	↑
Collection development					
Books					
Young adult books	\$3,000	\$3,360	\$360	12.0%	↑
General	\$16,560	\$18,240	\$1,680	10.1%	↑
Children's books	\$6,600	\$7,320	\$720	10.9%	↑
A/V materials					
Young adult	\$600	\$600	\$0		
General	\$3,000	\$3,000	\$0		
Children's	\$1,200	\$1,200	\$0		
eContent	\$12,000	\$12,000	\$0		
Databases	\$600	\$600	\$0		
Periodicals	\$2,520	\$3,000	\$480	19.0%	↑
WiFi Hotspots	\$9,600	\$16,000	\$6,400	66.7%	↑
Library supplies					
Book binding/mending	\$2,040	\$2,040	\$0		
Library materials--other	\$0	\$0	\$0		

Memberships & dues	\$5,040	\$5,040	\$0	
Network services	\$64,000	\$64,000	\$0	
Over/short				
Programs				
Literacy	\$8,040	\$9,000	\$960	11.9% ↑
Adults	\$4,560	\$4,560	\$0	
Children's	\$14,040	\$14,040	\$0	
Teens & Young adults	\$5,040	\$5,040	\$0	
Travel & meetings	\$2,160	\$3,000	\$840	38.9% ↑
TOTAL SERVICES	\$179,720	\$197,120	\$17,400	9.7%

ADMINISTRATIVE	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE
Advertising	\$360	\$0	(\$360)	-100.0% ↓
Bank charges	\$480	\$1,080	\$600	125.0% ↑
Computer services	\$2,520	\$5,040	\$2,520	100.0% ↑
Office expense	\$7,560	\$7,080	(\$480)	-6.3% ↓
Postage	\$1,200	\$1,560	\$360	30.0% ↑
Professional services				
Legal	\$6,000	\$12,000	\$6,000	100.0% ↑
Accounting	\$11,040	\$11,040	\$0	
Audit	\$13,000	\$13,000	\$0	
Grant Writing	\$1,000	\$1,000	\$0	
Insurance	\$26,280	\$33,000	\$6,720	25.6% ↑
Printing	\$2,760	\$5,040	\$2,280	82.6% ↑
Telephone expense	\$4,320	\$4,080	(\$240)	-5.6% ↓
Staff development & recognition	\$2,040	\$5,040	\$3,000	147.1% ↑
Strategic Planning	\$3,000	\$3,000	\$0	
TOTAL ADMINISTRATIVE	\$81,560	\$101,960	\$20,400	25.0%

FACILITIES	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE
Furniture, fixtures, & equipment	\$0	\$10,080	\$10,080	
Janitorial services & supplies	\$10,080	\$13,080	\$3,000	29.8% ↑
Grounds maintenance	\$5,040	\$11,520	\$6,480	128.6% ↑
Building security	\$1,560	\$1,560	\$0	
Building maintenance	\$12,480	\$12,960	\$480	3.8% ↑
Utilities				
City of Santa Paula	\$6,000	\$6,600	\$600	10.0% ↑
SoCal Edison	\$30,000	\$35,040	\$5,040	16.8% ↑
The Gas Co.	\$1,200	\$4,080	\$2,880	240.0% ↑
Trash	\$3,000	\$3,600	\$600	20.0% ↑
TOTAL FACILITIES	\$69,360	\$98,520	\$29,160	42.0%

	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE
TOTAL REVENUE	\$1,050,301	\$1,088,043	\$37,742	3.6%
TOTAL OPERATING EXPENSES	\$1,058,300	\$1,087,220	\$28,920	2.7%
OPERATING SURPLUS/(DEFICIT)	(\$7,999)	\$823	\$8,822	110.3%



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8.1**

REPORT: Quote for Moving/Disposal Service
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

SUMMARY

During the ten days between the proposed closure of the Library and the start of construction, all furniture and items must be removed from the front of the library. Staff will be responsible for the relocation and/or removal of all physical collection items, office supplies, computers, RFID equipment, artwork, signage, custom furniture, and the doll collection.

Staff have been coordinating with a local moving service for the relocation and/or removal of all other heavy and large items. Coastal Transfer will be responsible for disassembling and relocating all library shelving not used to temporarily house the Children’s collection, relocating retained furniture to onsite storage containers, disposing of/rehoming remaining furniture, raising and placing on wheels both the bronze “Story Hour” statue and Gingerbread house, and the relocation of heavier items, such as filing cabinets, copier, and laptop kiosk.

Coastal Transfer will also move retained items to the appropriate locations following the conclusion of the remodel project.

RECOMMENDATION

Staff recommends that the Board approve the quote from Coastal Transfer for the amount of \$9,312.00.

Attachments

- Household Goods Quote
- Itemized Customer Survey

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

<i>Customer</i>		<i>Origin</i>	<i>Destination</i>
SANTA PAULA LIBRARY 119 N 8TH ST SANTA PAULA, CA 93060 (805) 329-4114		119 N 8TH ST SANTA PAULA, CA 93060 (805) 329-4114	119 N. 8TH ST SNTA PAULA, CA 93060 (805) 329-4114 justin.formanek@blanchardlibrary.org
Prepared On 06/20/2023	Total Weight 29,000 lbs.	Pack Date Load Dates Early: 08/11/2023 Late: 08/11/2023 Preferred: 08/11/2023	Delivery Dates Early: 09/15/2023 Late: 09/15/2023 Preferred: 09/15/2023 Miles:

Transportation Charges

Description	Charge
2 Trucks 9 Men 8 Hours - Reassemble/Restock Shelves to Shipper's Plan	\$4,640.00
Fuel Surcharge (10.00% of Base Transportation)	\$832.00
Transportation (2 Trucks 7 Persons 8 Hours @\$460.00/hr)	\$3,680.00
Transportation: \$9,152.00	

Valuation

Released Value	\$0.60 per pound per article	Valuation: \$0.00
----------------	------------------------------	--------------------------

Additional Services

Description	Purpose	Charge
Miscellaneous Charge (Origin)	8 Four-Wheel Dollies @ \$5/Week - Four Weeks	\$160.00
Additional Services: \$160.00		


Estimate: \$9,312.00

Listed below are the valuation options that are offered and the total price of the move with each option

Release Valuation Protection @ \$0.60 Per Pound Per Article or an estimated Full Protection Amount : \$174,000.00

Valuation Options	Charge	Total Price	Selected (***)
Full Value Protection \$0.00 Deductible	\$1,653.00	\$10,965.00	
Full Value Protection \$250.00 Deductible	\$957.00	\$10,269.00	
Full Value Protection \$500.00 Deductible	\$609.00	\$9,921.00	
Release Valuation Protection \$0.60 Per Pound Per Article	\$0.00	\$9,312.00	***

Itemized Customer Survey/Inventory

Customer	Estimator	Move Coordinator
SANTA PAULA LIBRARY 119 N 8TH ST SANTA PAULA, CA 93060 (805) 329-4114 Estimate Number: M 384-4224931 Move Date: 8/11/2023 justin.formanek@blanchardlibrary.org	TIM TOTON Coast Transfer & Storage, Inc. 1699 Walter Street Ventura, CA 93003 (805) 642-7757 (818) 264-5928 (Mobile) (Fax) tim@ventura.mobi	 Suzanne Foster Coast Transfer & Storage, Inc. 1699 Walter Street Ventura, CA 93003 (805) 642-7757 suzie@coasttransfer.com

Total Estimated Weight: 29,000 lbs. Total Estimated Cubic Feet: 4,296.3 Total Number of Items: 285

Donation Delivery

#	Item Description	Cft.	CP #	PBO #	#	Item Description	Cft.	CP #	PBO #
16	Arm Chair	10.0	0	0	5	Table	15.0	0	0

Total Cubic Feet: 235.0
Total Weight (lbs.): 1586.3

MOP INSIDE

#	Item Description	Cft.	CP #	PBO #	#	Item Description	Cft.	CP #	PBO #
6	Bookcase - Sections - Kids	5.0	0	0	4	Chair	5.0	0	0
5	Chair - Office	5.0	0	0	28	Chair - Cherry wood	5.0	0	0
1	Desk - Modular - Front	150.0	0	0	4	Filing Cabinet - 2-door Vertical - Front	10.0	0	0
1	Filing Cabinet - 2-door Vertical - Office	10.0	0	0	4	Filing Cabinet - 4-door Lateral - Front	35.0	0	0
2	Filing Cabinet - 4-door Vertical - Office	30.0	0	0	1	Filing Cabinet - 4-door Vertical - Front	30.0	0	0
7	Metal Shelves - Office, May need disassembly	15.0	0	0	1	Table - Large - Office	15.0	0	0
2	Table - Large - Cherry wood	15.0	0	0	4	Cabinet - Card	10.0	0	0
1	Dollhouse - Up on rented wheels	300.0	0	0	1	Statue - On rented wheels	40.0	0	0
1	Statue - Carousel horse	7.0	0	0					

Total Cubic Feet: 1182.0
Total Weight (lbs.): 9708.5

#	Items Not Going	#	Items Not Going
1	Copier	5	Table - Cherry wood
1	Laptop Kiosk - On rented wheels		

Total Items Not Going: 7

MOP OUTSIDE

#	Item Description	Cft.	CP #	PBO #	#	Item Description	Cft.	CP #	PBO #
1	Metal Shelves - May require shelves removed	100.0	0	0	16	Metal Shelves	15.0	0	0
16	Metal Shelves - May require shelves removed	50.0	0	0	20	Chair	5.0	0	0
5	Table	10.0	0	0					

Total Cubic Feet: 1290.0
Total Weight (lbs.): 8707.5

#	Items Not Going	#	Items Not Going
8	Metal Shelves	10	Metal Shelves - Needs disassembly
10	Metal Shelves - Needs disassembly		

Total Items Not Going: 28

MOP TRASH BIN

#	Item Description	Cft.	CP #	PBO #	#	Item Description	Cft.	CP #	PBO #
14	Bookcase - Sections	10.0	0	0	60	Chair	5.0	0	0
1	Chair - Rocker	9.0	0	0	8	Desk - Office	30.0	0	0
5	Table - Round	10.0	0	0	1	Table - Utility	5.0	0	0
1	Cabinet - Computer area	50.0	0	0	25	Computer Table	15.0	0	0
10	Cube - Wood kids	5.0	0	0	1	Podium	10.0	0	0
6	Reading Table - Square	20.0	0	0	1	Stand - Puppet	10.0	0	0



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8.B**

REPORT: Gann Spending Limit

MEETING DATE: June 27, 2023

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

SUMMARY

The Board is required to establish a limit on tax-funded appropriations by Article XIII B of the California Constitution. The limit is based on the 1986-87 appropriations as adjusted annually by factors determined by the California Department of Revenue. The calculated appropriations limit for the 2023-24 fiscal year is \$1,049,807. The appropriations funded by taxes are projected to be \$966,430 which is less than the appropriations limit.

BACKGROUND

California Proposition 4 (1979), also known as the Gann limit, was approved by voters with the goal of keeping state and local government spending capped at 1978–79 levels, adjusted for changes in population and inflation

In the past, the district has sponsored a ballot measure authorizing the district to exceed its spending limit every four years. Because the spending limit exceeds the anticipated tax revenues, and it is unlikely that tax revenues will grow at a rate exceeding the annual adjusted limit over the next four years, it is not necessary to request voter approval for to exceed the limit.

RECOMMENDATION

Staff recommends the Board adopt an appropriations limit of \$1,049,807 for the 2023-24 fiscal year.

Attachments

- Gann Limits Based on 1986-1987

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

GANN SPENDING LIMIT (1986-87 BASE YEAR)

	A		B	C	D	1986-87
	Per Capita Cost of Living Change		VENTURA COUNTY POPULATION CHANGE (%)	POPULATION CHANGE RATIO 1+(D/100)	ADJUSTMENT FACTOR (A x C)	Base Year
1986-87		1.023	2.2	1.022	1.045506	\$ 187,563
1987-88		1.0304	2.39	1.0239	1.0550266	\$ 197,884
1988-89		1.0393	2.84	1.0284	1.0688161	\$ 211,502
1989-90		1.0498	2.88	1.0288	1.0800342	\$ 228,429
1990-91	4.21	1.0421	3.24	1.0324	1.075864	\$ 245,759
1991-92	4.14	1.0414	3.26	1.0326	1.0753496	\$ 264,277
1992-93	-0.64	0.9936	3.08	1.0308	1.0242029	\$ 270,673
1993-94	2.72	1.0272	1.57	1.0157	1.043327	\$ 282,400
1994-95	0.71	1.0071	1.12	1.0112	1.0183795	\$ 287,590
1995-96	4.72	1.0472	1.72	1.0172	1.0652118	\$ 306,344
1996-97	4.67	1.0467	0.95	1.0095	1.0566437	\$ 323,696
1997-98	4.67	1.0467	0.47	1.0047	1.0516195	\$ 340,405
1998-99	4.15	1.0415	1.53	1.0153	1.057435	\$ 359,956
1999-2000	4.53	1.0453	1.24	1.0124	1.0582617	\$ 380,928
2000-01	4.91	1.0491	1.46	1.0146	1.0644169	\$ 405,466
2001-02	7.82	1.0782	1.86	1.0186	1.0982545	\$ 445,305
2002-03	-1.27	0.9873	2.02	1.0202	1.0072435	\$ 448,531
2003-04	2.31	1.0231	1.71	1.0171	1.040595	\$ 466,739
2004-05	3.28	1.0328	1.73	1.0173	1.0506674	\$ 490,387
2005-06	5.26	1.0526	1.07	1.0107	1.0638628	\$ 521,704
2006-07	3.96	1.0396	0.82	1.0082	1.0481247	\$ 546,811
2007-08	4.42	1.0442	1.01	1.0101	1.0547464	\$ 576,747
2008-09	4.29	1.0429	1.16	1.0116	1.0549976	\$ 608,467
2009-10	0.62	1.0062	1.03	1.0103	1.0165639	\$ 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	1.0336083	\$ 630,884
2012-13	3.77	1.0377	0.61	1.0061	1.04403	\$ 658,662
2013-14	5.12	1.0512	0.73	1.0073	1.0588738	\$ 697,440
2014-15	-0.23	0.9977	0.79	1.0079	1.0055818	\$ 701,333
2015-16	3.82	1.0382	0.66	1.0066	1.0450521	\$ 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	1.0411513	\$ 809,697
2018-19	3.67	1.0367	0.36	1.0036	1.0404321	\$ 842,435
2019-20	3.85	1.0385	-0.18	0.9982	1.0366307	\$ 873,294
2020-21	3.73	1.0373	-0.38	0.9962	1.0333583	\$ 902,426
2021-22	5.73	1.0573	-0.7	0.993	1.0498989	\$ 947,456
2022-23	7.55	1.0755	-0.64	0.9936	1.0686168	\$ 1,012,467
2023-24	4.44	1.0444	-0.72	0.9928	1.0368803	\$ 1,049,807



BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
RESOLUTION # 2022-2023:04

**RESOLUTION OF THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2023-2024**

WHEREAS, Government Code section 7900 provides for the implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code sections 7901 through 7914 provide that each year the Board of Trustees shall, by resolution, establish its proceeds of taxes appropriation limit at a regularly scheduled meeting; and

WHEREAS, all documentation used in the determination of the proceeds of taxes appropriation limit has been and will continue to be available to the public from the Library Director of the Blanchard/Santa Paula Library District as required by law; and

WHEREAS, the proceeds of taxes appropriation limit for the fiscal year 2023-2024 is calculated by adjusting the prior fiscal year, 2022-2023; and

WHEREAS, the adjustment factors are:

1. Change in the population of the County = -0.72%
2. Change in the per capita income in California = 4.44%; and

WHEREAS, the formula provides that the District use factor 1 plus factor 2; and

WHEREAS, the District's fiscal year 2023-2024 appropriation limit for proceeds of taxes is determined to be \$1,049,807.

NOW, THEREFORE, BE IT RESOLVED that the proceeds of taxes appropriation limit for the fiscal year 2023-2024 is established as \$1,049,807 and the "proceeds of taxes" revenue subject to this limitation is \$966,430, an amount below the established limit. Documentation used in the determination of the proceeds of taxes appropriation limit is available to the public at Blanchard/Santa Paula Library District office at 119 N 8th Street, Santa Paula, CA 93060.

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

119 N. 8TH STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • WWW.BLANCHARDLIBRARY.ORG

Blanchard / Santa Paula Library District
Board of Trustees Meeting
June 27, 2023

Page 2 of 2

PASSED, APPROVED, AND ADOPTED this 27th day of June, 2023.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Miriam Zamora, Library Board President

Lori Beardsley, Library Board Clerk



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8.C**

REPORT: Investment of Excess Funds in VC Pool
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

SUMMARY

The list of authorized Blanchard/Santa Paula Public Library District Trustees and Officers need to be updated to include current staff in order to continue conducting business with the Ventura County Investment Pool Fund (VC Pool).

BACKGROUND

The Ventura County Treasurer-Tax Collector established an investment pool for local agencies, regulated by Government Code Section 53684 and adopted by the Ventura County Board of Supervisors on July 21, 1987. On November 25, 2014, the Blanchard / Santa Paula Library District Board of Trustees approved Resolution No. 2014-15:02 authorizing the following Trustees and Officers to deposit or withdraw monies from the District's VC Pool account:

Ned Branch, Interim Director
Maureen Coughlin, Trustee
Tim Hicks, Trustee
Beverly Mueller, Trustee
Laura Phillips, Trustee
Linda Spink, Trustee

CONCLUSION

Since all of the Trustees and Officers listed in Resolution No. 2014-15:02 are no longer with the District, the prevailing Resolution should be updated to reflect the authorized Trustees and Officers as follows:

Geraldine Barrows, Trustee
Lori Beardsley, Trustee
Justin Formanek, Interim Library Director
Ron Merson, Trustee
Rick Reyes, Trustee
Miriam Zamora, Trustee

Blanchard / Santa Paula Library District

Board of Trustees Meeting

May 23, 2023

Page 2 of 2

RECOMMENDATION

Staff recommends the Board approve Resolution 2022-23:05 which updates the District's list of Trustees and Officers authorized to conduct business with the Ventura County Investment Pool Fund (VC Pool).

Attachments

— RESOLUTION # 2022-2023:05

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
RESOLUTION # 2022-2023:05

**RESOLUTION OF THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES REQUESTING THE INVESTMENT OF EXCESS FUNDS
IN THE VENTURA COUNTY INVESTMENT POOL**

WHEREAS, the Library Director has determined or may determine from time to time that the District has excess funds which are not required for immediate use; and

WHEREAS, California Government Code Section 53684 allows the Library Director with the consent of the County Treasurer Tax Collector to deposit the excess District funds in the County Treasury for the purpose of investment by the County Treasurer-Tax Collector; and

WHEREAS, the Board of Trustees has determined that the deposit of excess District funds in the Ventura County Investment Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Blanchard/Santa Paula Public Library District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Blanchard/Santa Paula Public Library District that:

- Section 1. The deposit and withdrawal of excess District funds in the Ventura County Investment Pool is authorized and will be made in accordance with Section 53684 of the California Government Code as stated therein;
- Section 2. The following Blanchard/Santa Paula Public Library District trustees and officers or their successors in office shall be authorized to order the deposit or withdrawal of excess funds in the Ventura County Investment Pool:

Geraldine Barrows, Trustee
Lori Beardsley, Trustee
Justin Formanek, Interim Library Director
Ron Merson, Trustee
Rick Reyes, Trustee
Miriam Zamora, Trustee

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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Blanchard / Santa Paula Library District
Board of Trustees Meeting
June 27, 2023

Page 2 of 2

PASSED, APPROVED, AND ADOPTED this 27th day of June, 2023.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Miriam Zamora, Library Board President

Lori Beardsley, Library Board Clerk



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8.D**

REPORT: Wire Transfer Authorization
PREPARED BY: Justin Formanek

MEETING DATE: June 27, 2023
LOCATION: Blanchard Library

BACKGROUND

The Library currently requests funds from the County Treasury via printed 3-part checks drawn from the Treasury account. The check requires two trustee signatures. The check is then taken to the Controller’s office on the second floor of the Hall of Administration in Ventura. There, a clerk verifies the check has been properly made out and signed and verifies there are sufficient funds in the library’s account to cover the check. The check is then stamped with the Controller’s signature, which validates the check. The check is then deposited into the Library’s account.

CONCLUSION

The existing system for requesting funds from the County Treasury is unnecessarily complex, time-consuming, and relies on the continued operation of obsolete and irreplaceable computer hardware. Requesting the same funds via wire transfers will be faster, more reliable, and equally subject to the Library’s existing financial checks and balances.

RECOMMENDATION

Staff recommends that the Board approve the use of wire transfers when requesting funds from the County Treasury, subject to the same two signature requirement currently applied to printed checks.

Attachments

- Authorized Signatures for Wire Transfers (ASWT) Sample Form
- Sample Wire Transfer Request form

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR WIRE TRANSFERS (ASWT)**

Department BLANCHARD SP PUBLIC LIBRARY (BPL) Fund(s) O040

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Name A. Title</u> Signature: _____		Expenses	City of Ex Bank Routing: 123456789 Account# 123456	\$100,000.00
Printed Name/Title: <u>Printed N. Title</u> Signature: _____		Investments	City of Ex Bank Routing: 123456789 Account# 123456	\$1,000,000.00
Printed Name/Title: _____ Signature: _____				
Printed Name/Title: _____ Signature: _____				
Printed Name/Title: _____ Signature: _____				

Period: 7/1/2023 to 6/30/2024

of Signatures Required: 2

Note:

1. Number of signatures required **MUST** be entered or forms will be returned.
2. Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
3. When bank names and account numbers are too numerous to list, please indicate so. However, wire transfer requests to bank accounts not listed on the originating department's ASWT require two authorized signatures.
4. The approving department/entity head generally should not be listed as an authorized signatory on the ASWT. If the department/entity head is the authorized signatory, an additional authorized signature is required on the *Wire Transfer Request* form.

Signature of Agency/Department Head _____ Date _____

Printed Name/Title _____

Department _____

Telephone Number _____

Supersedes existing lists.

In addition to existing lists.

WIRE TRANSFER REQUEST (Standard)

(Requests received by Auditor-Controller after 1:00 p.m. the day prior to transfer may not take place until the subsequent day, depending on available cash)

Ventura County Auditor-Controller

800 South Victoria Avenue, Ventura, CA 93009-1540
Phone: (805) 654-3175 FAX: (805) 654-5081 Mail Stop: 1540

Attention: Kathleen O'Keefe, Financial Planning Manager

Ventura County Treasurer-Tax Collector

800 South Victoria Avenue, Ventura, CA 93009-1290
Phone: (805) 654-3746 FAX: (805) 654-3766 Mail Stop: 1290

Attention: Brenda Sanchez, Treasury Manager

REQUESTING ORGANIZATION: BLANCHARD SP PUBLIC LIBRARY

CONTACT PERSON: preparer's name PHONE #: 805-555-1234 E-MAIL/FAX: preparer.name@sample.org

PURPOSE: Transfer funds to (example: Investment, operating expenses, payroll etc)

FUND: O040 DEPT: BPL UNIT: 5675 SELECT* : 4030 ACTV: N/A FUNC: N/A PROG: N/A PHASE: N/A \$ 1.00

FUND: O040 DEPT: BPL UNIT: 5675 SELECT* : 4030 ACTV: N/A FUNC: N/A PROG: N/A PHASE: N/A \$ 0.50

FUND: _____ DEPT: _____ UNIT: _____ SELECT* : _____ ACTV: _____ FUNC: _____ PROG: _____ PHASE: _____ \$ _____

FUND: _____ DEPT: _____ UNIT: _____ SELECT* : _____ ACTV: _____ FUNC: _____ PROG: _____ PHASE: _____ \$ _____

*Select BSA, RSRC or OBJ

AMOUNT TO TRANSFER: \$1.50 TRANSFER DATE: 6/13/2023

BENEFICIARY ACCOUNT NAME: Example Company

BENEFICIARY ACCOUNT NUMBER: 123456789A

BENEFICIARY BANK NAME: Wells Fargo Bank

BENEFICIARY BANK ID (ABA Number): 123456789

TEXT LINE 1: Blanchard SP Library District

TEXT LINE 2: A/C # 123-4567

PREPARED BY DATE: ___/___/___

I hereby certify, upon my own personal knowledge, that the goods and/or services specified in the above claim were reasonable, necessary and for the benefit of the County; that no part thereof has been heretofore paid; that the amount therein is justly due, and that payment of the above claim complies with the County policies and procedures.

AUTHORIZED SIGNATURE DATE: ___/___/___

AUTHORIZED SIGNATURE DATE: ___/___/___

The Treasurer shall disburse the county money and all other money placed in his or her custody by official authority only on county warrants, checks, or electronic funds transfers issued by the county Auditor, except for the making of legal investments. (G.C. 27005)

FINANCIAL PLANNING REVIEW DATE: ___/___/___

DEPUTY AUDITOR'S APPROVAL DATE: ___/___/___

JWIR Information: Dept: _____ DOC. ID: _____

~~~~~ FOR TREASURY USE ~~~~~

TEMPLATE: \_\_\_\_\_





**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 8.E**

**REPORT:** Unfunded Accrued Liability Payment  
**PREPARED BY:** Justin Formanek

**MEETING DATE:** June 27, 2023  
**LOCATION:** Blanchard Library

**SUMMARY**

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for our CalPERS rate plan for the 2023-24 FY is \$50,155. The District may make this payment in monthly installments of \$4,179.58, or may instead elect to prepay the entire year in a single payment of \$48,532, a savings of \$1,632 (3.25%).

The District can make the lump sum payment from the Blake account, which contains funds that are not earmarked for any particular purpose, and repay the account monthly in the amount the District would otherwise have had to pay CalPERS.

**BACKGROUND**

For the past three years, the District has prepaid the annual Unfunded Accrued Pension Liability (UAL) in a lump sum from reserves. The District saves approximately 3.25% compared to making monthly payments.

**RECOMMENDATION**

**Staff recommends the Board approve payment of the annual Unfunded Accrued Pension Liability at the lump sum payment amount of \$48,532 with funds from the Blake Account to be repaid in installments equal to the amount of the monthly payment schedule of \$4,179.58.**

Attachments

— Required Contributions from CalPERS Actuarial Valuation – June 30,2021

|           | MOVED | SECOND | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|--------|-----|----|---------|--------|
| Barrows   |       |        |     |    |         |        |
| Beardsley |       |        |     |    |         |        |
| Merson    |       |        |     |    |         |        |
| Reyes     |       |        |     |    |         |        |
| Zamora    |       |        |     |    |         |        |



## Required Contributions

| Required Employer Contributions                                                                                                                                                                                                                                                                                   | Fiscal Year<br>2023-24 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Employer Normal Cost Rate</b>                                                                                                                                                                                                                                                                                  | <b>10.10%</b>          |
| <i>Plus</i>                                                                                                                                                                                                                                                                                                       |                        |
| <b>Required Payment on Amortization Bases<sup>1</sup></b>                                                                                                                                                                                                                                                         | <b>\$50,155</b>        |
| <i>Paid either as</i>                                                                                                                                                                                                                                                                                             |                        |
| <b>1) Monthly Payment</b>                                                                                                                                                                                                                                                                                         | <b>\$4,179.58</b>      |
| <i>Or</i>                                                                                                                                                                                                                                                                                                         |                        |
| <b>2) Annual Prepayment Option*</b>                                                                                                                                                                                                                                                                               | <b>\$48,532</b>        |
| <i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i> |                        |
| <i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i>                                                                                                                                                                                 |                        |

|                                                              | Fiscal Year<br>2022-23 | Fiscal Year<br>2023-24 |
|--------------------------------------------------------------|------------------------|------------------------|
| <b>Development of Normal Cost as a Percentage of Payroll</b> |                        |                        |
| Base Total Normal Cost for Formula                           | 15.56%                 | 17.03%                 |
| Surcharge for Class 1 Benefits <sup>2</sup>                  |                        |                        |
| None                                                         | 0.00%                  | 0.00%                  |
| Phase out of Normal Cost Difference <sup>3</sup>             | 0.00%                  | 0.00%                  |
| Plan's Total Normal Cost                                     | 15.56%                 | 17.03%                 |
| Formula's Expected Employee Contribution Rate                | 6.93%                  | 6.93%                  |
| Employer Normal Cost Rate                                    | 8.63%                  | 10.10%                 |

<sup>1</sup> The required payment on amortization bases does not take into account any additional discretionary payment made after April 29, 2022.

<sup>2</sup> Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

<sup>3</sup> The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

## Required Contributions

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Fiscal Year<br>2023-24 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Required Employer Contributions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |
| <b>Employer Normal Cost Rate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>7.68%</b>           |
| <i>Plus</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |
| <b>Required Payment on Amortization Bases<sup>1</sup></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>\$0</b>             |
| <i>Paid either as</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |
| <b>1) Monthly Payment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>\$0.00</b>          |
| <i>Or</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |
| <b>2) Annual Prepayment Option*</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>\$0</b>             |
| <b>Required PEPRA Member Contribution Rate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>7.75%</b>           |
| <p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (<b>which must be received in full no later than July 31</b>).</i></p> <p><i>For additional detail regarding the determination of the required PEPRA member contribution rate see section on PEPRA Member Contribution Rates.</i></p> |                        |

|                                                              | Fiscal Year<br>2022-23 | Fiscal Year<br>2023-24 |
|--------------------------------------------------------------|------------------------|------------------------|
| <b>Development of Normal Cost as a Percentage of Payroll</b> |                        |                        |
| Base Total Normal Cost for Formula                           | 14.22%                 | 15.43%                 |
| Surcharge for Class 1 Benefits <sup>2</sup>                  |                        |                        |
| None                                                         | 0.00%                  | 0.00%                  |
| Phase out of Normal Cost Difference <sup>3</sup>             | 0.00%                  | 0.00%                  |
| Plan's Total Normal Cost                                     | 14.22%                 | 15.43%                 |
| Plan's Employee Contribution Rate                            | 6.75%                  | 7.75%                  |
| Employer Normal Cost Rate                                    | 7.47%                  | 7.68%                  |

<sup>1</sup> The required payment on amortization bases does not take into account any additional discretionary payment made after April 29, 2022.

<sup>2</sup> Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

<sup>3</sup> The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 8.F**

**REPORT:** Reschedule August 2023 Regular Meeting  
**PREPARED BY:** Justin Formanek

**MEETING DATE:** June 27, 2023  
**LOCATION:** Blanchard Library

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**SUMMARY**

A scheduling conflict will prevent staff from attending the Regular Meeting of the Blanchard / Santa Paula Library District Board of Trustees scheduled for Tuesday, August 22, 2023 at 6:00 PM.

**BACKGROUND**

Article IV, Section 1 of the Bylaws of the Board of Trustees for the Blanchard/Santa Paula Library District states that “[r]egular meetings shall be held each month at an agreed upon date and time [...] unless otherwise changed by appropriate motion or resolution of the Board.”

**RECOMMENDATION**

**Staff recommends the Board approve rescheduling the August 22, 2023 Regular Meeting to Tuesday, August 29, 2023 at 6:00 PM.**

|           | MOVED | SECOND | YES | NO | ABSTAIN | ABSENT |
|-----------|-------|--------|-----|----|---------|--------|
| Barrows   |       |        |     |    |         |        |
| Beardsley |       |        |     |    |         |        |
| Merson    |       |        |     |    |         |        |
| Reyes     |       |        |     |    |         |        |
| Zamora    |       |        |     |    |         |        |

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## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A1

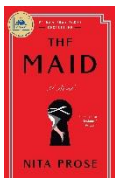
**REPORT:** Adult Services Report

**MEETING DATE:** June 27, 2023

**PREPARED BY:** Brenda Goldy

**LOCATION:** Blanchard Library

### Programs & Services



#### ***New Adult Book Club***

The first meeting of the library's new adult book club was a great success. There were 9 people who attended and participated in a lively discussion of the book. Overall, the group enjoyed the book. The book club drew patrons from a wide range of ages. It will meet again on June 27 where alternate meeting sites for the remodel will be discussed.

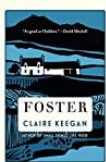
| Program Name                       | Description    | Audience | Attendance | Date   | Start    | End     | Location    |
|------------------------------------|----------------|----------|------------|--------|----------|---------|-------------|
| Computer Classes for Seniors       | Instruction    | Adult    | 8          | 1-May  | 3:00 PM  | 5:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 6          | 4-May  | 3:00 PM  | 5:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 6          | 8-May  | 3:00 PM  | 5:00 PM | Hardison    |
| Jesus Revolution [PG-13]           | Movie          | Adult    | 7          | 9-May  | 5:00 PM  | 7:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 4          | 11-May | 3:00 PM  | 5:00 PM | Hardison    |
| Poetry On Eighth                   | Poetry Reading | Adult    | 6          | 13-Apr | 12:00 PM | 2:00 PM | Other       |
| Computer Classes for Seniors       | Instruction    | Adult    | 2          | 15-May | 3:00 PM  | 5:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 4          | 18-May | 3:00 PM  | 5:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 4          | 22-May | 3:00 PM  | 5:00 PM | Hardison    |
| Computer Classes for Seniors       | Instruction    | Adult    | 4          | 25-May | 3:00 PM  | 5:00 PM | Hardison    |
| Spring Luminaries                  | Craft          | Adult    | 2          | 25-May | 5:30 PM  | 6:30 PM | Hardison    |
| Book Club - The Maid by Nita Prose | Book Club      | Adult    | 9          | 30-May | 5:30 PM  | 6:30 PM | Classroom 1 |

### Collection

181 adult-oriented items were added to the collection in May 2023.

| Adult Materials Added to Collection |         |         |             |         |       |     |         |  |
|-------------------------------------|---------|---------|-------------|---------|-------|-----|---------|--|
| 2022-2023                           | FICTION | NON-FIC | LARGE PRINT | SPANISH | AUDIO | DVD | BLU-RAY |  |
| JULY                                | 19      | 27      | 2           | 1       | 0     | 2   | 0       |  |
| AUGUST                              | 26      | 29      | 4           | 3       | 2     | 18  | 4       |  |
| SEPTEMBER                           | 14      | 13      | 0           | 2       | 4     | 1   | 0       |  |
| OCTOBER                             | 3       | 4       | 0           | 4       | 0     | 0   | 0       |  |
| NOVEMBER                            | 105     | 120     | 7           | 28      | 0     | 1   | 2       |  |
| DECEMBER                            | 11      | 29      | 2           | 1       | 0     | 21  | 11      |  |
| JANUARY                             | 110     | 207     | 12          | 24      | 0     | 2   | 0       |  |
| FEBRUARY                            | 60      | 80      | 4           | 4       | 3     | 14  | 5       |  |
| MARCH                               | 113     | 84      | 10          | 27      | 1     | 23  | 7       |  |
| APRIL                               | 36      | 35      | 3           | 7       | 0     | 10  | 3       |  |
| MAY                                 | 58      | 95      | 4           | 8       | 0     | 11  | 5       |  |

5 of the items with the most checkouts for the past 90 days



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**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM 9A2**

**REPORT:** Youth Services Report

**MEETING DATE:** June 27, 2023

**PREPARED BY:** Olivia Escoto

**LOCATION:** Blanchard Library

**1. Family Programs-**

|                                                     |                                    |                  |
|-----------------------------------------------------|------------------------------------|------------------|
| <b>Wednesday, May 2</b>                             | <b>Cinco de Mayo Celebration</b>   | <b>160</b>       |
| Teresa Trujillo Glen City School Folklorico Dancers | 55 adults                          | 105 Children     |
| <b>Wednesday, May 10</b>                            | <b>Family Movie</b>                | <b>17</b>        |
| Minions                                             | 5 adults                           | 12 Children      |
| <b>Wednesday, May 18</b>                            | <b>Franklin Haynes Marionettes</b> | <b><u>75</u></b> |
| Spring Puppet Show                                  | 29 adults                          | 46 Children      |

**2. Ongoing Programs –**

|                                     |                  |                    |
|-------------------------------------|------------------|--------------------|
| <b>a. Storytime</b>                 |                  | <b><u>183</u></b>  |
| <b>Tuesdays/Bilingual</b>           | <b>6 adults</b>  | <b>7 children</b>  |
| 5/2, 5/9                            |                  |                    |
| <b>Mondays/Bilingual</b>            | <b>10 adults</b> | <b>17 children</b> |
| 5/15, 5/22, 5/29                    |                  |                    |
| <b>Wednesday/Preschool</b>          | <b>41 adults</b> | <b>83 children</b> |
| 5/3, 5/10, 5/17, 5/24, 5/31         |                  |                    |
| Saturday                            | 7 adults         | 12 children        |
| <b>5/6, 5/20</b>                    |                  |                    |
| <b>b. LEGO</b>                      |                  | <b>206</b>         |
| 5/1, 5/3, 5/8, 5/10, 5/15           | 60 adults        | 146 children       |
| <b>5/17, 5/22, 5/24, 5/29, 5/31</b> |                  |                    |
| <b>c. Reading with PAWS</b>         |                  | <b>15</b>          |
| Saturday, May 20                    | 3 adults         | 5 children         |
| Saturday, May 27                    | 3 adults         | 4 children         |

|                      |         |          |
|----------------------|---------|----------|
| <b>3. Teen Scene</b> |         | <b>3</b> |
| Thursday, May 11     | 3 teens |          |
| Mother's Day Craft   |         |          |

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

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**Bilingual Storytime**  
Cuentos Bilingües



Tuesdays 4:00 pm  
Los Martes a las 4:00 pm

Join us for a special bilingual English/Spanish storytime.  
Acompañenos y disfrute de cuentos en Ingles y Español.

**LEGO** in the **LIBRARY**



**MONDAYS**  
**2:30PM**  
TO  
**4:30PM**

**FAMILY MOVIE**

ILLUMINATION PRESENTS  
**MINIONS**  
THE RISE OF GRU

Wednesday,  
May 10  
4:00 pm



All Ages welcome!  
Free Popcorn!

**STORYTIME**  
WEDNESDAYS 10:30AM



LEGO  
@ 11AM

**Love on a Leash**



**Reading with Paws**  
Find your favorite book and sit with one of our friends from Love on a Leash and SPARC Cardinals



Justice    Aulani    Lieutenant

Saturday, May 20  
10:30am - 11:30am  
and  
Saturday, May 27  
10:30am - 11:30am

**CINCO DE MAYO**



Music, dancing, fun for all ages!

COME AND ENJOY THE GLEN CITY FOLKLORICO DANCE GROUP UNDER THE DIRECTION OF TERESA TRUJILLO!

Tuesday, May 2nd at 6:00 pm      Martes, 2 de Mayo a las 6:00 pm

**Saturday Storytime + Craft**



May 20 at 11am

**Saturday Storytime + Craft**



May 6 at 11am

Franklin Haynes Marionettes presents a



Tuesday, May 16th at 4:00 pm      Martes, 16 de Mayo a las 4:00 pm

Springtime Puppet Parade!

**Teen Scene**  
Mother's Day Craft

Thursday, May 11th  
4:00 - 5:00pm



6th grade and up or ages 12-17

Blanchard Community Library  
19 N 8th Street, S.P. 805-525-5015 x101



**Book Displays**

(Star Wars/May4, Gardening/Spring, Mother's Day)

**May Crafts 225**

(Cinco de Mayo, Flowers, Birds. Spring, Mothers Day)



| <b>Circulation-JUV/YA</b> | Juvenile Fiction | Juvenile Non-Fiction | Total        |
|---------------------------|------------------|----------------------|--------------|
| January                   | 1,342            | 385                  | 1,727        |
| February                  | 1,152            | 283                  | 1,435        |
| March                     | 1,438            | 415                  | 1,853        |
| April                     | 1,426            | 379                  | 1,805        |
| <b>May</b>                | <b>1,427</b>     | <b>298</b>           | <b>1,725</b> |

| <b>New Books</b> | Juv Fic   | Juv Non-Fic | YA Fic   | Ya Non-Fic | J DVD    | Total     |
|------------------|-----------|-------------|----------|------------|----------|-----------|
| January          | 104       | 35          | 11       | 15         | 3        | 168       |
| February         | 43        | 22          | 6        | 3          | 31       | 105       |
| March            | 62        | 56          | 8        | 2          | 6        | 134       |
| April            | 145       | 47          | 90       | 29         | 1        | 312       |
| <b>May</b>       | <b>73</b> | <b>18</b>   | <b>4</b> | <b>1</b>   | <b>0</b> | <b>96</b> |

| <b>New Patron Registrations</b> | Adult     | Juvenile | E-card    | Total     |
|---------------------------------|-----------|----------|-----------|-----------|
| January                         | 34        | 17       | 19        | 70        |
| February                        | 34        | 13       | 11        | 58        |
| March                           | 44        | 44       | 18        | 106       |
| April                           | 44        | 22       | 14        | 80        |
| <b>May</b>                      | <b>39</b> | <b>9</b> | <b>16</b> | <b>64</b> |

| <b>Circulation</b> |              |                        |                   |                 |                |                |               |
|--------------------|--------------|------------------------|-------------------|-----------------|----------------|----------------|---------------|
| Adult Fic          | Adult NF     | Large Print            | Spanish Fiction   | Spanish Non-Fic | BKCD           | DVD/BLURAY     | Magazines     |
| 341                | 199          | 20                     | 9                 | 12              | 9              | 255            | 16            |
| State Park Passes  | Hotspots     | Kindles & Laptop Kiosk | Connectivity Kits | YA Fic          | YA Non-Fic     | YA Fic Spanish | YA NF Spanish |
| 6                  | 27           | 10                     | 17                | 56              | 5              | 0              | 0             |
| J BKCD             | J DVD/BLURAY | Juv Fic                | Juv NF            | Juv Fic Spanish | Juv NF Spanish | J Magazine     | <b>Total</b>  |
| 9                  | 87           | 1,264                  | 278               | 107             | 15             | 3              | <b>2,745</b>  |

| <b>Discards</b> | Adult Fic  | Adult NF   | DVD      | YA        | Juv Fic   | Juv NF    | Total      |
|-----------------|------------|------------|----------|-----------|-----------|-----------|------------|
| January         | 105        | 40         | 0        | 2         | 9         | 2         | <b>158</b> |
| February        | 120        | 30         | 0        | 41        | 30        | 2         | <b>223</b> |
| March           | 15         | 300        | 0        | 1         | 2         | 1         | <b>319</b> |
| April           | 75         | 250        | 3        | 10        | 25        | 50        | <b>413</b> |
| <b>May</b>      | <b>150</b> | <b>200</b> | <b>0</b> | <b>15</b> | <b>10</b> | <b>25</b> | <b>400</b> |





## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A3

**REPORT:** Adult Learning Center Report

**MEETING DATE:** June 27, 2023

**PREPARED BY:** Misty Finch

**LOCATION:** Blanchard Library

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### **Adult Literacy Services:**

#### **One-To-One Adult Literacy Tutoring**

In May adult literacy tutors and learners spent a combined total of 77 hours practicing reading and writing skills.

#### **BEST Virtual Book Discussion with Tricia Lemmon**

Participants of our weekly *Best Virtual Book Discussion* are currently reading an abridged version of *Anne of Green Gables*.

### **Family Literacy Services:**

#### **Abriendo Puertas:**

A new team member, Sandra Diaz, joined our literacy staff this month. We are so glad to have her on board. Sandra successfully completed acquisition training for Abriendo Puertas and will be facilitating sessions with Olivia Castillo. The mission of Abriendo is to honor and support parents as leaders of their families and their child's first and most influential teacher. AP parents participate in local programs to strengthen their leadership, knowledge and support systems – all key in preparing their young children for school success. The curriculum consists of 10 interactive sessions that assist parents in building strong foundations for their children in reading, math, technology, health and more. Parents support each other in making what they learn a part of daily life. BEST plans to host its first Abriendo Puertas in January 2023.

### **ESL Services:**

BEST Adult Learning Center offers two ESL small groups - Level One and Level Two. Level one is geared for adult learners who have little to no English proficiency. Level two is offered to adult learners who have some English and would like to advance their skill further. Each class is offered twice a week for an hour and a half. Classes students develop proper grammar, phonics, and opportunities to

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communicate in English with peers. Both classes are taught by TESOL certified instructor, Yoko Mansfield.

**May 2023 Literacy Services Statistics:**

| One-To-One Tutoring (ALS)                                                                                                    | Adult Literacy Small Groups (ALS)                     | ESL Classes            |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------|
| Active Tutors: 6<br>Active Learners: 5<br>Total Tutor Hours: 77<br>Total Adult Learner Hours: 32<br>Total Tutoring Hours: 45 | BEST Virtual Book Discussion<br>Total participants: 6 | Total Participants: 39 |

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Please save final version as PDF named I1 c Adult Learning Center Report May 2023



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9.A:4

**REPORT:** Interim Library Director's Report

**MEETING DATE:** June 27, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Blanchard Library

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### INTERIM LIBRARY DIRECTOR'S ACTIVITIES

- May 1 — Meeting with Southern California Regional Energy Network (SoCalREN)
- May 3 — CSDA Roundtable with CA Senator Monique Limón's District Director, Stephanie Ramirez Zarate
- May 10 — Special District Risk Management Authority (SDRMA) building appraisal
- May 15 — Friends of the Library (FoL) Board Meeting
- May 19 — Black Gold Administrative Council Meeting



### FUTURE AGENDA ITEMS

Below are some planned agenda items. To help prioritize, staff seeks input on these or other items that the Board is interested in discussing.

- Status of Community Hall Project
- Community Survey Results (Library Collection, Services and Facilities, Youth Services)
- Juneteenth Observation
- *Other items?*

Attachments — Library Statistics for May 2023

### BLANCHARD / SANTA PAULA LIBRARY DISTRICT

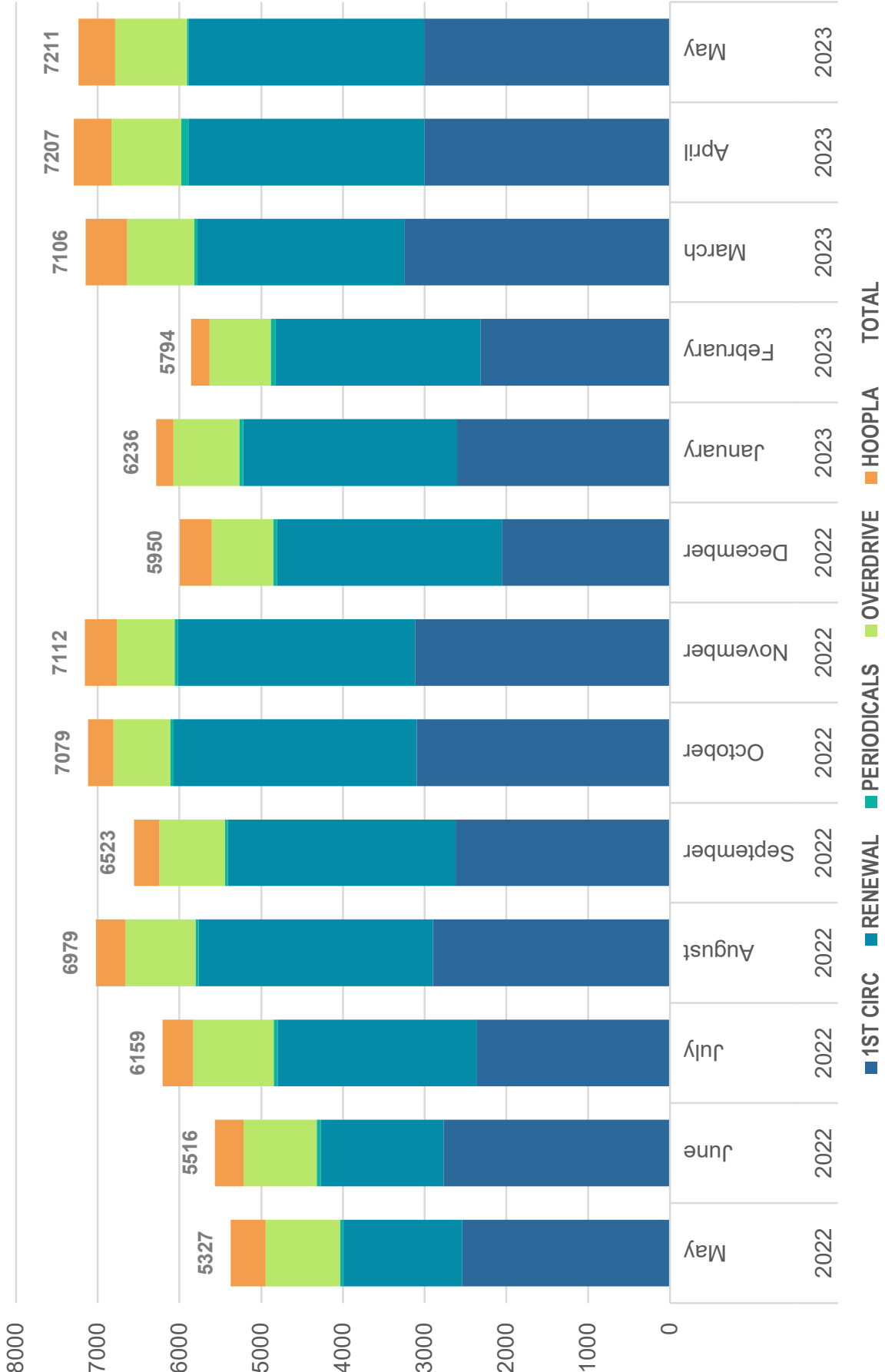
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# PATRON COUNT

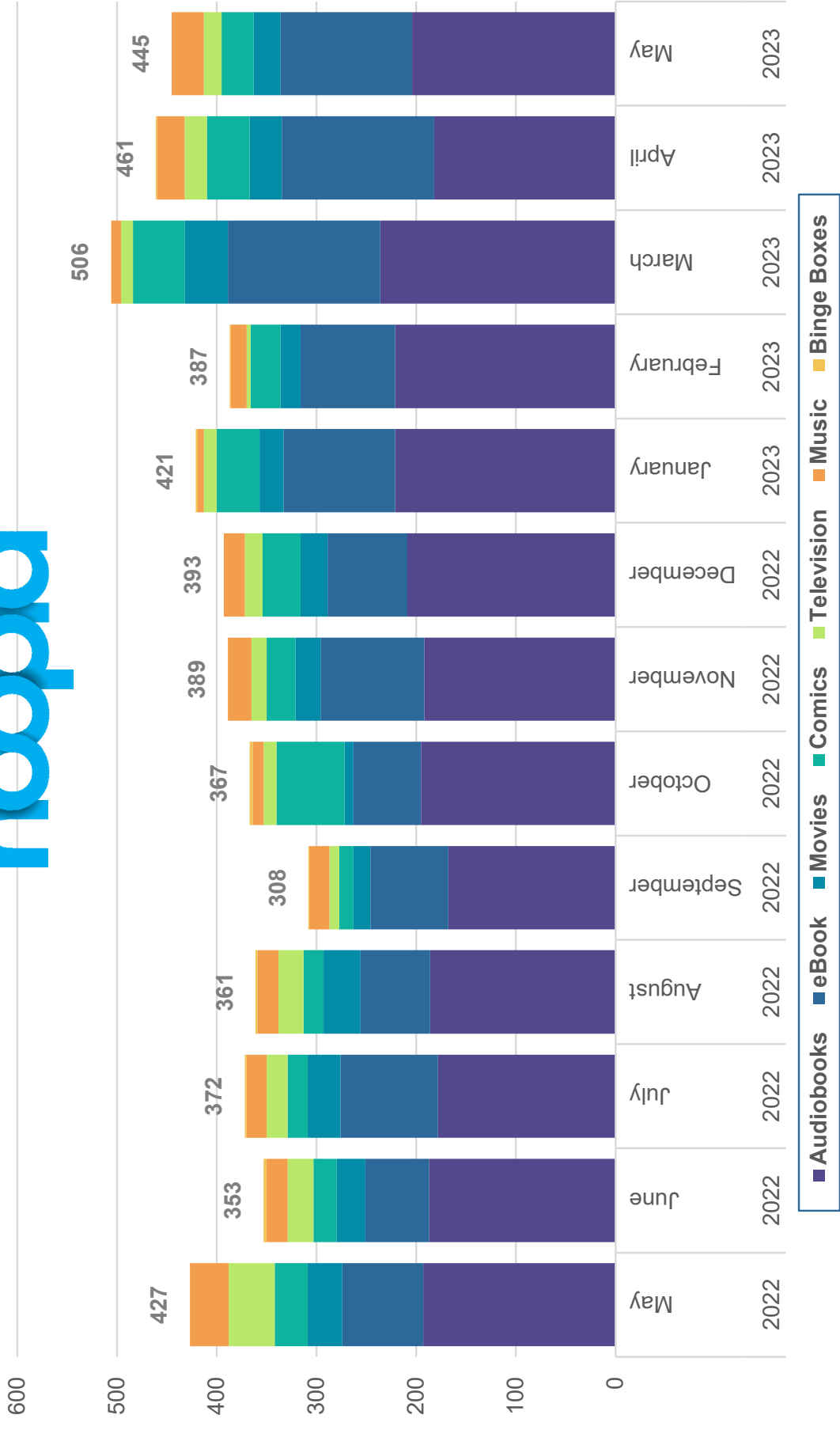




# TOTAL CIRCULATION



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**LIBRARY TRUSTEES UPDATE  
FROM THE FRIENDS OF THE BLANCHARD COMMUNITY LIBRARY**

MONTH: May 2023

HOURS WORKED BY VOLUNTEERS: 146.5

**SPECIAL EVENTS:**

- Senior Center Event at the Community Center May 24<sup>th</sup>. FOL volunteers joined the Library staff to host an informational table and provide Large Print books to seniors. Gave away two boxes of books.
- Held 13 sales in May; raised \$ 1,179.63

**DONATIONS TO THE LIBRARY:**

- No monetary contributions to the Library this month.