

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Tuesday, May 26, 2020, at 5:30 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

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

MEMBERS OF THE PUBLIC MAY PARTICIPATE

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1489736232>

For the best audio experience, please use computer audio.

Telephone Call In:

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- +1 (773) 2319226 (US North)
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Meeting ID: 1489736232

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

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

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

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

- D. APPROVAL OF MINUTES
 - a. Approval of Minutes: Meeting of April 28, 2020

E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

None

H. NEW BUSINESS

- a. Unfunded Accrued Pension Liability Payment (information, discussion, possible action)
- b. Draft 2020-21 Budget (information, discussion)
- c. Board of Trustees Vacancy

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting June 23, 2020

L. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

D. APPROVAL OF MINUTES
REGULAR MEETING OF MAY 26, 2020

1. Approval of Minutes
 - a. Regular Meeting of April 28, 2020

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 28, 2020

CALL TO ORDER---The Teleconference Meeting was called to order at 5:33 PM by Board President Tim Hicks. Trustees Laura Phillips, Nancy Nasalroad and Daniel Sandoval were in attendance, a quorum established. Maureen Coughlin was absent. District Director Ned Branch was present.

APPROVAL OF THE ORDER OF AGENDA- Unanimously approved (Phillips/ Nasalroad, 4-0).

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

CONSENT CALENDAR---The Minutes of the Special Meeting on March 31, 2020 were unanimously approved (Nasalroad/ Phillips, 4-0).

REPORTS I --- a. Director Branch presented the Financial Statements and Budget. Trustee Sandoval asked that YTD and Annual Budget numbers be checked and corrected. Director Branch discussed the probability of upcoming increase of CalPers unfunded accrued liability and budget adjustments that will need to be made. Discussed potential property tax changes, county re-assessments, Director Branch reviewing for 2020-21 revenue estimates. Financial statements were received and filed (Phillips/ Nasalroad, 4-0).

b. Friends of the Library (FOL) - Trustee Phillips: no current book donations accepted.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---

Director Branch- Article published about BCL's contribution to personal protective equipment using 3-D printer.

OLD BUSINESS--- a. Extend District Director's Contract to June 30, 2020. Motion to extend unanimously approved (Phillips/ Nasalroad, 4-0).

b. Board Committee Assignments. Board discussed and set committee assignments:

HR: Hicks and Coughlin

Finance: Phillips and Coughlin

Fundraising: Nasalroad and Sandoval

Strategic Planning: Sandoval and Phillips

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 28, 2020

Publicity: Nasalroad and Hicks

Motion to set assignments unanimously approved (Nasalroad/ Phillips, 4-0).

NEW BUSINESS--- a. Resolution to Consolidate November 3, 2020 General District Election with Other Elections – Motion for discussion and approval for signing and submitting unanimously approved (Phillips/ Nasalroad, 4-0).

REPORTS = No Customary Reports with Library Closed. --

Director’s discussion:

Website developers are being interviewed. Justin Formanek is working on signs. Olivia Escoto is doing a special Dia de los Ninos on FaceBook and will hopefully do some kind of Summer Reading Program. Staff that can, are working from home. May 15, 2020 is the county’s expiration of some stay-at-home and the library can hopefully reopen on a limited basis.

Trustee Sandoval asked about school possibly reopening in July and how that might affect the library. Director

President Hicks asked about sanitation supplies. Director Branch said some supplies are in, more will be coming in and how they’re planning to sanitize books, etc. Trustee Sandoval asked about a possible plan to have different/ additional staff assigned to be sanitizers. Director Branch talked about limiting number of people, children in the library. Trustee Sandoval talked about possible online adult programming. Director Branch agreed to discuss it with Justin Formanek.

FUTURE AGENDA ITEMS--- No future Agenda items.

UPCOMING MEETING DATE---The next General Meeting will be on Tuesday, May 26, 2020 at 5:30 PM.

ADJOURNMENT---There being no further business, the Regular Meeting was unanimously adjourned (Phillips/ Nasalroad, 4-0) at 6:22 PM.

Library Board Clerk

ATTEST:

District Director

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

1. Receive and file April 2020 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

REGULAR MEETING OF MAY 26, 2020
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MAY 26, 2020

H(a) NEW BUSINESS: UNFUNDED ACCRUED PENSION LIABILITY PAYMENT

See the attached page from the CalPERS Actuarial Valuation as of June 30, 2018. CalPERS uses a discount rate of 7% to account for earning not achieved by spreading out the payment of the unfunded accrued liability over the course of the year rather than paying it as a lump sum. The monthly installment will be \$3,261, a total payment for the year is \$39,132. The lump sum payment would be \$37,830, a difference of \$1,302.

Make the lump sum payment from the Blake account and then make a monthly deposit of \$3,261 back to the Blake account.

RECOMMENDATION: Staff recommends making the lump sum payment from the Blake account and then make a monthly deposit of \$3,261 back to that account.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2020-21
Employer Normal Cost Rate	8.794%
<i>Plus, Either</i>	
1) Monthly Employer Dollar UAL Payment	\$ 3,260.98
<i>Or</i>	
2) Annual UAL Prepayment Option*	\$ 37,830
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly 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). Any prepayment totaling over \$5 million requires a 72-hour notice email to FCSD_public_agency_wires@calpers.ca.gov. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i>	
<i>In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.</i>	

= \$39,132

	Fiscal Year 2019-20	Fiscal Year 2020-21
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	14.996%	15.712%
Surcharge for Class 1 Benefits ²		
None	0.000%	0.000%
Phase out of Normal Cost Difference ³	0.000%	0.000%
Plan's Total Normal Cost	14.996%	15.712%
Formula's Expected Employee Contribution Rate	6.915%	6.918%
Employer Normal Cost Rate	8.081%	8.794%
Projected Payroll for the Contribution Fiscal Year	\$ 103,331	\$ 44,342
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$ 8,350	\$ 3,899
Plan's Payment on Amortization Bases ⁴	51,436	39,132
% of Projected Payroll (illustrative only)	49.778%	88.250%
Estimated Total Employer Contribution	\$ 59,786	\$ 43,031
% of Projected Payroll (illustrative only)	57.859%	97.043%

¹ The results shown for Fiscal Year 2019-20 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after April 30, 2018.

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

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See page 10 for a breakdown of the Amortization Bases.

REGULAR MEETING OF MAY 26, 2020
H(b) NEW BUSINESS: DRAFT 2020-21 BUDGET

A draft of the 2020-21 budget is attached. There are three expenses in which there will be increases:

Payroll as a result of an increase in the minimum wage;
Unfunded accrued pension liability; and
A 49% increase in the cost of insurance as a result of casualty losses caused by the recent fires in California.

For the first time in over seven years, we have to cut expenses rather than increase them. Staff would like direction on what the Board considers priorities and what areas might be targeted for cuts.

RECOMMENDATION: None

	GENERAL FUND	LITERACY FUND	TOTAL	PERCENT OF REVENUE
Revenue				
Pro Tx Curr Secured	\$364,000	\$0	\$364,000.00	42.1%
Pro Tx Curr Unsecured	\$7,000	\$0	\$7,000.00	0.8%
Pro Tx Curr Supplemental	\$6,000	\$0	\$6,000.00	0.7%
Pro Tax Prior Secured	\$0	\$0	\$0.00	0.0%
Pro Tx Prior Unsecured	\$0	\$0	\$0.00	0.0%
Pro Tx Prior Supplemental	\$0	\$0	\$0.00	0.0%
Penalties	\$1,306	\$0	\$1,306.00	0.2%
Interest	\$932	\$0	\$932.00	0.1%
HOPTR	\$1,300	\$0	\$1,300.00	0.2%
RDA Pass Through	\$70,000	\$0	\$70,000.00	8.1%
Special Assessment	\$310,000	\$0	\$310,000.00	35.9%
	\$760,538	\$0	\$760,538.00	88.0%
Endowment	\$15,000	\$0	\$15,000.00	1.7%
Donations	\$20,000	\$5,000	\$25,000.00	2.9%
Grants	\$1,000	\$60,000	\$61,000.00	7.1%
Fines & fees	\$0	\$0	\$0.00	0.0%
Printing	\$2,400	\$0	\$2,400.00	
TOTAL REVENUE	\$796,538	\$65,000	\$863,938.00	100.0%
Payroll & Benefits				
Salaries	\$371,982	\$62,982	\$434,964.00	50.3%
PERS Retirement	\$71,640	\$2,754	\$74,394.00	8.6%
FICA 0.077	\$28,457	\$4,020	\$32,476.62	3.8%
PERS Group Health	\$25,560	\$6,792	\$32,352.00	3.7%
PERS Group Health Annuitants	\$30,000	\$0	\$30,000.00	3.5%
SUI	\$3,000	\$500	\$3,500.00	0.4%
PERS 457 Plan	\$0	\$0	\$0.00	0.0%
Insurance--Workers Comp	\$1,795	\$500	\$2,295.00	0.3%
	\$532,434	\$77,548	\$609,981.62	70.6%
Services				
Communications	\$800	\$0	\$800.00	0.1%
Computer services	\$6,000	\$0	\$6,000.00	0.7%
Publicity	\$5,000	\$2,000	\$7,000.00	0.8%
Collection development				
Books				
Young adt	\$3,000	\$0	\$3,000.00	0.3%
General	\$16,500	\$0	\$16,500.00	1.9%
Children's	\$6,500	\$0	\$6,500.00	0.8%
A/V materials	\$0	\$0	\$0.00	0.0%
Young adt	\$600	\$0	\$600.00	

	General	\$3,000	\$0	\$3,000.00	
	Children's	\$1,200	\$0	\$1,200.00	
	Databases	\$4,000	\$0	\$4,000.00	0.5%
	Periodicals	\$5,000	\$0	\$5,000.00	0.6%
	Library supplies				
	Book binding/mending	\$2,000	\$0	\$2,000.00	0.2%
	Library materials--othr	\$0	\$0	\$0.00	0.0%
	Memberships & dues	\$5,000	\$0	\$5,000.00	0.6%
	Network services	\$68,000	\$0	\$68,000.00	7.9%
	Over/short	\$0	\$0	\$0.00	0.0%
	Programs	\$0	\$0		
	Literacy	\$0	\$4,000	\$4,000.00	0.5%
	Adults	\$4,500	\$0	\$4,500.00	0.5%
	Children's	\$14,000	\$0	\$14,000.00	1.6%
	Teens & Young adults	\$5,000	\$0	\$5,000.00	0.6%
	Travel & meetings	\$3,000	\$2,000	\$5,000.00	0.6%
Total Services		<u>\$153,100</u>	<u>\$8,000</u>	<u>\$161,100.00</u>	18.6%
Administrative					
	Advertising	\$250	\$0	\$250.00	0.0%
	Bank charges	\$400	\$0	\$400.00	0.0%
	Office expense	\$10,000	\$0	\$10,000.00	1.2%
	Postage	\$750	\$0	\$750.00	0.1%
	Professional services	\$0	\$0		
	Legal	\$6,000	\$0	\$6,000.00	0.7%
	Accounting	\$10,000	\$0	\$10,000.00	1.2%
	Audit	\$11,000	\$0	\$11,000.00	1.3%
	Grant Writing	\$1,000	\$2,000	\$3,000.00	0.3%
	Insurance	\$13,089	\$0	\$13,089.00	1.5%
	Printing	\$2,500	\$200	\$2,700.00	0.3%
	Telephone expense	\$3,000	\$0	\$3,000.00	0.3%
	Staff development & recognition	\$2,000	\$0	\$2,000.00	0.2%
	Strategic Planning	\$6,000	\$0	\$6,000.00	
Total		<u>\$65,989</u>	<u>\$2,200</u>	<u>\$68,189.00</u>	7.9%
Facilities					
	Janitorial services & supplies	\$10,000	\$0	\$10,000.00	1.2%
	Grounds maintenance	\$5,000	\$0	\$68,189.00	0.6%
	Building security	\$1,500	\$0	\$1,500.00	0.2%
	Buidling maintenance	\$12,000	\$0	\$12,000.00	1.4%
	Utilities	\$0	\$0	\$0.00	0.0%
	City of Santa Paula	\$6,500	\$0	\$6,500.00	0.8%
	SoCal Edison	\$25,000	\$0	\$25,000.00	2.9%
	The Gas Co.	\$1,200	\$0	\$1,200.00	0.1%
	Trash	\$2,250	\$0	\$2,250.00	0.3%
Total		<u>\$63,450</u>	<u>\$0</u>	<u>\$63,450.00</u>	7.3%

TOTAL OPERATING EXPENSES	<u>\$814,973</u>	<u>\$87,748</u>	<u>\$902,720.62</u>	104.5%
OPERATING SURPLUS/(DEFICIT)	<u>(\$16,035)</u>	<u>(\$22,748)</u>	<u>(\$38,782.62)</u>	
Extraordinary Expenses				
Legal	<u>\$0</u>	<u>\$0</u>	<u>\$0.00</u>	
	<u>\$0</u>	<u>\$0</u>	<u>\$0.00</u>	0.0%
NET SURPLUS/(DEFICIT)	<u>(\$16,035)</u>	<u>(\$22,748)</u>	<u>(\$38,782.62)</u>	-4.5%
	\$0	\$0		
REIMBURSEMENT FROM DIF FUND	\$0	\$0	\$0.00	
CARRYOVER FROM 2019-20	\$0	\$30,000	<u>\$30,000.00</u>	
TOTAL SURPLUS/(DEFICIT)	<u>(\$16,035)</u>	<u>\$7,252</u>	<u><u>(\$8,782.62)</u></u>	-1.0%

REGULAR MEETING OF MAY 26, 2020
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT