



**AGENDA**  
**REGULAR MEETING OF THE**  
**BLANCHARD /SANTA PAULA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**TUESDAY, MAY 23, 2023 – 6:00 PM.**  
**BLANCHARD COMMUNITY LIBRARY**  
**119 N. 8<sup>TH</sup> STREET**  
**SANTA PAULA, CA 93060**  
[www.blanchardlibrary.org](http://www.blanchardlibrary.org)

**THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY**

**A. CALL TO ORDER**

**B. ROLL CALL**

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

**C. APPROVAL OF THE ORDER OF THE AGENDA**

**D. 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.

**E. CONSENT AGENDA**

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

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

119 N. 8<sup>TH</sup> STREET, SANTA PAULA, CA 93060 • (805) 525-3615 • [WWW.BLANCHARDLIBRARY.ORG](http://WWW.BLANCHARDLIBRARY.ORG)

**Blanchard / Santa Paula Library District**

Board of Trustees Meeting

May 23, 2023

Page 2 of 2

**F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**

**G. OLD BUSINESS**

1. Status of Remodel Project (information, discussion, possible action)
2. Status of Shively Wall renovation (information, discussion, possible action)
3. Consideration of Furniture Proposal and Specifications (information, discussion, possible action)

**H. NEW BUSINESS**

1. Resolution 2022-2023:03 Requesting a Contrafund Advance for the 2023-24 fiscal year (information, discussion, possible action)
2. Draft of FY 2023-24 Budget (information, discussion)

**I. REPORTS**

1. Staff Reports
  - a) Adult Services
  - b) Youth Services
  - c) Literacy
  - d) Interim Library Director
2. Friends of the Library
3. Board Committees
  - a) Facilities
  - b) Finance
  - c) Fundraising/Grants
  - d) Human Resources
    - i. Receive Draft Organization Chart
  - e) Strategic Planning

**J. FUTURE AGENDA ITEMS**

**K. UPCOMING MEETING DATES**

1. Regular Meeting June 27, 2023 at 6:00 PM

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



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM E**

**REPORT:** Consent Agenda

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

---

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 April 25, 2023
2. Approval of Financial Reports for April 2023

**Attachments:**

- Minutes of Regular Meeting of April 25, 2023
- Financial Reports for April 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, APRIL, 25 2023 – 6:00 PM.**

**A. CALL TO ORDER**

The Meeting was called to order at 6:08 PM by Board President Miriam Zamora. Trustees Geraldine Barrows, Lori Beardsley, Rick Reyes, and Ron Merson were in attendance, a quorum established. Interim Library Director Justin Formanek was present.

**B. APPROVAL OF THE ORDER OF THE AGENDA**

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

**The motion passed unanimously.**

**C. PUBLIC COMMENT**

There were no public comments.

**D. APPROVAL OF MINUTES**

Trustee Merson made a motion to approve the minutes of the meeting of March 28, 2023 and Trustee Zamora seconded the motion.

**The motion passed unanimously.**

**E. REPORTS**

Trustee Barrows made a motion to accept and file the March 2023 financial statements and Trustee Beardsley seconded the motion.

**The motion passed unanimously.**

**F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**

**G. OLD BUSINESS**

**1. Status of Educators Memorial**

A working group of library staff and interested stakeholders will work with Mr. Jauregui to continue to develop a proposal for the Educator's Memorial.

**2. Status of Remodel Project**

Mr. Formanek shared that he had met with the project manager to go over the project timeline and gather updated estimates.

**3. Approval for Cost Estimate for Reroofing**



Trustee Zamora left the room at 6:23 PM. Mr. Formanek presented the proposal from Anderson Kulwicz Appleby Architects for reroofing costs.

Trustee Merson made a motion to approve the proposal and Trustee Reyes seconded the motion.

**The motion passed with 4 votes in favor, and one abstention.**

Trustee Zamora rejoined the meeting at 6:30 PM.

## **H. NEW BUSINESS**

### **1. Credit Card Authorization**

Mr. Formanek requested the Board authorize raising his credit limit on his Business Card, and the issue of a card to Interim Adult Services Librarian Brenda Goldy.

Trustee Barrows made a motion to grant authorization and Trustee Merson seconded the motion.

**The motion passed unanimously.**

### **2. Resolution to Levy Parcel Tax for the 2023-24 Fiscal Year**

Mr. Formanek requested the Board adopt Resolution 2022-23:02 confirming the District's intent to levy parcel taxes for the 2023-2024 Fiscal Year.

Trustee Barrows made a motion to adopt the resolution to levy parcel taxes and Trustee Merson seconded the motion.

**The motion passed unanimously.**

## **I. REPORTS (CONTINUED)**

Mr. Formanek shared updated circulation statistics and noted that the recent uptick in Hoopla usage may be a result of an ongoing email campaign. Mr. Formanek also noted that checkouts and renewals seem to be back to pre-COVID numbers.

Mr. Formanek shared that the recruitment for a Library Assistant I was underway.

## **J. FUTURE AGENDA ITEMS**

The Board agreed to include an update on the Shively Wall renovation at the next meeting.

## **K. UPCOMING MEETING DATES**

The next Regular Meeting is May 23, 2023 at 6:00 PM

## **L. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:13 PM.

Trustee Merson made a motion to adjourn and Trustee Barrows seconded the motion.

**The motion passed unanimously.**

---

Lori Beardsley  
Library Clerk

---

Justin Formanek  
Interim Library Director

**BUDGET VARIATIONS AND SUMMARIES**

YTD as of April 2023 - Month 10 of 12

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET	%	
<b>Revenue</b>	Property Taxes	\$902,327	\$849,230	6.3%	Early FY tax estimates lower than actual.
	Grants	\$438,543	\$79,791	449.6%	Building Forward + Zip Books Grants
	Donations	\$46,859	\$35,900	30.5%	Building Fund Donation + Friends of the Library Summer Reading Donation
<b>Expense</b>	Salaries & Benefits	\$573,811	\$605,120	-5.2%	Amortization of Workers' Compensation Insurance not correctly entered.
	Retirement	\$65,927	\$71,560	-7.9%	
	Computer Services	\$63,470	\$75,100	-15.5%	Network Services / ILS less than estimated.
	Collection Development	\$61,133	\$46,400	31.8%	Zip Books Grant funds not included in Collection Development budget (\$13,583 of \$61,133)
	Programs	\$13,338	\$26,400	-49.5%	Evolving remodel start dates delayed much of the early year programming.
	Office Expenses	\$6,592	\$11,700	-43.7%	Admin computer expenses less than expected; office supplies less than expected
	Staff Development & Recognition	\$957	\$1,700	-43.7%	
	Utilities	\$38,590	\$33,500	15.2%	Higher than average cooling and heating costs.

**BUDGET SUMMARY**

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 966,237	\$ 1,406,946	\$ 970,921	44.9%	\$ 1,050,301
Expense	\$ 739,744	\$ 847,475	\$ 894,520	-5.3%	\$ 1,058,300
Other					
Income	\$ -	\$ 10,728	\$ -		\$ -
Expense	\$ -	\$ -	\$ 15,000		

**Blanchard/Santa Paula Library District**  
**Balance Sheet**  
 As of April 30, 2023

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010.10 · General Fund	105,588.83
Payroll (Checking Account - Payroll)	357.85
Literacy	61,166.26
1020 · Book Trust Account	16,702.33
1010.20 · County Accounts	1,315,781.27
Investment Accounts	400,600.84
Building Fund	431,347.27
1010.40 · Santa Paula City	240,789.38
Blake	34,173.35
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
<b>Total Checking/Savings</b>	<u>2,606,791.28</u>
<b>Other Current Assets</b>	
1063.10 · Prepaid Expenses	22,138.61
<b>Total Other Current Assets</b>	<u>22,138.61</u>
<b>Total Current Assets</b>	<u>2,628,929.89</u>
<b>Fixed Assets</b>	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction In Process	156,147.72
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	675,389.74
<b>Total Fixed Assets</b>	<u>806,388.07</u>
<b>TOTAL ASSETS</b>	<u><u>3,435,317.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000.10 · Accts Payable - General	14,844.78
<b>Total Accounts Payable</b>	14,844.78
<b>Credit Cards</b>	
Bank of America Platinum Plus	1,518.23
<b>Total Credit Cards</b>	1,518.23
<b>Other Current Liabilities</b>	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	5,506.04
2572.10 · Compensated Absences	38,030.00
<b>Total Other Current Liabilities</b>	43,761.02
<b>Total Current Liabilities</b>	<u>60,124.03</u>
<b>Total Liabilities</b>	60,124.03
<b>Equity</b>	
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	1,746,871.19
Net Income	570,199.38
<b>Total Equity</b>	<u>3,375,193.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,435,317.96</u></u>

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

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Property Taxes</b>	224,403.31	233,500.00	902,326.61	849,230.00	923,230.00
<b>4700 · Grants</b>					
California State Library Grants	0.00	2,931.00	423,215.00	74,091.00	74,091.00
<b>4705 · Other Grants</b>	0.00	0.00	15,328.00	5,700.00	5,700.00
<b>Total 4700 · Grants</b>	0.00	2,931.00	438,543.00	79,791.00	79,791.00
<b>4600 · Donations</b>	9,500.00	17,090.00	46,858.68	35,900.00	40,080.00
<b>4800 · Library Services</b>	0.00	600.00	6,187.13	6,000.00	7,200.00
<b>4900 · Miscellaneous Income</b>	21.65		242.25		
<b>Interest Income</b>	0.28		1,008.38		
<b>4950 · City of Santa Paula</b>	0.00		11,779.77		
<b>Total Income</b>	233,925.24	254,121.00	1,406,945.82	970,921.00	1,050,301.00
<b>Gross Profit</b>	233,925.24	254,121.00	1,406,945.82	970,921.00	1,050,301.00
<b>Expense</b>					
<b>Salaries &amp; Employee Benefits</b>					
Salaries	50,355.31	44,840.00	419,852.99	440,660.00	530,340.00
Payroll Tax	4,052.04	3,690.00	33,710.21	36,800.00	44,180.00
Retirement	7,093.50	7,180.00	65,967.26	71,560.00	85,920.00
Health Insurance	5,566.00	5,340.00	54,055.73	53,400.00	64,080.00
Insurance- Workers Comp.	0.00	220.00	225.43	2,700.00	3,140.00
<b>Total Salaries &amp; Employee Benefits</b>	67,066.85	61,270.00	573,811.62	605,120.00	727,660.00
<b>Services</b>					
<b>Computer Services</b>					
Patron Computers	0.00	250.00	3,039.55	2,500.00	3,000.00
Network Services/ILS	12,185.00	16,000.00	51,847.00	64,000.00	64,000.00
Service/Licensing Agreements	692.63	860.00	8,583.12	8,600.00	10,320.00
Computer Services - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Computer Services</b>	12,877.63	17,110.00	63,469.67	75,100.00	77,320.00
<b>Collection Development</b>					
AV Materials	129.68	400.00	3,281.81	4,000.00	4,800.00
Books	4,146.13	2,180.00	33,567.97	21,800.00	26,160.00
eContent	554.00	1,000.00	2,216.00	10,000.00	12,000.00
Databases	1,500.00	50.00	3,996.90	500.00	600.00
WiFi Hot Spots	1,633.00	800.00	15,486.49	8,000.00	9,600.00
Periodicals	230.05	210.00	2,584.13	2,100.00	2,520.00
<b>Total Collection Development</b>	8,192.86	4,640.00	61,133.30	46,400.00	55,680.00
<b>Library Supplies</b>	161.18	170.00	2,762.06	1,700.00	2,040.00
<b>Memberships &amp; Dues Programs</b>	363.17	420.00	3,912.75	4,200.00	5,040.00
Adult Programs	0.00	380.00	3,115.13	3,800.00	4,560.00
Young Adult Programs	0.00	420.00	1,165.95	4,200.00	5,040.00
Children's Programs	971.07	1,170.00	4,034.56	11,700.00	14,040.00
Literacy Programs	581.46	670.00	5,649.79	6,700.00	8,040.00
Programs - Other	0.00		1,007.66		
<b>Total Programs</b>	1,552.53	2,640.00	14,973.09	26,400.00	31,680.00
<b>Promotion &amp; Public Relations</b>	154.99	500.00	2,416.96	4,800.00	5,800.00
<b>Travel and Meetings</b>	0.00	180.00	592.90	1,800.00	2,160.00
<b>Total Services</b>	23,302.36	25,660.00	149,260.73	160,400.00	179,720.00
<b>Administration</b>					
Advertising	0.00	30.00	0.00	300.00	360.00
Bank Charges	62.45	40.00	915.70	400.00	480.00
Insurance	2,207.19	2,190.00	22,071.90	21,900.00	26,280.00
Miscellaneous	64.65		124.65		
Office Expenses	795.32	1,170.00	6,592.52	11,700.00	14,040.00
Payroll Processing	299.02		4,436.26		
Professional Services	1,595.00	1,420.00	22,684.93	28,200.00	31,040.00
Staff Development & Recognition	0.00	170.00	956.56	1,700.00	2,040.00

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

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Staff Recognition	0.00		150.85		
Strategic Planning	0.00		0.00	3,000.00	3,000.00
Telephone Expense	0.00	360.00	2,912.43	3,600.00	4,320.00
Administration - Other	21.12		84.48		
<b>Total Administration</b>	<b>5,044.75</b>	<b>5,380.00</b>	<b>60,930.28</b>	<b>70,800.00</b>	<b>81,560.00</b>
<b>Facilities</b>					
Janitorial Services & Supplies	1,413.09	840.00	9,852.44	8,400.00	10,080.00
Repairs & Maintenance	1,673.32	1,990.00	15,030.35	16,300.00	19,080.00
<b>Utilities (Utilities)</b>					
Electricity	1,720.60	2,500.00	27,211.10	25,000.00	30,000.00
Gas	457.08	100.00	3,300.36	1,000.00	1,200.00
Trash	286.18	250.00	2,711.02	2,500.00	3,000.00
Water and Sewer	599.62	500.00	5,367.26	5,000.00	6,000.00
<b>Total Utilities (Utilities)</b>	<b>3,063.48</b>	<b>3,350.00</b>	<b>38,589.74</b>	<b>33,500.00</b>	<b>40,200.00</b>
<b>Total Facilities</b>	<b>6,149.89</b>	<b>6,180.00</b>	<b>63,472.53</b>	<b>58,200.00</b>	<b>69,360.00</b>
<b>Total Expense</b>	<b>101,563.85</b>	<b>98,490.00</b>	<b>847,475.16</b>	<b>894,520.00</b>	<b>1,058,300.00</b>
<b>Net Ordinary Income</b>	<b>132,361.39</b>	<b>155,631.00</b>	<b>559,470.66</b>	<b>76,401.00</b>	<b>-7,999.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Extraordinary Income (Extraordinary Income)	0.00		3,912.83		
Library Impact Fees	0.00		6,815.89		
<b>Total Other Income</b>	<b>0.00</b>		<b>10,728.72</b>		
<b>Other Expense</b>					
Extraordinary Expenses	0.00	1,500.00	0.00	15,000.00	18,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>18,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-1,500.00</b>	<b>10,728.72</b>	<b>-15,000.00</b>	<b>-18,000.00</b>
<b>Net Income</b>	<b>132,361.39</b>	<b>154,131.00</b>	<b>570,199.38</b>	<b>61,401.00</b>	<b>-25,999.00</b>

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

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Property Taxes</b>	902,326.61	842,374.86	59,951.75	7.1%
<b>4700 · Grants</b>				
California State Library Grants	423,215.00	94,147.00	329,068.00	349.5%
<b>4705 · Other Grants</b>	15,328.00	0.00	15,328.00	100.0%
<b>Total 4700 · Grants</b>	438,543.00	94,147.00	344,396.00	365.8%
<b>4600 · Donations</b>	46,858.68	27,244.00	19,614.68	72.0%
<b>4800 · Library Services</b>	6,187.13	2,226.76	3,960.37	177.9%
<b>4900 · Miscellaneous Income</b>	242.25	242.63	-0.38	-0.2%
<b>Interest Income</b>	1,008.38	2.18	1,006.20	46,156.0%
<b>4950 · City of Santa Paula</b>	11,779.77	0.00	11,779.77	100.0%
<b>Total Income</b>	1,406,945.82	966,237.43	440,708.39	45.6%
<b>Gross Profit</b>	1,406,945.82	966,237.43	440,708.39	45.6%
<b>Expense</b>				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Salaries &amp; Employee Benefits</b>				
Salaries	419,852.99	355,931.42	63,921.57	18.0%
Payroll Tax	33,710.21	28,888.34	4,821.87	16.7%
Retirement	65,967.26	57,415.55	8,551.71	14.9%
Health Insurance	54,055.73	51,962.73	2,093.00	4.0%
Insurance- Workers Comp.	225.43	1,361.96	-1,136.53	-83.5%
<b>Total Salaries &amp; Employee Benefits</b>	573,811.62	495,560.00	78,251.62	15.8%
<b>Services</b>				
Computer Services	63,449.33	51,339.87	12,109.46	23.6%
Collection Development	62,786.53	49,886.17	12,900.36	25.9%
Library Supplies	2,762.06	1,866.76	895.30	48.0%
Memberships & Dues Programs	4,530.75	4,214.64	316.11	7.5%
Promotion & Public Relations	14,114.11	4,422.52	9,691.59	219.1%
Travel and Meetings	2,416.96	1,881.78	535.18	28.4%
Travel and Meetings	592.90	41.98	550.92	1,312.3%
<b>Total Services</b>	150,652.64	113,653.72	36,998.92	32.6%
<b>Administration</b>				
Bank Charges	915.70	652.13	263.57	40.4%
Insurance	22,071.90	20,289.72	1,782.18	8.8%
Miscellaneous	124.65	130.20	-5.55	-4.3%
Office Expenses	7,040.31	5,537.80	1,502.51	27.1%
Payroll Processing	4,436.26	2,976.58	1,459.68	49.0%
Professional Services	22,281.89	23,308.91	-1,027.02	-4.4%
Public & Legal Notices	75.93	80.20	-4.27	-5.3%
Staff Development & Recognition	956.56	397.47	559.09	140.7%
Staff Recognition	150.85	0.00	150.85	100.0%
Strategic Planning	0.00	1,004.90	-1,004.90	-100.0%
Telephone Expense	2,912.43	3,180.51	-268.08	-8.4%
Administration - Other	84.48	0.00	84.48	100.0%
<b>Total Administration</b>	61,050.96	57,558.42	3,492.54	6.1%
<b>Facilities</b>				
Janitorial Services & Supplies	9,852.44	9,570.72	281.72	2.9%
Repairs & Maintenance	14,949.40	11,346.68	3,602.72	31.8%
Utilities (Utilities)	40,078.78	29,921.43	10,157.35	34.0%

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

---

	<u>Jul '22 - Apr 23</u>	<u>Jul '21 - Apr 22</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total Facilities</b>	64,880.62	50,838.83	14,041.79	27.6%
<b>Total Expense</b>	850,395.84	717,610.97	132,784.87	18.5%
<b>Net Ordinary Income</b>	556,549.98	248,626.46	307,923.52	123.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Extraordinary Income (Extraordinary Income)</b>	3,912.83	5,418.83	-1,506.00	-27.8%
<b>Library Impact Fees</b>	6,815.89	30,047.95	-23,232.06	-77.3%
<b>Total Other Income</b>	10,728.72	35,466.78	-24,738.06	-69.8%
<b>Net Other Income</b>	10,728.72	35,466.78	-24,738.06	-69.8%
<b>Net Income</b>	<u><b>567,278.70</b></u>	<u><b>284,093.24</b></u>	<u><b>283,185.46</b></u>	<u><b>99.7%</b></u>



## Blanchard/Santa Paula Library District General Fund Deposit Detail

April 2023

Type	Num	Date	Name	Memo	Account	Class	Amount
<b>Deposit</b>		<b>04/12/2023</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>21.65</b>
			State of California	Deposit	4904 · Restitution	General Fund	-21.65
TOTAL							-21.65
<b>Deposit</b>		<b>04/20/2023</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>75,000.00</b>
			Ventura County Clerk	Deposit	1010.20 · County Accounts	General Fund	-75,000.00
TOTAL							-75,000.00
<b>Deposit</b>		<b>04/27/2023</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>250.00</b>
Sales Receipt	805	04/27/2023	Gal, Yoav & Robin		1499.10 · Undeposited Funds	General Fund	-250.00
TOTAL							-250.00
<b>Deposit</b>		<b>04/27/2023</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>4,250.00</b>
Sales Receipt	803	04/27/2023	Friends of the Blanchard Library		1499.10 · Undeposited Funds	Programs:Children's Programs:Summer P...	-4,250.00
TOTAL							-4,250.00

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

Num	Date	Name	Memo	Account	Paid Amount
	04/03/2023	Merchant	Bank Card fees for February 2023	1010.10 · General Fund	
			Bank Card fees for February 2023	Credit Card Fees	-62.45
TOTAL					-62.45
EFT	04/10/2023	Calif. Public Employees' Retirement System	April 2023 Health Insurance	1010.10 · General Fund	
			April 2023 Health Insurance	PERS Group Health Insurance	-4,078.05
			April 2023 Health Insurance	Annuitant Health Insurance	-2,322.01
			April 2023 Health Insurance	Administration	-21.12
TOTAL					-6,421.18
EFT	04/18/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			03-05-23 - 03-18-23	CALPERS (Payee Account - Employee Dedu...	-403.20
TOTAL					-403.20
EFT	04/18/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 03-05-23 - 03-18-23	CALPERS (Payee Account - Employee Dedu...	-1,494.39
TOTAL					-1,494.39
EFT	04/18/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			Late Fee	PERS Retirement (Contribution Account - Ret...	-200.00
TOTAL					-200.00
EFT	04/21/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			CalPERS Classic retirement contribution	CALPERS (Payee Account - Employee Dedu...	-403.20
TOTAL					-403.20
EFT	04/21/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution	CALPERS (Payee Account - Employee Dedu...	-1,523.32
TOTAL					-1,523.32
11740	04/05/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037376686	03/14/2023			General	-279.25
2037376685	03/14/2023			General	-524.10
TOTAL					-803.35
11741	04/05/2023	Business Card	Credit Card Charges 02-17-23 - 03-16-23	1010.10 · General Fund	
02-17-23 - ...	03/16/2023		Credit Card Charges 02-17-23 - 03-16-23	Bank of America Platinum Plus	-1,354.71

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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-1,354.71
11742	04/05/2023	Document Systems	VE3166	1010.10 · General Fund	
IN3340344	03/19/2023		03-22-23 - 06-21-23 12-22-22 - 03-21-23	Printing Printing	-174.00 -779.92
TOTAL					-953.92
11743	04/05/2023	Edison	700501221979	1010.10 · General Fund	
02-16-23 0...	03/21/2023		02-16-23 03-19-23	Electricity	-1,698.76
TOTAL					-1,698.76
11744	04/05/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503518625	03/17/2023		INV. 503518625	Adult AV	-222.70
TOTAL					-222.70
11745	04/05/2023	Nancy Kierstyn Schreiner		1010.10 · General Fund	
1776	03/31/2023			Legal Fees	-2,275.00
TOTAL					-2,275.00
11746	04/05/2023	Quadient Finance USA, Inc	VOID:	1010.10 · General Fund	
TOTAL					0.00
11747	04/05/2023	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-0...	03/23/2023			Office Expense	-98.80
TOTAL					-98.80
11748	04/05/2023	Quadient Finance USA, Inc		1010.10 · General Fund	
7900-0110-...	03/19/2023		March 2023	Postage	-10.00
TOTAL					-10.00
11750	04/20/2023	Athens Enviromental	A20004977	1010.10 · General Fund	
14236681	04/01/2023		INV. 14236681	Trash	-286.18
TOTAL					-286.18
11751	04/20/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037384836	03/24/2023			Children's Books	-20.54
2037384834	03/24/2023			Children's Books	-82.22
2037384835	03/24/2023			Children's Books	-639.55

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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-742.31
<b>11752</b>	<b>04/20/2023</b>	<b>Black Gold Cooperative Library System</b>	<b>2022 - 2023 -4th QTR</b>	<b>1010.10 · General Fund</b>	
23-368	04/01/2023		2022 - 2023 -4th QTR	Network Services/ILS	-12,185.00
			eContent	eContent	-554.00
			Hoopla	Databases	-1,500.00
			2022 - 2023 -4th QTR	WiFi Hot Spots	-1,235.00
TOTAL					-15,474.00
<b>11753</b>	<b>04/20/2023</b>	<b>Boyd &amp; Associates</b>	<b>9030</b>	<b>1010.10 · General Fund</b>	
296928	04/01/2023		04-01-23 - 06-30-23	Security	-224.70
TOTAL					-224.70
<b>11754</b>	<b>04/20/2023</b>	<b>Castle Air</b>	<b>BL0423</b>	<b>1010.10 · General Fund</b>	
BL0423	04/03/2023		BL0423	HVAC Maintenance	-1,284.00
TOTAL					-1,284.00
<b>11755</b>	<b>04/20/2023</b>	<b>City of Santa Paula (067000-00)</b>	<b>VOID: 111-067000-00</b>	<b>1010.10 · General Fund</b>	
TOTAL					0.00
<b>11756</b>	<b>04/20/2023</b>	<b>City of Santa Paula (067500-00)</b>	<b>111-067500-00</b>	<b>1010.10 · General Fund</b>	
02-24-23 - ...	03/29/2023		02-24-23 - 03-24-23	Water and Sewer	-110.95
TOTAL					-110.95
<b>11757</b>	<b>04/20/2023</b>	<b>Kelly Cleaning &amp; Supplies</b>		<b>1010.10 · General Fund</b>	
589704038	04/01/2023			Janitorial Services & Supplies	-700.00
TOTAL					-700.00
<b>11758</b>	<b>04/20/2023</b>	<b>LightGabler LLP</b>	<b>2787.001</b>	<b>1010.10 · General Fund</b>	
72596	04/10/2023		INV. 72596	Legal Fees	-120.00
TOTAL					-120.00
<b>11759</b>	<b>04/20/2023</b>	<b>Linda Spink</b>	<b>Ned Branch - Ventura Trophy Company</b>	<b>1010.10 · General Fund</b>	
Ned Branch	04/07/2023		Ned Branch - Ventura Trophy Company	Miscellaneous	-64.65
TOTAL					-64.65
<b>11760</b>	<b>04/20/2023</b>	<b>Midwest Tape</b>	<b>2000009658</b>	<b>1010.10 · General Fund</b>	
503549806	03/23/2023		INV. 503549806	Adult AV	-117.53
503578721	03/31/2023		INV. 503578721	Adult AV	-28.66

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

Num	Date	Name	Memo	Account	Paid Amount
503624271	04/10/2023		INV. 503624271	Adult AV	-37.04
TOTAL					-183.23
<b>11761</b>	<b>04/20/2023</b>	<b>Robert William Company</b>		<b>1010.10 · General Fund</b>	
5608	12/30/2022		INV. 5608	1070.10 · Construction In Process	-546.28
5726	01/31/2023		INV. 5726	1070.10 · Construction In Process	-1,523.75
5796	02/28/2023		INV. 5796	1070.10 · Construction In Process	-4,693.75
TOTAL					-6,763.78
<b>11762</b>	<b>04/20/2023</b>	<b>SoCalGas</b>	<b>03-03-23 - 04-03-23</b>	<b>1010.10 · General Fund</b>	
03-03-23 - ...	04/05/2023		03-03-23 - 04-03-23	Gas	-457.08
TOTAL					-457.08
<b>11763</b>	<b>04/20/2023</b>	<b>T-Mobile - Literacy</b>	<b>VOID: 968719262</b>	<b>1010.10 · General Fund</b>	
TOTAL					0.00
<b>11764</b>	<b>04/20/2023</b>	<b>Amazon Capital Services</b>	<b>A2UKBMZA52GWII</b>	<b>1010.10 · General Fund</b>	
1WHJ-V31...	04/04/2023			Children's Books	-119.83
1LRQ-L74...	04/05/2023		Heavy Duty Staplet	Library Materials - Other	-43.87
1LXD-1WC...	04/13/2023			Office Expense	-24.69
TOTAL					-188.39
<b>11765</b>	<b>04/20/2023</b>	<b>City of Santa Paula (067000-00)</b>	<b>111-067000-00</b>	<b>1010.10 · General Fund</b>	
02-24-23 - ...	03/29/2023		02-24-23 - 03-24-23	Water and Sewer	-465.73
TOTAL					-465.73



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM G.1**

**REPORT:** Status of Remodel Project

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

---

**SUMMARY**

For this item, Robert William Company LLC (RWC) Project Managers Christina Grina and Bill Lindsay will present an updated Contracts Summary and Project Timeline for the remodel project.

**RECOMMENDATION**

**It is recommended that the Board receive and file the updated Contracts Summary and Project Timeline and provide any feedback to staff on the material presented.**

Attachments

Blanchard Com. Library Const. Timeline 5-18-23 BCL.pdf

Blanchard Com. Library RFB Summary 5-18-23.pdf

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

**TIMELINE**

119 N. 8th Street, Santa Paula CA 93060					
#	Task Description	Contractor	Work Days Req'd	Start Date	Remarks
0	<b>Pre Construction Items</b>				
	Approval of Venco Insurance & Bonds	Client's Legal Dept		5/18/2023	
	Approval of David Atkins Const. Inc. Ins. & Bonds	Client's Legal Dept		5/25/2023	
	Approval of Ardalan Const. Co. Inc. Ins. & Bonds	Client's Legal Dept		5/25/2023	
	Approval of D & J Painting Insurance & Bonds	Client's Legal Dept		5/25/2023	
	Venco Deposit for material order	Client		ASAP	
	Approval of Electrical Submittals	RWC		5/19/2023	
Approval of Framing and Drywall submittals	RWC				
Approval of Flooring submittals	RWC				
Approval of Painting submittals	RWC				
1	<b>Loose Furniture Removal</b>	Client	10	7/17/2023	Off site storage
2	<b>Protection of Fixed Items</b> Lg. bookstacks, doors, windows, drinking fountain, wall mural and misc. items	David Atkins	2	8/1/2023	
3	<b>Demolition</b> Elec: exist'g fixtures, conduit and wiring  Framing: door openings, accordian door, built-ins, conc. planter at Entry, one book stack at column, exist'g playhouse and book security systems removal to storage area (offsite/container)  Flooring: exist'g Entry and Utility Room vinyl, all carpet and all base	Venco  David Atkins  Ardalan Inc.	12	8/3/2023	
4	<b>Electrical Installation - rough</b> New panels, conduits, jboxes, & wiring	Venco	8	8/21/2023	
5	<b>New Framing &amp; Drywall</b> New wall, door frame, soffit, patch and repair all walls, fur out columns and apply texture	David Atkins	7	8/31/2023	Labor Day Holiday
6	<b>Paint Ceiling</b> Prep exist'g ceiling, protect new elec., texture to match exist'g, prime & paint	D & J Painting	8	9/12/2023	
7	<b>Electrical Installation</b> New light fixtures, conduits and cable tray	Venco	14	9/25/2023	
8	<b>Install Ceramic Tile at Entry Area</b> Level, prepare area and install ceramic tile		5	10/14/2023	
9	<b>Paint Walls</b> Prep, prime, and paint walls, doors and trim per specs/dwgs. Paint accent walls per plans	D & J Painting	7	10/23/2023	
10	<b>Install Carpet Tile, Vinyl &amp; Base</b> Install per spec/dwgs, cut around bookstacks, coord. w/under-carpet cable tray and transition strips/thresholds. Install base per spec's/dwgs at all areas	Ardalan Inc	9	11/1/2023	Veterans Day Holiday
11	<b>Electrical Installation - Final</b> All switches, sockets, controllers and mark all panels with ID tags, final walk thru	Venco	8	11/15/2023	Thanksgiving Holiday
12	Final Touch-ups/Punch List/final coord. of re. items	All Contractors	2	11/29/2023	
<b>Total</b>			92	12/1/2023	Completion Date*

\* Does not include additional time/days for inspections

RFB ITEMS SUMMARY								
119 N. 8th Street, Santa Paula CA 93060								
	Exhibit	RFB	Limits	Doc. Date	Notorized	POA	Supplier	Contact Info
Electrical Venco Electric Inc.	A	Insurance Reqmnt. (a) Gen Liability (b) Bus. Auto Liability (c) Worker's Comp.	2,000 2,000 Statutory Reqmnts	8/2/2022			JB Risk Mangmnt Gemini Insurance Company AmGuard Insurance Company National Union Fire Insurance Company of the West	Marc Salazar (805)601-6840 <a href="mailto:Msalazar@JBRiskManagement.com">Msalazar@JBRiskManagement.com</a> 100 East Thousand Oaks Blvd. Suite 145 Thousand Oaks,CA 91360
	B	Contract Perf. Bond	255,581.00	3/31/2023	✓ 4/7/2023	✓ 12/5/2022	Developers Surety and Indemnity Company 17771 Cowan Avenue, Irvine, CA 92614 (866) 363-2642 POA - Corepointe Insurance Company & DSIC	Artisan Bonding & Insurance Services LLC 30101 Hillside Terrace San Juan Capistrano, CA 92675
	C	Labor & Material Bond	255,581.00	3/31/2023	✓ 4/7/2023	✓ 12/5/2022	Developers Surety and Indemnity Company	(800) 598-7535
	D	Scope of Work		NA			17771 Cowan Avenue, Irvine, CA 92614 (866) 363-2642	
	E	List of Subcontractors		Completed				
	F	Worker's Comp. Cert.						
	G	Prev. Wage Cert.		11/9/2022				
	H	Non-Collusion Affidavit		Completed				
	I	Bid Schedule		11/9/2022				
Framing & Drywall David Atkins Const. Inc.	A	Insurance Reqmnt. (a) Gen Liability (b) Bus. Auto Liability (c) Worker's Comp.	2,000 2,000 Statutory Reqmnts	12/16/2023			Colony Insurance Company	
	B	Contract Perf. Bond	x - x Max. x					
	C	Labor & Material Bond						
	D	Scope of Work		NA				
	E	List of Subcontractors		Completed				
	F	Worker's Comp. Cert.		Completed				
	G	Prev. Wage Cert.		12/16/2022				
	H	Non-Collusion Affidavit		12/17/2022	✓			
	I	Bid Schedule		12/16/2022				
Flooring Ardalan Construction Co. Inc.	A	Insurance Reqmnt. (a) Gen Liability (b) Bus. Auto Liability (c) Worker's Comp.	2,000 2,000 Statutory Reqmnts	12/17/2022			AP Tutton Inurance Services	
	B	Contract Perf. Bond	20,000,000 single Max. 30,000,000 aggregate	12/7/2022	✓		The Ohio Casualty Ins. Co./Liberty Mutual	Kevin Reed (714) 634-5726 / (800) 763-9268 <a href="mailto:kevin@reedsurety.com">kevin@reedsurety.com</a>
	C	Labor & Material Bond						
	D	Scope of Work		NA				
	E	List of Subcontractors		Completed				
	F	Worker's Comp. Cert.		Completed				
	G	Prev. Wage Cert.		12/17/2022				
	H	Non-Collusion Affidavit		Completed				
	I	Bid Schedule		12/17/2022				
Painting D & J Painting	A	Insurance Reqmnt. (a) Gen Liability (b) Bus. Auto Liability (c) Worker's Comp.	2,000 2,000 Statutory Reqmnts					
	B	Contract Perf. Bond	x - x Max. x					
	C	Labor & Material Bond						
	D	Scope of Work		NA				
	E	List of Subcontractors						
	F	Worker's Comp. Cert.						
	G	Prev. Wage Cert.						
	H	Non-Collusion Affidavit						
	I	Bid Schedule Lien?	Mechanics Lien		NA			





## LIBRARY BOARD OF TRUSTEES AGENDA ITEM G.2

**REPORT:** Status of Shively Wall Renovation

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

---

### BACKGROUND

There is understood to be a long-standing arrangement between the Santa Paula Society for the Arts (SPSA) and the Blanchard Community Library for SPSA use of the Shively Wall for ongoing displays and the annual Art Show. A formal, written account of this agreement is not on record.

As part of this arrangement, the SPSA coordinated with the previous District Director to replace the fabric on the Shively Wall with pegboard to match the existing pegboard along the South Wall. SPSA purchased supplies, arranged volunteer installers, and began replacing the fabric in early April 2023. At the request of the Board, this renovation was halted until an alternative solution could be found that was more appropriate to the interior following the upcoming remodel.

### CONCLUSION

The SPSA has been able to return all construction materials that had not been installed. There is an outstanding balance of \$238.17 for structural support already installed.

Library Staff met with Santa Paula Art Museum personnel who provided a demonstration of the art hangings system they use at the museum. Staff obtained two separate quotes from Griplock Systems for art hanging track, cables, and clips along the South and Shively Walls in a manner comparable to the Museum's.

### RECOMMENDATION

**Staff recommends that the Board approve reimbursement of unrefundable costs to the Santa Paula Society for the Arts and receive the quotes from Griplock Systems.**

Attachments

Pages from Griplock Catalog

Quote Q-54968 Rev 1(South Wall)

Quote Q-54977 (Shively Wall)

**Blanchard / Santa Paula Library District**

Board of Trustees Meeting

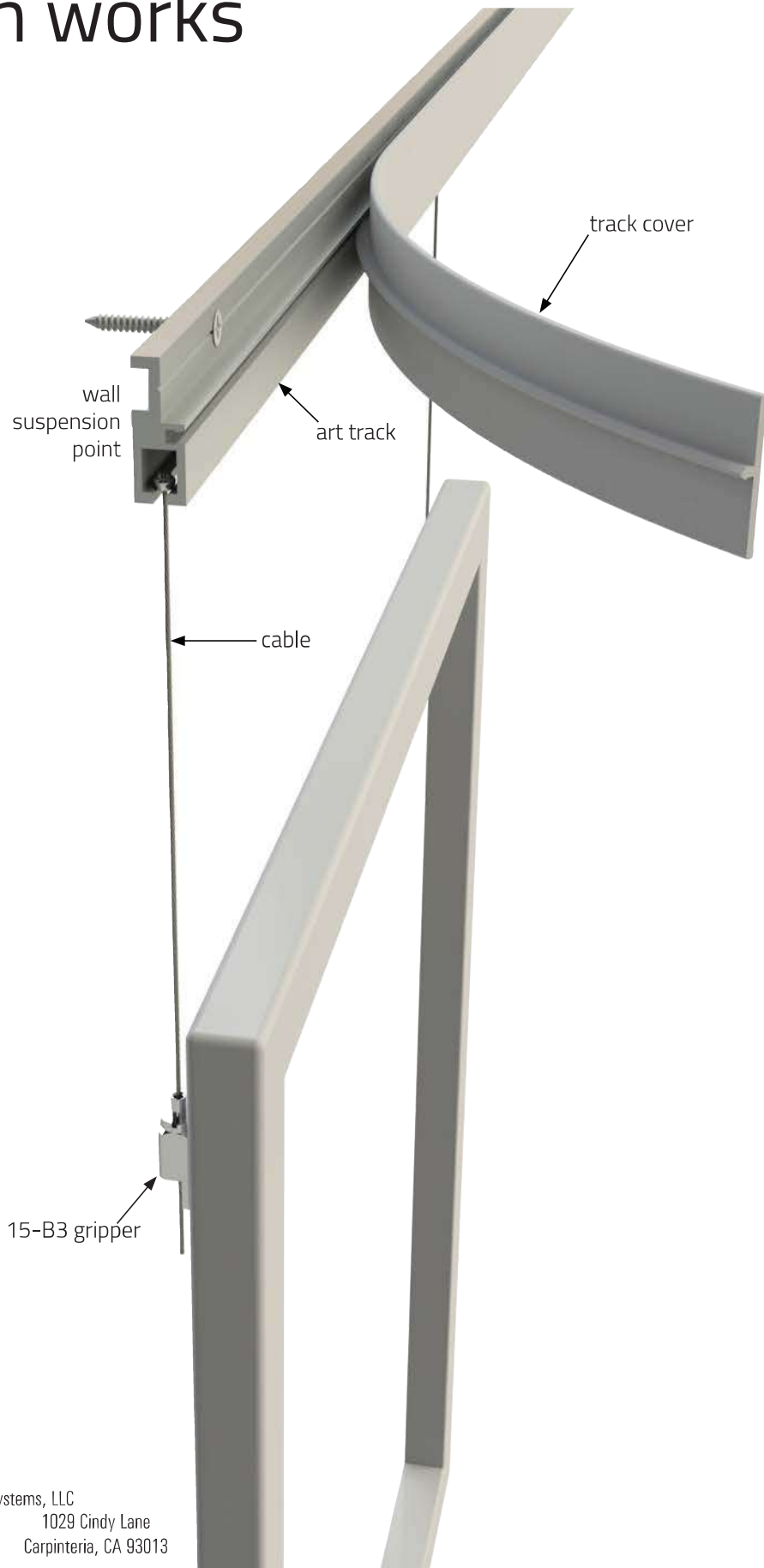
May 23, 2023

Page 2 of 2

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

# how the system works

Griplock's art suspension system is secure, elegant and minimal. It can suspend art on the wall or three dimensional art from the ceiling. In fact, any art that's worth showing can be shown to its best advantage with the Griplock System.



1

## Suspension Points

Fixed anchors at wall or ceiling

2

## Cables

Stainless steel aircraft cables

3

## Grippers

Tool-free cable gripping devices that level art and lock securely in place



Griplock Systems, LLC  
793 Duncan Reidville Rd.      1029 Cindy Lane  
Duncan, SC 29334              Carpinteria, CA 93013

# 1 Suspension Points

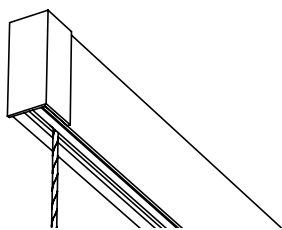
Suspension points are a firm attachment to wall or ceiling. They are either in the form of wall or ceiling tracks, where cables can be attached and moved at will, or they are fixed suspension points.

## Wall Track Suspension Points

**Wall Track**  
(includes cover)

RT-TRAC-80

Cable w/ terminal  
see next page.



End Caps available. See page 6.



Wall track is available in 80" lengths.

Track cover is available in 80" lengths or in a continuous roll (shipped separately).

## Ceiling Track Suspension Points

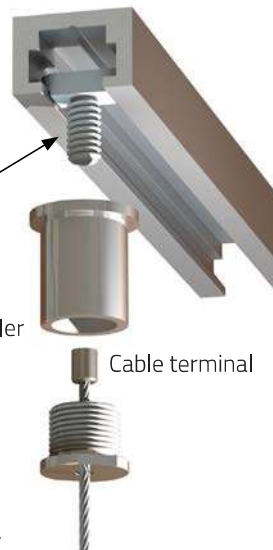
**Ceiling Track**  
(includes track clips)

DG-TRAC-80

Track Clip

RT-CC-M13 Coupler  
see below left.

Cable terminal



Ceiling track is available in 80" lengths and includes 6 x 1/4-20 track clips.

## Ceiling Fixed Suspension Points

**2-Piece Couplers**

Cable terminal



RT-CC-M8

for extra-fine and standard cable

RT-CC-M10

for standard and medium cable

RT-CC-M13

for heavy cable

RT-CC-M10 & RT-CC-M13 have an internal 1/4-20 thread to attach to ceiling track.

**2-Piece Coupler**

Cable terminal



CC-1420-ELP

for extra-fine, standard, medium and heavy cable

Has an internal 1/4-20 thread to attach to ceiling track.

## Angled Fixed Suspension Points

**2-Piece Swivel Coupler**



CC-1420-SL2.1

for extra-fine, standard and medium cable

Has an internal 1/4-20 thread to attach to ceiling track.

Cable terminal not shown.

**3-Piece Swivel Coupler**



CC-1420-SL4.4

with ball insert for standard, medium and heavy cable

Has an internal 1/4-20 thread to attach to ceiling track.

Cable terminal not shown.

# 2

# Cables

The Griplock art suspension system utilizes stainless steel aircraft cable. Cables are supplied with a terminal at one end, allowing the cable to be held securely at the suspension point.



**Extra-Fine**

AS-10-80-xxx



**Standard**

AS-12-80-xxx



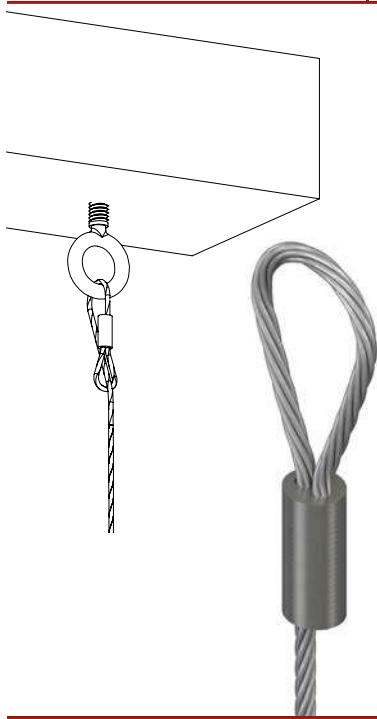
**Medium**

AS-16-87-xxx



**Heavy**

AS-24-93-xxx



**Looped Cable**

AS-10-44-xxx  
for extra-fine cable

AS-12-44-xxx  
for standard cable

AS-16-44-xxx  
for medium cable

AS-24-44-xx  
for heavy cable

*Looped Cable is an alternative to a fixed coupler for angled or vertical ceiling suspension points.*

<b>Extra-Fine</b>	<b>1.0mm diameter</b>	<b>17 lbs SWL</b>
<b>Standard</b>	<b>3/64" diameter</b>	<b>22 lbs SWL</b>
<b>Medium</b>	<b>1/16" diameter</b>	<b>50 lbs SWL</b>
<b>Heavy</b>	<b>3/32" diameter</b>	<b>87 lbs SWL</b>

*Safe working loads (SWLs) are 20% of the minimum break strength of the gripper / cable combination. Cables are 7x7 stranded stainless steel.*

Cables are shown with standard terminals for each diameter cable. "xxx" in the part number indicates cable length in inches. Standard lengths are 36, 48, 60, 72, 84, 96 and 120 inches, eg. AS-10-80-36

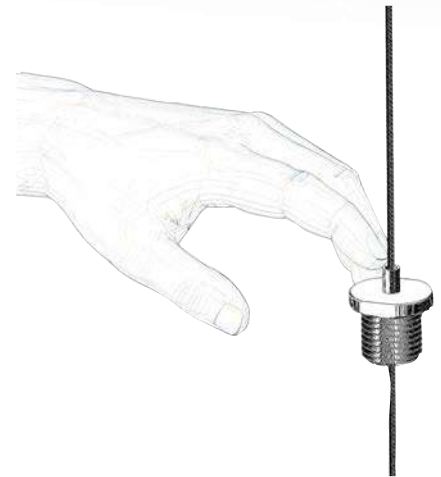
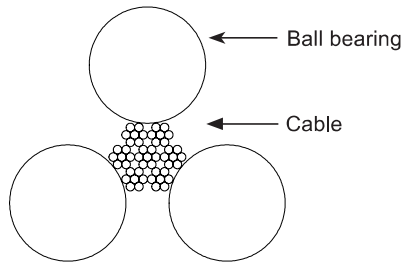
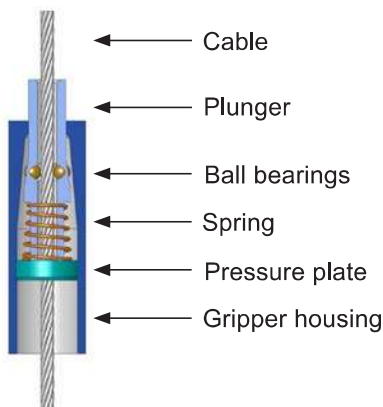
*Cables shown larger than actual size.*

# 3

# Grippers

Griplock's grippers are sophisticated in design and easy to use. A spring-loaded ball bearing mechanism allows the gripper to move freely along the cable whenever the plunger is depressed. When the plunger is released the gripper locks to the cable.

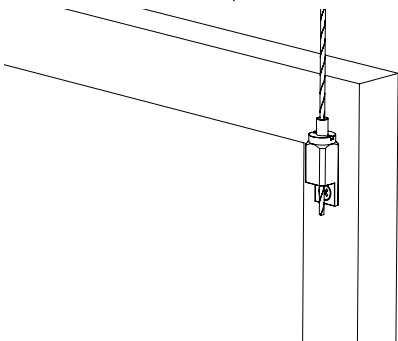
**Where it Stops it Locks®**



**Frame Hanger Gripper**



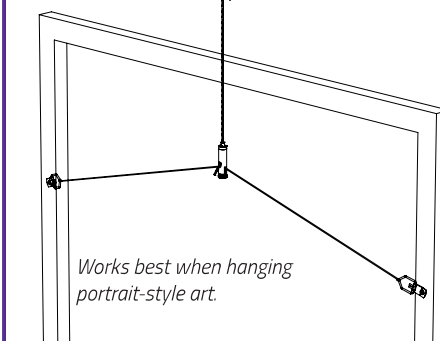
- 15-B3**  
for extra-fine, standard and medium cable
- 18-B4**  
for standard and medium cable
- 25-B5**  
for medium and heavy cable



**Picture Wire Gripper**



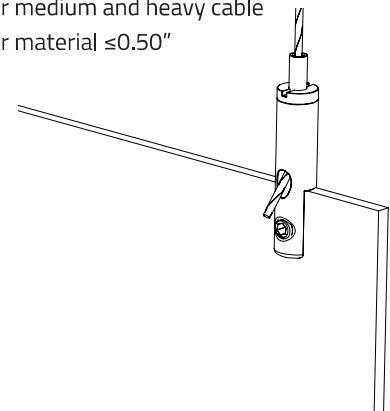
- ZF-15Z-XC**  
for extra-fine, standard and medium cable
- ZF-18Z-XC**  
for standard and medium cable
- 25Z-M6-SL3.0-S**  
for medium and heavy cable



**Top Clamp Gripper**



- DG-15Z-TC-300-SAT**  
for extra-fine, standard and medium cable
- for material  $\leq 0.30''$
- DG-25Z-TC-500-SAT**  
for medium and heavy cable
- for material  $\leq 0.50''$



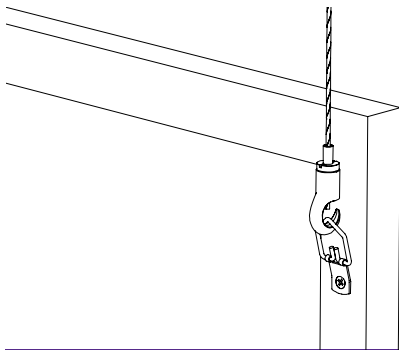
# 3

# Grippers

## Hook Gripper



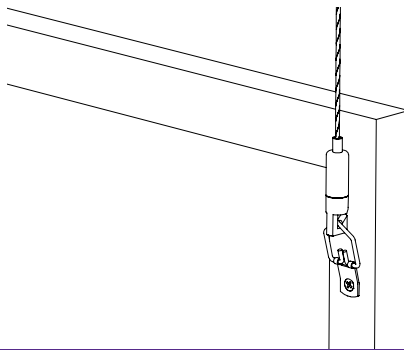
**RT-15-HA**  
for extra-fine, standard and medium cable  
**18-HA**  
for standard and medium cable



## Slim Hook Gripper



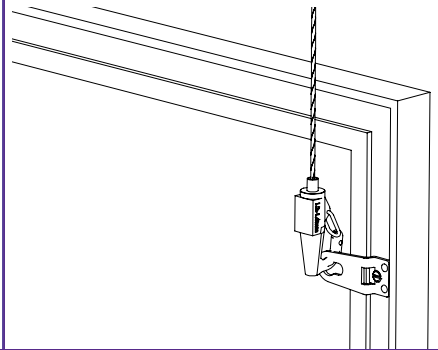
**ZF-15-HA**  
for extra-fine, standard and medium cable



## Snap Hook Gripper



**15-GHA**  
for extra-fine, standard and medium cable.  
With Snap-clip



## Guide Clamp

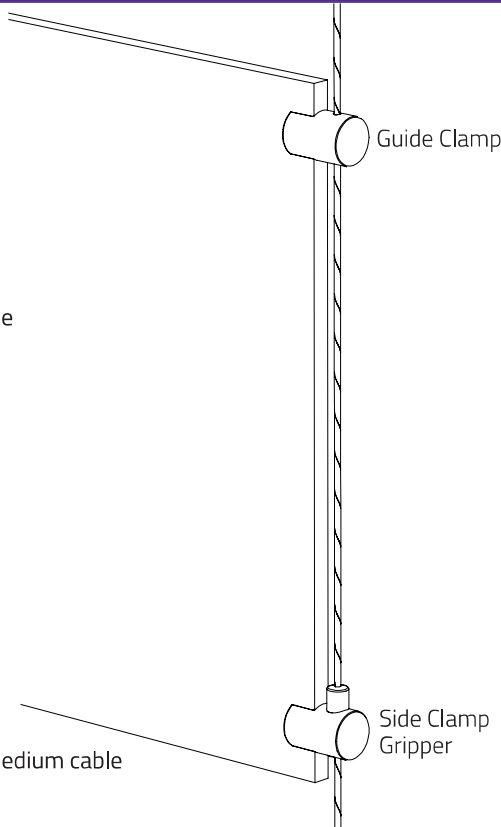


**DG-GCK-SAT**  
for extra-fine or standard cable  
Clamp does not grip cable.

## Side Clamp Gripper



**DG-15-SCL-SAT** *Left Side*  
for extra-fine, standard and medium cable  
**DG-15-SCR-SAT** *Right side*



## Ring Gripper



**RT-15-RI**  
for extra-fine, standard and medium cable  
**18-RI**  
for standard and medium cable  
**30-RI**  
for heavy cable



*Quicklink  
not included.  
See next page.*





GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

DATE	QUOTE NO.
5/12/2023	Q-54968

BILL TO	CONTRACTOR TBD Justin Formanek
---------	-----------------------------------

SHIP TO	CONTRACTOR TBD  555-5555
---------	--------------------------------

TERMS	P.O. NO	SHIP DATE	WEEK	SHIP VIA	FOB
Credit Card		5/12/2023	19	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
RT-TRAC2-80-H	**Revision #1, on 5/15/2023 per Justin** Art-Track 80" + 7 x 2" screws Extruded aluminum - unpainted. 0.2" cable escape hole 2" fr. LH end. Length 80". 7 x #8 x 2" deck screws incl. Wall mounted track. HTC# 7604.10.50.60 Made in USA	15	29.12	436.80
RT-TUBE-86	86" track shipping tube. 4" x 86" x .175 Tube, Kraft paper	2	15.00	30.00
AS-12-80-60	3/64" SS w/ #80 ball. 60" 3/64" stainless steel cable with #80 ball. HTC # 7312.10.0500 Made in USA.	90	2.63	236.70
15-GHA	Grip for 3/64"-1/16" cable Hook w/ integrated spring clip. For use w/ 7 x 7 or 7 x 19 aircraft cable only. HTC: 7419.99.50.50 Made in Taiwan.	90	6.75	607.50
2% CC FEE	Merchant Fees TBD 2% PROCESSING FEE FOR CREDIT CARD PAYMENTS	1		
SQT	***PLEASE READ *** ***GRIPLOCK STANDARD TERMS*** QUOTES VALID FOR 30 DAYS UNLESS NOTED \$100 MINIMUM ORDER  Charge for orders <\$100.00 In order to be able to continue to give the same degree of excellent service to ALL our customers, large & small, it is necessary to add a SMALL ORDER CHARGE to equal to our \$100 minimum order.			





GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

Page: 2

DATE	QUOTE NO.
5/12/2023	Q-54968

<b>BILL TO</b>	<b>CONTRACTOR TBD</b> Justin Formanek
----------------	--

<b>SHIP TO</b>	<b>CONTRACTOR TBD</b>  555-5555
----------------	---------------------------------------

<b>TERMS</b>	<b>P.O. NO</b>	<b>SHIP DATE</b>	<b>WEEK</b>	<b>SHIP VIA</b>	<b>FOB</b>
Credit Card		5/12/2023	19	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
	<p><b>QUANTITY- PRICE BREAKS</b></p> <p>Griplock prices are discounted at these quantities:            1 - 9            10 - 49            50 - 249            250 - 999            1,000 - 2,499            2,500 - 4,999            5,000 +</p> <p><b>QUOTE INFORMATION</b></p> <p>All items are in stock and subject to prior purchase, unless otherwise noted. Normal lead time is 2-5 business days, unless otherwise noted.</p> <p>Total does not include shipping. It is prepaid and added at the time of order.            -            If Canadian Customer, All Customs and Duties are customers responsibility. If shipping on customers freight account the customer must specify if Griplock should declare a value for the shipment for insurance purposes.</p> <p>If shipping with in California, sales tax will be added once quote becomes an order, unless a copy of a California resellers permit is provided.</p> <p>Payment by credit card (faster option)</p>			



GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

DATE	QUOTE NO.
5/12/2023	Q-54968

<b>BILL TO</b>	CONTRACTOR TBD Justin Formanek
----------------	-----------------------------------

<b>SHIP TO</b>	CONTRACTOR TBD  555-5555
----------------	--------------------------------

TERMS	P.O. NO	SHIP DATE	WEEK	SHIP VIA	FOB
Credit Card		5/12/2023	19	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
	2% PROCESSING FEE FOR CREDIT CARD PAYMENTS or Prepaid check for longer lead time  SHIPPING TERMS All prices are FOB DUNCAN, SC 29334  SHIPPING POLICY  Griplock Systems will use all reasonable efforts to meet requested shipping dates but does not guarantee to meet such dates. Failure by Griplock to meet any shipping date due to demand for exceeding Griplock's available supply or any other cause beyond Griplock's control will not render Griplock liable for excess freight or other charges of any kind. For complete shipping policy please visit <a href="http://www.griplocksystems.com/policy">www.griplocksystems.com/policy</a>  justin.formanek@blanchardlibrary.org			

Prepared by ERIKM	<b>Total: USD</b>	<b>1,311.00</b>
-------------------	-------------------	-----------------



GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

DATE	QUOTE NO.
5/15/2023	Q-54977

<b>BILL TO</b>	CONTRACTOR TBD Justin Formanek
----------------	-----------------------------------

<b>SHIP TO</b>	CONTRACTOR TBD  555-5555
----------------	--------------------------------

TERMS	P.O. NO	SHIP DATE	WEEK	SHIP VIA	FOB
Credit Card		5/15/2023	20	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
RT-TRAC2-80-H	Art-Track 80" + 7 x 2" screws Extruded aluminum - unpainted. 0.2" cable escape hole 2" fr. LH end. Length 80". 7 x #8 x 2" deck screws incl. Wall mounted track. HTC# 7604.10.50.60 Made in USA	8	29.12	232.96
RT-COVER2	White track cover. Inches: White polyethylene single snap front cover for RT-TRAC2-80 only. SHIPPED IN CONTINUOUS ROLL. SEPARATE PACKAGE HTC# 3925.90 Made in USA	650		
RT-TUBE-86	86" track shipping tube. 4" x 86" x .175 Tube, Kraft paper	1	15.00	15.00
AS-12-80-60	3/64" SS w/ #80 ball. 60" 3/64" stainless steel cable with #80 ball. HTC # 7312.10.0500 Made in USA.	48	2.63	126.24
15-GHA	Grip for 3/64"-1/16" cable Hook w/ integrated spring clip. For use w/ 7 x 7 or 7 x 19 aircraft cable only. HTC: 7419.99.50.50 Made in Taiwan.	48	6.75	324.00
2% CC FEE	Merchant Fees TBD 2% PROCESSING FEE FOR CREDIT CARD PAYMENTS	1		
SQT	***PLEASE READ *** ***GRIPLOCK STANDARD TERMS*** QUOTES VALID FOR 30 DAYS UNLESS NOTED \$100 MINIMUM ORDER  Charge for orders <\$100.00 In order to be able to continue to give the same degree of excellent service to ALL our			



GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

DATE	QUOTE NO.
5/15/2023	Q-54977

<b>BILL TO</b>	CONTRACTOR TBD Justin Formanek
----------------	-----------------------------------

<b>SHIP TO</b>	CONTRACTOR TBD  555-5555
----------------	--------------------------------

TERMS	P.O. NO	SHIP DATE	WEEK	SHIP VIA	FOB
Credit Card		5/15/2023	20	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
	<p>customers, large &amp; small, it is necessary to add a SMALL ORDER CHARGE to equal to our \$100 minimum order.</p> <p>QUANTITY- PRICE BREAKS</p> <p>Griplock prices are discounted at these quantities:            1 - 9            10 - 49            50 - 249            250 - 999            1,000 - 2,499            2,500 - 4,999            5,000 +</p> <p>QUOTE INFORMATION</p> <p>All items are in stock and subject to prior purchase, unless otherwise noted. Normal lead time is 2-5 business days, unless otherwise noted.</p> <p>Total does not include shipping. It is prepaid and added at the time of order.            -            If Canadian Customer, All Customs and Duties are customers responsibility. If shipping on customers freight account the customer must specify if Griplock should declare a value for the shipment for insurance purposes.</p> <p>If shipping with in California, sales tax will be added once quote becomes an order,</p>			



GRIPLOCK SYSTEMS, LLC  
 1029 CINDY LANE  
 CARPINTERIA, CA 93013  
 TEL: (805) 566-0064  
 FAX: (805) 456-0118

**SALES QUOTE**

DATE	QUOTE NO.
5/15/2023	Q-54977

<b>BILL TO</b>	CONTRACTOR TBD Justin Formanek
----------------	-----------------------------------

<b>SHIP TO</b>	CONTRACTOR TBD  555-5555
----------------	--------------------------------

TERMS	P.O. NO	SHIP DATE	WEEK	SHIP VIA	FOB
Credit Card		5/15/2023	20	UPS	Duncan, S.C.

ITEM / Cross-Ref No.	DESCRIPTION	QTY	RATE	AMOUNT
	<p>unless a copy of a California resellers permit is provided.</p> <p>Payment by credit card (faster option)            2% PROCESSING FEE FOR CREDIT CARD PAYMENTS            or Prepaid check for longer lead time</p> <p>SHIPPING TERMS            All prices are FOB DUNCAN, SC 29334</p> <p>SHIPPING POLICY</p> <p>Griplock Systems will use all reasonable efforts to meet requested shipping dates but does not guarantee to meet such dates. Failure by Griplock to meet any shipping date due to demand for exceeding Griplock's available supply or any other cause beyond Griplock's control will not render Griplock liable for excess freight or other charges of any kind.            For complete shipping policy please visit <a href="http://www.griplocksystems.com/policy">www.griplocksystems.com/policy</a>   <a href="mailto:justin.formanek@blanchardlibrary.org">justin.formanek@blanchardlibrary.org</a></p>			

Prepared by ERIKM	<b>Total: USD 698.20</b>
-------------------	--------------------------



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM G.3**

**REPORT:** Consideration of Furniture Proposal  
**PREPARED BY:** Justin Formanek

**MEETING DATE:** May 23, 2023  
**LOCATION:** Hardison Room

---

**BACKGROUND**

In coordinating the construction schedule with Robert William Company LLC (RWC) for the upcoming remodel, it was discovered that an approved proposal from TriCounty Furniture had not been submitted. RWC has requested the contract amount, date and schedule in order to complete the overall construction schedule.

There has been an increase of \$7,250.35 in total cost since the November 2022 proposal.

**RECOMMENDATION**

**Staff recommends the Board approve the attached proposal from TriCounty furniture.**

Attachments  
Revised Proposal 133309  
The Blanchard Library - Specification Finishes

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL:** 133309  
**DATE:** 05/16/23  
**PROJECT#:** 32-493

**PROPOSAL FOR:** 10817  
 Blanchard Community Library  
 119 N 8TH ST  
 SANTA PAULA CA 93060

**DELIVER TO:**  
 Blanchard Community Library  
 119 N 8TH ST  
 SANTA PAULA CA 93060

**CONTACT NAME:** Ned Branch  
**PH:** 805.329.4114

**Blanchard Library Refresh**

SALESPERSON  
 Sheriden Grace

CUSTOMER P/O..:

PROPOSAL VALID THROUGH  
 12/31/22

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
BUDGETARY ESTIMATE PRICING SUBJECT TO PRICE INCREASES ESTIMATED ON 1/1/23.  ESTIMATED PRICE INCREASE 8-12%					
1	2	N10BBRD48	TOSS, 48W, BEAN BAG, ROUND	800.73	1,601.46
		COM	CUSTOMER'S OWN MATERIAL		
		SPECIAL	PRIMARY UPH PATTERN COLOR		
		TOR	SOURCE ONE UPHOLSTERY ALIGN UHMO-AL-11		STARBOARD
		AA	MATCHING THREAD		
		X	NO HANDLE		
2	2	N10FPSQ2424	FLOOR PILLOW, 24DX24W, SQUARE	427.11	854.22
		MOMG	MOMENTUM GRADE G		
		09135531	KINNEY GLACIER		
		82006	FLORENCE TERRA		
3	4	N53GU4HW	DELGADO, UPH BACK, 4-PRONG HIGH	1,243.08	4,972.32
		MOMB	PROFILE BASE, WOOD		
		09152900	MOMENTUM GRADE B		
		AC	BEELINE VALLEY		
			AUTUMN		
4	4	N53GU4HW	DELGADO, UPH BACK, 4-PRONG HIGH	1,243.08	4,972.32
		MOMB	PROFILE BASE, WOOD		
		09125543	MOMENTUM GRADE B		
		AC	BEELINE EUCALYPTUS		
			AUTUMN		
5	6	N58L1LUA	HOBSEN, LOUNGE, LOW UPH BACK, ARMS	1,552.11	9,312.66
		MOMB	MOMENTUM GRADE B		
		09125543	BEELINE EUCALYPTUS		
		AC	AUTUMN		
6	4	N58L1LUA	HOBSEN, LOUNGE, LOW UPH BACK, ARMS	1,552.11	6,208.44
		MOMB	MOMENTUM GRADE B		
		09125631	BEELINE SISAL		
		AC	AUTUMN		



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL:** 133309  
**DATE:** 05/16/23  
**PROJECT#:** 32-493

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
7	6	N58L1MUA MOMD 09523391 AC	HOBSEN, LOUNGE, MID UPH BACK, ARMS MOMENTUM GRADE D SANYA CV DUSK AUTUMN	1,774.43	10,646.58
8	3	N66RD18C MOMB 09125543 CH	WHIMSY, 18DIA ROUND, MOBILE MOMENTUM GRADE B BEELINE EUCALYPTUS CHESTNUT LEATHER	476.94	1,430.82
9	14	N84GKAL	COLLETTE, GANGING KIT WITH LEG, ARM-TO-ARMLESS	128.23	1,795.22
10	1	N84GKL	COLLETTE, GANGING KIT WITH LEG	96.40	96.40
11	14	N84L1AX MOMB 09125587 MOMD 09523380 MOMD 09523380 COM SPECIAL TOR AA X S-WAC STD	COLLETTE, 1 SEAT, SQUARE LEGS, STRAIGHT ARMS, CONTRASTING MOMENTUM GRADE B BEELINE NIMBUS MOMENTUM GRADE D SANYA CV ARCTIC MOMENTUM GRADE D SANYA CV ARCTIC CUSTOMER'S OWN MATERIAL PRIMARY UPH PATTERN COLOR MOMENTUM RINGER CV FRESCO MATCHING THREAD NO GROMMET WOOD LEG, AUTUMN STANDARD HARD GLIDE	1,953.40	27,347.60
12	7	N84T36ENL AC2 MOMD 09523380 X S-WAC STD	COLLETTE, 36DX36W, END TABLE, SQUARE LEGS, LAMINATE AUTUMN 2 MOMENTUM GRADE D SANYA CV ARCTIC NO GROMMET WOOD LEG, AUTUMN STANDARD HARD GLIDE	738.46	5,169.22
13	1	86N2410841W KN1L V488 X X STD 488 488	STRASSA, 24DX108WX41H, WORK TABLE, NO MODESTY, BAR HT, HPL SOFTENED PVC, FROSTY WHITE NO SURFACE GROMMET NO END PANEL GROMMET STANDARD LAMINATE FROSTY WHITE FROSTY WHITE	2,884.20	2,884.20
14	1	86N248435WK N1L V488	STRASSA, 24DX84WX35H, WORK TABLE, NO MODESTY, COUNTER HT, HPL SOFTENED PVC, FROSTY WHITE CONTINUED...	2,218.61	2,218.61





**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
 DATE: 05/16/23  
 PROJECT#: 32-493

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			X NO SURFACE GROMMET		
			X NO END PANEL GROMMET		
			STD STANDARD LAMINATE		
			488 FROSTY WHITE		
			488 FROSTY WHITE		
15	2	86N249635WK N1L	STRASSA, 24DX96WX35H, WORK TABLE, NO MODESTY, COUNTER HT, HPL	2,360.21	4,720.42
		V488	SOFTENED PVC, FROSTY WHITE		
		X	NO SURFACE GROMMET		
		X	NO END PANEL GROMMET		
		STD	STANDARD LAMINATE		
		488	FROSTY WHITE		
		488	FROSTY WHITE		
16	9	CBV2828P4BP	CONFERENCE, 28WX28H, BASE, 4 PRONG	228.33	2,054.97
		X	NO CUTOUT		
		501	PLATINUM METALLIC		
		501	PLATINUM METALLIC		
17	5	CBV3428P4BP	CONFERENCE, 34WX28H, BASE, 4 PRONG	297.51	1,487.55
		X	NO CUTOUT		
		501	PLATINUM METALLIC		
		501	PLATINUM METALLIC		
18	9	WWN3030SQL	WAVEWORKS, 30DX30W, CONFERENCE TOP, SQUARE, HPL	483.39	4,350.51
		V405	SOFTENED PVC, DESIGNER WHITE		
		X	NO GROMMET		
		STD	STANDARD LAMINATE		
		405	DESIGNER WHITE		
19	5	WWN4848SQL	WAVEWORKS, 48DX48W, CONFERENCE TOP, SQUARE, HPL	1,038.28	5,191.40
		V405	SOFTENED PVC, DESIGNER WHITE		
		X	NO GROMMET		
		STD	STANDARD LAMINATE		
		405	DESIGNER WHITE		
20	1	HSS4L-12A	SmartLink Seating 12" 4L Chair 4/carton	313.72	313.72
		.N	Glide: Nickel Steel		
		.RE	Regatta		
		\$(P1)	P1 Paint Opts		
		.PLAT	Platinum Metallic Texture		
21	5	HMPDFS2420	24"Dx20"H fabric side screens	305.90	1,529.50
		\$(P2)	P2 Paint Opts		
		.PR6	Silver		
		\$(B)	Grd B Fab		
		.1053	Denim Wash		
		-56	Emerald City		
			Tag 1: DFS		



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
22	1	HMPPEL2428	Single Depth U-leg box of 2 Undecided PAINT Option Tag 1: EL	347.30	347.30
23	2	HMPFSS6020	60"Wx20"H single sided fabric screen \$(P2) P2 Paint Opts .PR6 Silver \$(B) Grd B Fab .1053 Denim Wash -56 Emerald City Tag 1: SSFS	465.06	930.12
24	1	HMPSL2428	Single Depth Shared U-leg - singles ~ Undecided PAINT Option Tag 1: SL	212.06	212.06
25	2	HMPUB160	60"W Support Beams (box of 1)  Tag 1: UB160	195.96	391.92
26	2	HWR2460PN	DISC 12/31/22 Systems Rectangular Wksfc Edgeband 24D x 60W N \$(L1STD) Grd L1 Standard Laminates .COGN Cognac .COGN EDGE: Cognac Tag 1: 24/60	282.44	564.88
27	18	HFCG6WD	Flock Guest Chair Wood Leg Grade 5 UPH ~ Undecided FABRIC Option .LE394 Lowell Ash	599.38	10,788.84
28	1	HEB4LEG	Build 4 pack adjustable post legs (22"-34") \$(P2) P2 Paint Opts .T1 Platinum Metallic	112.24	112.24
29	2	HETR2448E	Build Rectangle Top 24x48 .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LDW1 Designer White 15051 .DW Designer White 15051	198.26	396.52
30	1	HFTLS24	Flock 24 Cube Table Laminate .N No Grommet .0 No Ports \$(L1STD) Grd L1 Standard Laminates .COGN Cognac .L Standard Option \$(P1) P1 Paint Opts .P7A Textured Charcoal	480.24	480.24

CONTINUED...



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
31	4	HSCCR36LM	Laminate Coffee Table Round 36Dx16H \$(L1STD) .LDW1 DW .LLA1 \$(P1) .P8V Grd L1 Standard Laminates Designer White Designer White Lowell Ash P1 Paint Opts Textured Titanium	706.10	2,824.40
32	5	2000	Hazel - 30 Straight Unit COM ~ ~ ~ BA ~ ~ ~ Customers Own Material No Selection No Selection Standard Powder Coat Brushed Aluminum No Selection No Selection No Selection	1,287.43	6,437.15
33	2	2002	Hazel - Corner Unit COM ~ ~ ~ BA ~ ~ ~ Customers Own Material No Selection No Selection Standard Powder Coat Brushed Aluminum No Selection No Selection No Selection Tag 1: 2002	1,719.43	3,438.86
34	1	2006	Hazel - 30x36 Backless Unit COM ~ ~ ~ BA ~ ~ ~ Customers Own Material No Selection No Selection Standard Powder Coat Brushed Aluminum No Selection No Selection No Selection Tag 1: 2006	1,029.71	1,029.71
35	2	2014	Hazel - 24x30 Ottoman COM ~ ~ ~ WHT ~ ~ ~ Customers Own Material No Selection No Selection Standard Powder Coat white matte No Selection No Selection No Selection Tag 1: 2014	977.14	1,954.28



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
36	1	8412	Raven - 60 inside curve unit COM Customers Own Material ~ No Selection ~ No Selection WOD Wood Legs (set of 5) CY Canary Yellow ~ No Selection ~ No Selection Tag 1: 8412	1,416.57	1,416.57
37	3	8412	Raven - 60 inside curve unit COM Customers Own Material ~ No Selection ~ No Selection ~ Standard Powder Coat WHT white matte ~ No Selection ~ No Selection Tag 1: 8412	1,326.86	3,980.58
38	2	8418	Raven - backless 60 unit COM Customers Own Material ~ No Selection ~ No Selection ~ Standard Powder Coat WHT white matte ~ No Selection ~ No Selection Tag 1: 8418	1,117.71	2,235.42
39	2	HAR30S	Harmony - Square Caf Table 30" LAM Laminate Top Surface WAT Wilsonart - Call ERG Customer Service GRP 6 Group 6 6C Reverse Beveled Wood Edge POL Polar ~ No Selection BA Brushed Aluminum Tag 1: HAR30S	1,033.71	2,067.42
40	1	MM-211460SC	21x13.19x60 Single Storage Cabinet Open, Mile Marker RW2 Pure White (RW2) R8 Adjustable Shelves Tag 1: MM-211460SC	1,060.00	1,060.00
41	6	MM-332433BC D	33x24.25x33 Double Base Cabinet with Doors, Mile Marker RW2 Pure White (RW2) LC2 Sienna (LC2) LC2 Sienna (LC2) B3G Euro Soft Close Hinge R8 Adjustable Shelves LCK1 Locking - Specific Key Forte Forte	1,361.00	8,166.00

CONTINUED...



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL:** 133309  
**DATE:** 05/16/23  
**PROJECT#:** 32-493

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			SNCK Satin Nickel Tag 1: MM-332433BCD		
42	9	MM-361460SC	36x13.188x60 Single Storage Cabinet Open, Mile Marker Pure White (RW2) Adjustable Shelves Tag 1: MM-361460SC	1,501.00	13,509.00
43	13	Y1412.1	+Logic Mini Grommet, Rectangle +white Tag 1: G	40.00	520.00
44	20	DSR.	+Eames Molded Plastic Side Chair, Wire Base +trivalent chrome +peacock blue +standard glide Tag 1: EAMES/MPSC	316.59	6,331.80
45	4	DSR.	+Eames Molded Plastic Side Chair, Wire Base +trivalent chrome +alpine +standard glide Tag 1: EAMES/MPSC	316.59	1,266.36
46	3	85058-L	Harpin 18.5x21x41.75 Low Back Upholstered Bar Stool Polished Chrome Grade 6 Material Momentum Fling 497 Rise Tag 1: 85058-L	724.80	2,174.40
47	6	85059-L	Harpin 17.5x20.5x35.75 Low Back Upholstered Counter Stool Polished Chrome Grade 6 Material Non-Carded Grade 6 Material Tag 1: 85059-L	706.80	4,240.80
48	5	1073.MB.BK2 .L-E3.AR9	Vectra,Highback Mesh with Adjustable Lumbar Support,Advanced Synchro with Seat Depth Adjustment,Height Adjustable, Fully Adjustable (8-way) Frame Colors FC13 - Fog Frame B18 - Polished Aluminum Base CS5 - Carpet Casters	642.75	3,213.75

CONTINUED...



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			VTRACCLUM LA4 VTR-MSH MC6 VTR-SEATUPH VTR-TEXT FG2 CORONADO CINDER VTRCYL CH1 PKG4 KD Tag 1: 1073.MB.BK2.L-E3.AR9		
49	1	816013S	4 Shelf Single Sided 3 Adjustable Shelves Starter Base 36w 60h 12.625d REINFORCED SHELR TFL-G1 WHITE WHITE	984.00	984.00
			Reinforced Laminate Shelf - color matches shelving TFL - Grade 1 White White		
50	8	816013A	4 Shelf Single Sided 3 Adjustable Shelves Adder Base 35w 60h 12.625d REINFORCED SHELR TFL-G1 WHITE WHITE	893.14	7,145.12
			Reinforced Laminate Shelf - color matches shelving TFL - Grade 1 White White		
51	2	8183182	Mobile Book Browser Double Sided 4 bins 30w 31h 30d HPL-G5 WILSONART WHITE	2,425.71	4,851.42
			HPL - Grade 5 Standard Wilsonart Laminates with Finish Code -38 White		
52	16	DSS23620444 N	Designer 2.0 Shelf - Straight, 4 adjustable shelves, 2 per side, 2 Side Access, No Door, Locking 100mm Caster, 36"W x 20"D x 44"H CLAM OILED CHERRY OILED CHERRY BLAM SLAM TLAM WHITE WHITE SILVER	987.43	15,798.88
			TFL G1 Oiled Cherry Oiled Cherry Laminate Back - color matches case color Laminate Shelf - color matches case color HPL G3 White White Silver		



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL:** 133309  
**DATE:** 05/16/23  
**PROJECT#:** 32-493

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
53	40	DSS13620444 N	Designer 2.0 Shelf - Straight, 2 Adjustable Shelves, 1 Side Access, No Door, Locking 100mm Caster, 36"W x 20"D x 44"H  CLAM TFL G1 OILED CHERRY Oiled Cherry OILED CHERRY Oiled Cherry BLAM Laminate Back - color matches case color SLAM Laminate Shelf - color matches case color TLAM HPL G3 WHITE White WHITE White SILVER Silver	802.29	32,091.60
54	10	DSS24220444 N	Designer 2.0 Shelf - Straight, 4 adjustable shelves, 2 per side, 2 Side Access, No Door, Locking 100mm Caster, 42"W x 20"D x 44"H  CLAM TFL G1 OILED CHERRY Oiled Cherry OILED CHERRY Oiled Cherry BLAM Laminate Back - color matches case color SLAM Laminate Shelf - color matches case color TLAM HPL G3 WHITE White WHITE White SILVER Silver	1,033.71	10,337.10
55	3	MMSCAP28282 4	Square Cube Display Table Small  Dimensions: 28"D x 28"W x 24"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom Top/Edge: Standard Finish TBD Base: Standard Finish TBD	562.29	1,686.87
56	2	MMSCAP28283 0	Square Cube Display Table Medium  Dimensions: 28"D x 28"W x 30"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom Top/Edge: Standard Finish TBD Base: Standard Finish TBD	587.14	1,174.28



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
57	3	MMSCAP28283 6	Square Cube Display Table Large  Dimensions: 28"D x 28"W x 36"H (4) 3-1/2"H Locking Casters 8-1/2"D x 8-1/2"W Cut Out on Bottom Top/Edge: Standard Finish TBD Base: Standard Finish TBD	600.43	1,801.29
58	8	MMBC363642	Magazine and Periodical Double Sided Mobile Bookcase 36"D x 36"W x 42"H CUSTOM DOUBLE SIDED BOOKCASE W/ CASTERS 6"D COUNTER TOP ON CENTER 4-SLANTED FIXED SHELVES W/ 3/4" LIP TOTAL, 2-SHELVES PER SIDE END PANELS TO TAPER FROM 42"H TO 36"H ON USER & APPROACH SIDE (4) 3-1/2"H CASTERS STANDARD LECTERN SLANT ON SHELVES 3/4"THICK MATERIAL TOP/EDGE: SELECT STANDARD MAVERICK FINISH BASE: SELECT STANDARD MAVERICK FINISH	2,135.14	17,081.12
59	2	TA-LG-190IC -UB-WL	Liat Tahoe Lounge, Curved - Upholstered Back 90 Degree Unit Grade 2 Fabric: Momentum Beeline Seat: TBD Back: TBD	2,162.14	4,324.28
60	2	TA-LG-145OC -NB-WL	Liat Tahoe Lounge, Curved - No Back 45 Degree Unit Grade 2 Fabric: Momentum Beeline Seat: TBD Back: TBD	1,300.71	2,601.42
61	4	BL-MS-3616- R48BC-OC	Blueridge Mobile Single-Faced Shelving, Curved Height: 36" H Shelving Depth: 16" Deep Shelving Width: 48" Radius Shelving	1,754.29	7,017.16





**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			Shelves: Book Case Curve Type: Outer Curve Laminate: Standard TBD		
62	4	End Panel Stacks	End Panels - Existing Furniture Stacks Stack #1/7 25W x 60H (Qty 4)	132.86	531.44
63	2	End Panel Stacks	End Panels - Existing Furniture Stacks Stack #2 21W x 60H (Qty 2)	117.00	234.00
64	2	End Panel Stacks	End Panels - Existing Furniture Stacks Stack #3 26.5W x 59H (Qty 2)	132.86	265.72
65	8	End Panel Stacks	End Panels - Existing Furniture Stacks Stack #4/5/6 24.5W x 48H (Qty 8)	117.00	936.00
66	1	FT110.3524X	+Frame No Base Covers 35H 24W	56.84	56.84
67	1	FT110.3536X	+Frame No Base Covers 35H 36W	62.72	62.72
68	1	FT110.3548X	+Frame No Base Covers 35H 48W	68.32	68.32
69	4	FT110.4230X	+Frame No Base Covers 42H 30W	63.00	252.00
70	3	FT110.4242X	+Frame No Base Covers 42H 42W	66.92	200.76
71	9	FT110.4248X	+Frame No Base Covers 42H 48W	70.84	637.56
72	1	FT112.24AW EW	@Frame Top Cap Standard Vnr 24W +medium matte walnut	56.84	56.84
73	4	FT112.30AW EW	@Frame Top Cap Standard Vnr 30W +medium matte walnut	65.52	262.08
74	3	FT112.48AW EW	@Frame Top Cap Standard Vnr 48W +medium matte walnut	92.40	277.20
75	7	FT121.246	+Conn 90 Universal 2way 90 deg-for 46H frames and lower	24.08	168.56



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
 DATE: 05/16/23  
 PROJECT#: 32-493

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
76	1	FT123.235BW EW	@Conn Cover 90-Deg 2 Sides Covered Base Cover Vnr 35H +medium matte walnut	93.24	93.24
77	6	FT123.242BW EW	@Conn Cover 90-Deg 2 Sides Covered Base Cover Vnr 42H +medium matte walnut	106.68	640.08
78	7	FT126.2AW EW	@Top Cap Conn 90-Deg Connects-2 Frame Top Caps 90-Deg Vnr +medium matte walnut	49.00	343.00
79	3	FT128.35	+Connection Hardware Frame-to-Frame 35H	9.80	29.40
80	7	FT128.42	+Connection Hardware Frame-to-Frame 42H	10.08	70.56
81	2	FT140.06 LZ	+Power Entry External Direct Connect 6'long +PVC-free	67.76	135.52
82	1	FT150.24 LZ	+Base Power Harness 24W +PVC-free	49.84	49.84
83	4	FT150.30 LZ	+Base Power Harness 30W +PVC-free	51.80	207.20
84	1	FT150.36 LZ	+Base Power Harness 36W +PVC-free	53.76	53.76
85	3	FT150.42 LZ	+Base Power Harness 42W +PVC-free	56.28	168.84
86	8	FT150.48 LZ	+Base Power Harness 48W +PVC-free	59.92	479.36
87	1	FT155.A CL	+15 Amp Receptacle 4 Circuit Duplex Circuit A 6/Pkg +cool grey neutral	71.12	71.12
88	1	FT155.B CL	+15 Amp Receptacle 4 Circuit Duplex Circuit B 6/Pkg +cool grey neutral	71.12	71.12
89	1	FT160.35BW EW	@Finished End Base Cover Vnr 35H +medium matte walnut	108.36	108.36
90	3	FT160.42BW EW	@Finished End Base Cover Vnr 42H +medium matte walnut	116.76	350.28



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL:** 133309  
**DATE:** 05/16/23  
**PROJECT#:** 32-493

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
91	1	FT161.07AW	@Finished End Chg of Ht Standard Vnr 07H 2U @light brown walnut	67.48	67.48
92	2	FT161.07AW	@Finished End Chg of Ht Standard Vnr 07H EW +medium matte walnut	67.48	134.96
93	1	FT170.1124T	+Lower Tile Tackable Fabric 11H 24W MS +metallic silver 3DE +dex-Pr Cat 1 02 +dex silver pine	29.12	29.12
94	1	FT170.1136T	+Lower Tile Tackable Fabric 11H 36W MS +metallic silver 3DE +dex-Pr Cat 1 02 +dex silver pine	34.44	34.44
95	1	FT170.1148T	+Lower Tile Tackable Fabric 11H 48W MS +metallic silver 3DE +dex-Pr Cat 1 02 +dex silver pine	39.48	39.48
96	1	FT170.1924P	+Lower Tile Pntd 19H 24W SNA +satin aluminum MS +metallic silver	46.20	46.20
97	4	FT170.1930P	+Lower Tile Pntd 19H 30W SNA +satin aluminum MS +metallic silver	48.44	193.76
98	1	FT170.1936P	+Lower Tile Pntd 19H 36W SNA +satin aluminum MS +metallic silver	50.40	50.40
99	3	FT170.1942P	+Lower Tile Pntd 19H 42W SNA +satin aluminum MS +metallic silver	52.36	157.08
100	10	FT170.1948P	+Lower Tile Pntd 19H 48W SNA +satin aluminum MS +metallic silver	54.60	546.00
101	4	FT181.1830T	+Upper Tile Tackable Fabric 18H 30W (for 53H frames only) MS +metallic silver 3DE +dex-Pr Cat 1 02 +dex silver pine	43.12	172.48



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
102	3	FT181.1842T	+Upper Tile Tackable Fabric 18H 42W (for 53H frames only) +metallic silver +dex-Pr Cat 1 +dex silver pine	50.40	151.20
		MS			
		3DE			
		02			
103	9	FT181.1848T	+Upper Tile Tackable Fabric 18H 48W (for 53H frames only) +metallic silver +dex-Pr Cat 1 +dex silver pine	54.60	491.40
		MS			
		3DE			
		02			
104	1	FT280.36LW	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 36W 91 +white 91 +white EW +medium matte walnut SNA +satin aluminum LD +stacking on 35 46 57 68 79 base frame	327.04	327.04
105	1	FT280.42LW	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 42W 91 +white 91 +white EW +medium matte walnut SNA +satin aluminum JL +stacking on 42 -high base frame	359.24	359.24
106	3	FT280.48LW	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 48W 91 +white 91 +white EW +medium matte walnut SNA +satin aluminum JL +stacking on 42 -high base frame	380.80	1,142.40
107	1	FT280.84LW	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 84W 91 +white 91 +white EW +medium matte walnut SNA +satin aluminum JL +stacking on 42 -high base frame	628.04	628.04
108	2	FT280.96LW	@Trans Surf Sq-Edge Lam Top/Thermo Edge Surf Vnr Stndrd Top Cap 96W 91 +white 91 +white EW +medium matte walnut	671.16	1,342.32

CONTINUED...



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			SNA +satin aluminum JL +stacking on 42 -high base frame		
109	2	FT290.24L	+Surface Cantilever for 20 -or 24 deep surface lft-hnd SNA +satin aluminum	16.24	32.48
110	3	FT290.24R	+Surface Cantilever for 20 -or 24 deep surface rt-hnd SNA +satin aluminum	16.24	48.72
111	3	FT290.30L	+Surface Cantilever for 30 - deep surface lft-hnd SNA +satin aluminum	18.76	56.28
112	2	FT290.30R	+Surface Cantilever for 30 - deep surface rt-hnd SNA +satin aluminum	18.76	37.52
113	1	FT375.3524W	@Tile To-The-Floor Lower Veneer 35H 24W EW +medium matte walnut MS +metallic silver	215.88	215.88
114	1	FT375.3536W	@Tile To-The-Floor Lower Veneer 35H 36W EW +medium matte walnut MS +metallic silver	253.40	253.40
115	1	FT375.3548W	@Tile To-The-Floor Lower Veneer 35H 48W EW +medium matte walnut MS +metallic silver	297.64	297.64
116	4	FT385.4230W	@Tile To-The-Floor Full-Height Veneer 42H 30W EW +medium matte walnut MS +metallic silver	266.56	1,066.24
117	3	FT385.4242W	@Tile To-The-Floor Full-Height Veneer 42H 42W EW +medium matte walnut MS +metallic silver	334.04	1,002.12
118	9	FT385.4248W	@Tile To-The-Floor Full-Height Veneer 42H 48W EW +medium matte walnut MS +metallic silver	365.40	3,288.60
119	1	FT963.24NTF	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 24W SNA +satin aluminum	20.16	20.16



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
120	3	FT963.30JTF	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 30W SNA +satin aluminum	21.00	63.00
121	1	FT963.30NTF	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 30W SNA +satin aluminum	21.00	21.00
122	1	FT963.36JTF	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 36W SNA +satin aluminum	22.40	22.40
123	3	FT963.42JTF	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 42W SNA +satin aluminum	23.52	70.56
124	7	FT963.48JTF	+Single-Sided Base Cover Kit pwr/data knockouts Attchmnt To-The-Floor Tiles on 1 Side 48W SNA +satin aluminum	25.76	180.32
125	3	FT963.48NTF	+Single-Sided Base Cover Kit no knockouts Attchmnt To-The-Floor Tiles on 1 Side 48W SNA +satin aluminum	25.76	77.28
126	3	FTS10.2496L F	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 24D 96W Frame Atch 91 +white 91 +white	218.40	655.20
127	1	FTS10.3078L F	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 78W Frame Atch 91 +white 91 +white	234.64	234.64
128	1	FTS10.3084L F	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 84W Frame Atch 91 +white 91 +white	252.28	252.28
129	1	FTS10.3096L F	+Rectangular Surface Sq-Edge Lam Top/Thermo Edge 30D 96W Frame Atch CONTINUED...	278.32	278.32



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

**PROPOSAL: 133309**  
**DATE: 05/16/23**  
**PROJECT#: 32-493**

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			91 +white		
			91 +white		
130	2	L2CP.36241D LL02K	@Combo Ped Base Door Left Box/Box Right Lam Case/Front 3/4 Lam Top Bar Pull 36W 24D	857.34	1,714.68
		M	+metal		
		LBU	+medium matte walnut		
		LBU	+medium matte walnut		
		SNA	@satin aluminum		
		CB	+counterweight (recommended)		
		KD	+keyed differently black		
131	1	L2PS.15241F FLK	@Surf-Att Pedestal Base File/File Lam Case/Front Bar Pull 15W 24D	553.41	553.41
		M	+metal		
		LBU	+medium matte walnut		
		SNA	@satin aluminum		
		CB	+counterweight		
		KD	+keyed differently black		
132	1	L2PS.15281F FLK	@Surf-Att Pedestal Base File/File Lam Case/Front Bar Pull 15W 28D	587.73	587.73
		M	+metal		
		LBU	+medium matte walnut		
		SNA	@satin aluminum		
		CB	+counterweight		
		KD	+keyed differently black		
133	1	Delivery	Delivery and Assemble in Place  Prevailing Wage Normal Hours Monday - Friday 8:30AM - 5:00PM Space to Be Free and Clear of All Computers, Equipment, Files and Personal Items.	59,736.84	59,736.84



**Santa Barbara**  
 1013 State Street  
 Santa Barbara, CA 93101  
 Phone: (805) 564-4060  
 www.tcof.com

**Ventura**  
 3955 E. Main Street  
 Ventura, CA 93003  
 Phone: (805) 658-6608  
 www.tcof.com

**San Luis Obispo**  
 3271 S. Higuera Street  
 San Luis Obispo, CA 93401  
 Phone: (805) 542-9722  
 www.tcof.com

PROPOSAL: 133309  
 DATE: 05/16/23  
 PROJECT#: 32-493

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
----------	------------	----------------	--------------------	-------------	-----------------

PRODUCT TOTAL:	309,967.92
DEL/ASSEMBLY.:	59,736.84

PAYMENT TERMS: 50% dwn 50% COD

ACCEPTED BY \_\_\_\_\_

DATE ACCEPTED \_\_\_\_\_

GRAND TOTAL...: 369,704.76

*It is understood and agreed that the above merchandise remains the property of TRI COUNTY OFFICE FURNITURE, INC. until delivered and paid for in full. Tri County Office Furniture, Inc. reserves the right to pick-up and repossess all furniture not paid for in full under the agreed terms and conditions. Purchaser agrees to pay a service charge/late fee at the rate of 1.5% per month (18% annual rate) on delinquent accounts and to pay all collection costs and reasonable attorney fees if suit is instituted. ALL ORDERED PRODUCT IS DEEMED SPECIAL ORDER AND MAY NOT BE RETURNED FOR CREDIT OR REFUND. A 30% restocking fee will be charged for all returned merchandise that was purchased from stock.*

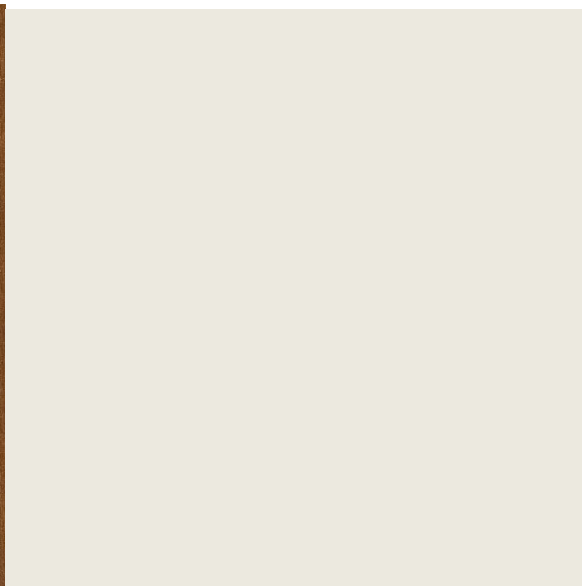


## The Blanchard Library - Specification Finishes

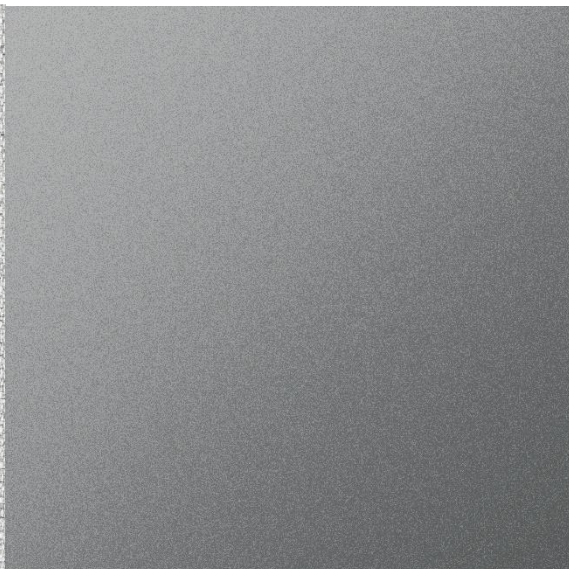
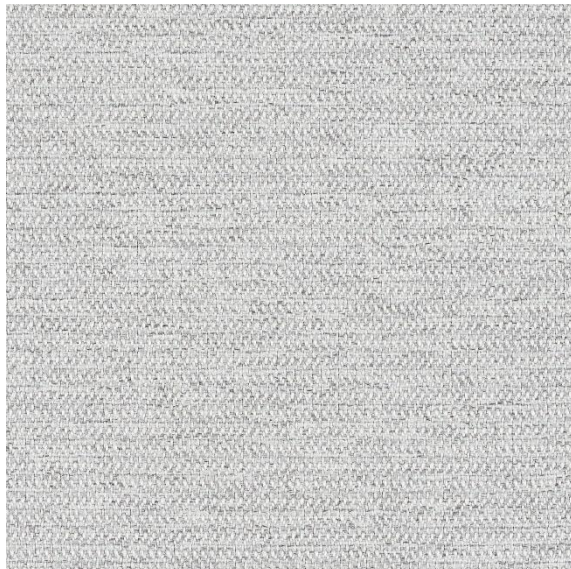
Circulation Desks (Line Items #66 - #132 (Both Circulation Desks))



Front Panels – EW Medium Matte Walnut    Worksurfaces Laminate – 91 White



Interior Panels Upper – Dex Silver Pine    Interior Panels Lower – MS Metallic Silver

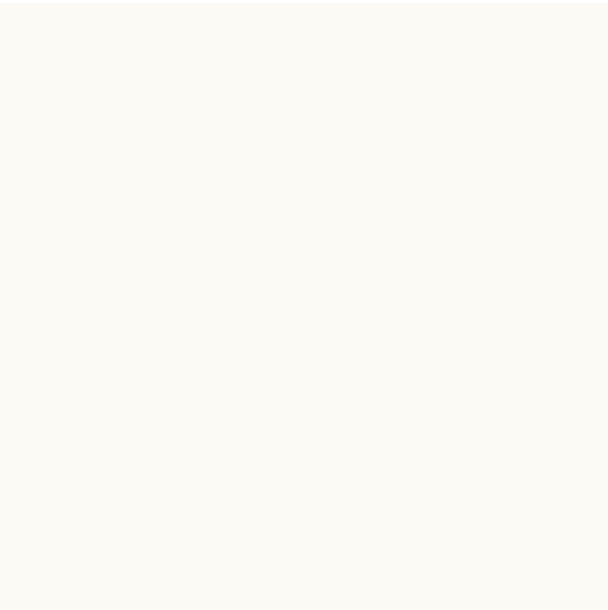


44" Mobile Bookcases (Line Item #52 - #54)



Base Laminate: A Good Book

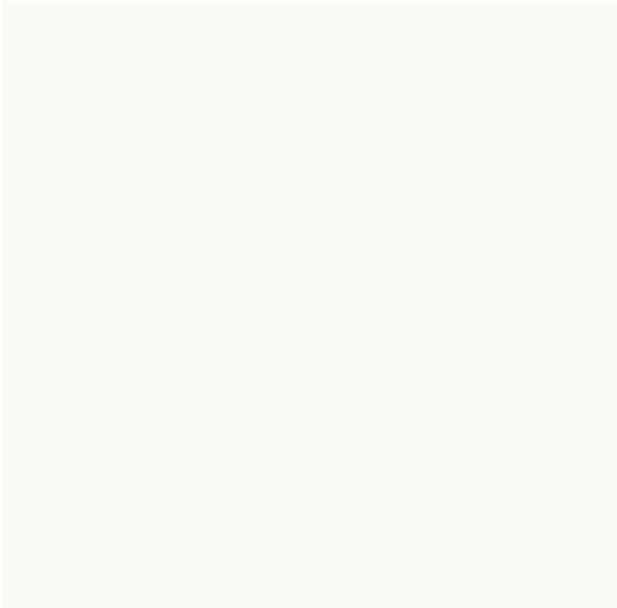
Top Laminate: White



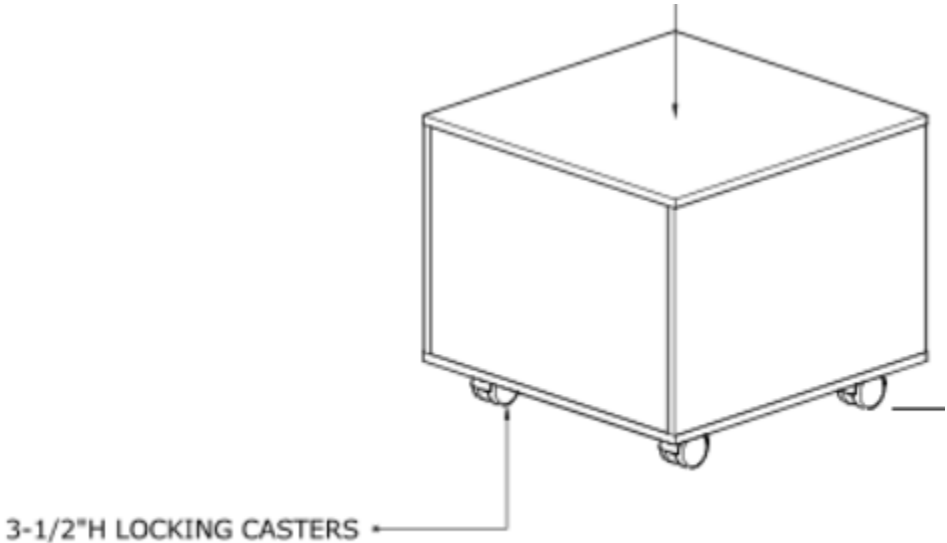
60" Freestanding Bookcases – Young Adult Area (Line Item #49 - #50)



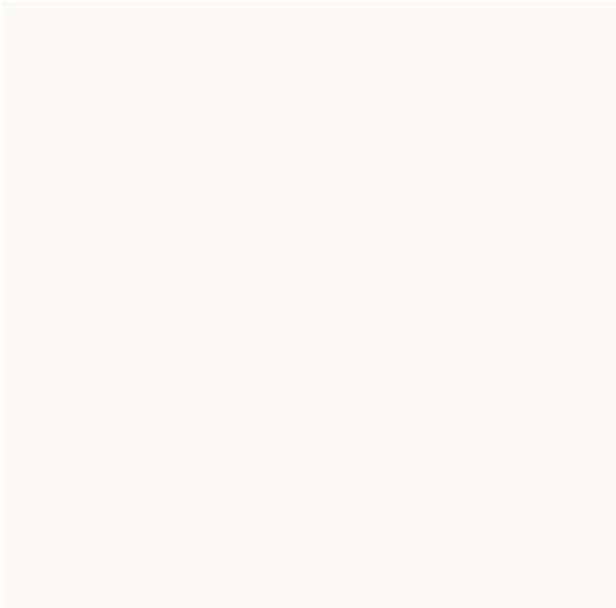
Top Laminate: White



Display Podium (Line Item #55 - #57)



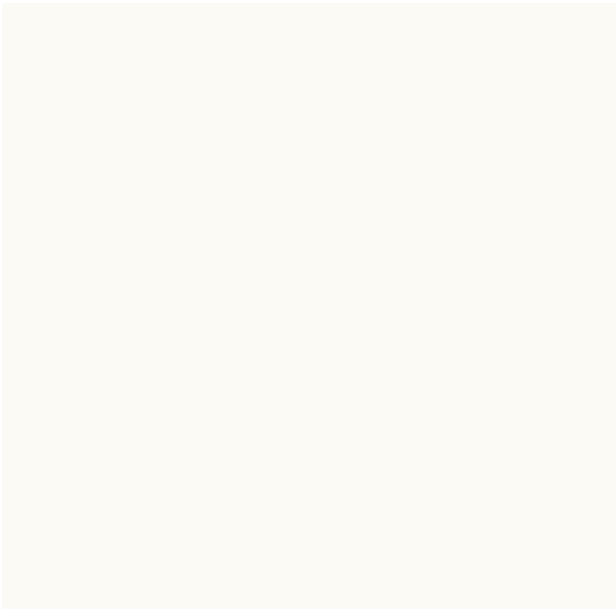
Laminate Base and Top: Majestic White



Mobile Book Browser (Line Item #51)

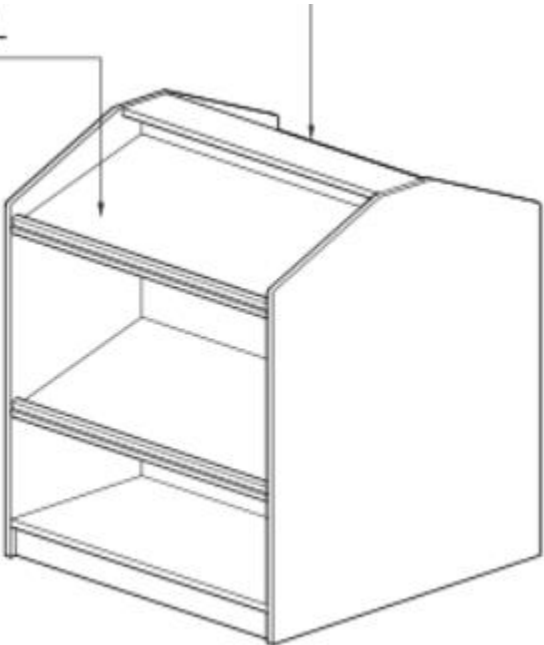


Base and Top Laminate: White



Magazine and Periodical Double-Sided Mobile Browser (Line Item #58)

4-SLATED SHELVES TOTAL  
WITH 3/4" THICK LIP



Laminate Panel Sides: A Good Book

Laminate Shelves: White





Curved Lounge with Mobile Curved Single Faced Shelving (Line Items #36 - #38) (Line Items #59 - #61)



Upholstery Back: Beeline Tidal

Upholstery Seat: Beeline Valley





Lounge Seating with Inline Tables (Line Items #9 - #12)





Lounge Seating with Inline Tables... Continued

Arms and Seat Upholstery: Momentum

Back Pillow and Inline Table Upholstery:

Ringer CV Fresco

Momentum Sanya CV Arctic



Laminate and Wood Leg Finish: Truffle



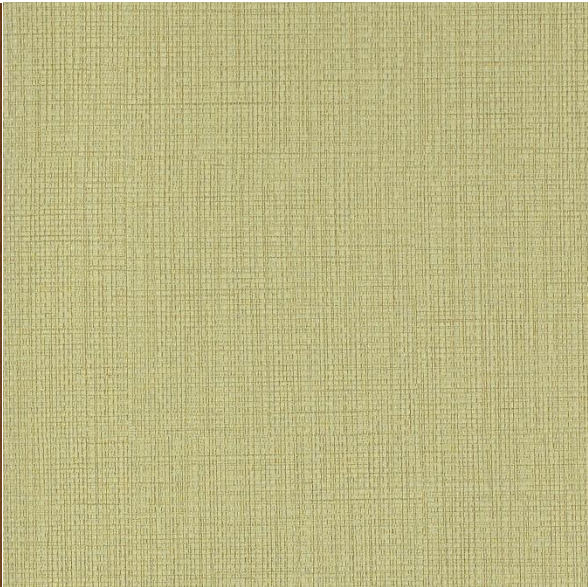
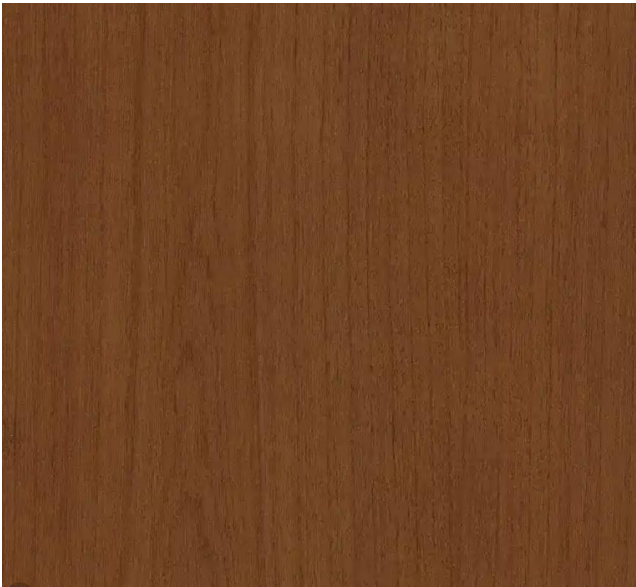


Lounge Chairs (Line Items #5-7)



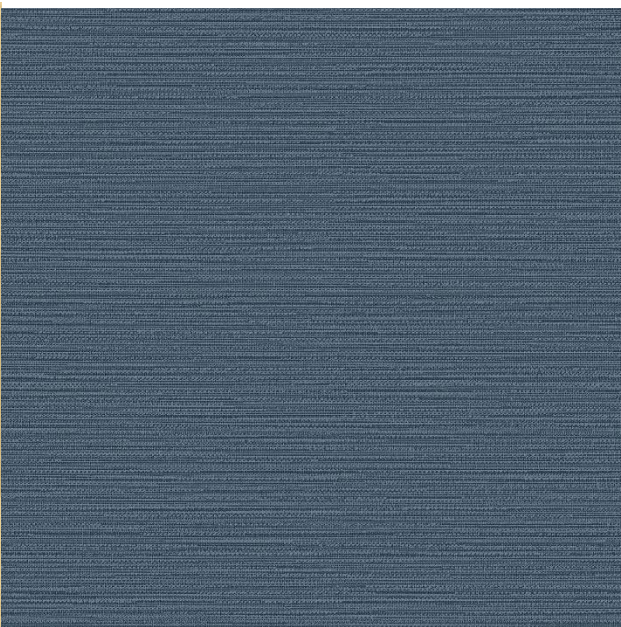
Wood Frame: Truffle

Upholstery Type #1 - Beeline Eucalyptus



Upholstery Type #2 - Align Sisal

Upholstery Type #3 - Sanya Dusk

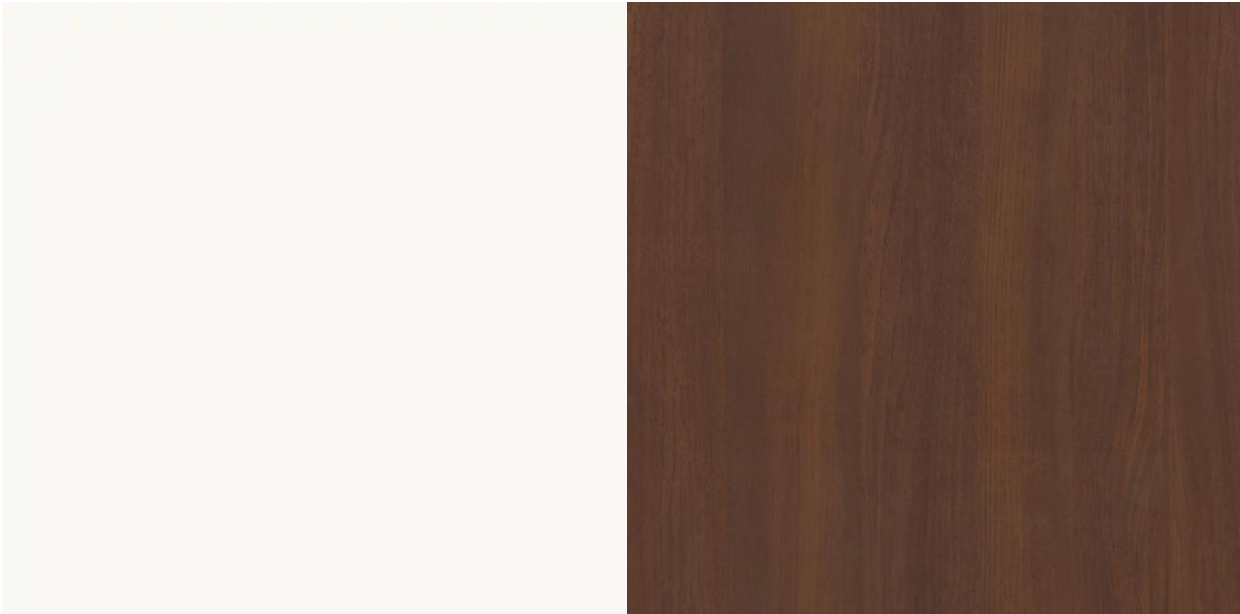


Lounge Occasional Tables (Line Item #31)



Laminate Top: Designer White

Wood Base: Lowell Ash

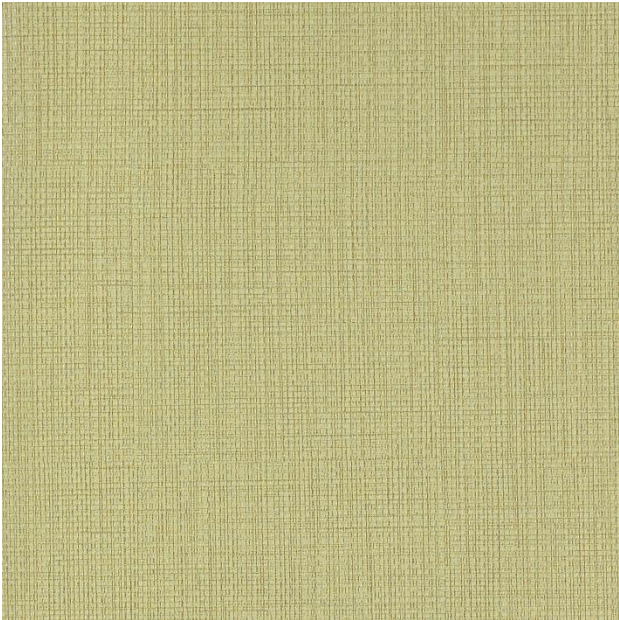




Round Mobile Ottomans (Line Item # 8)



Upholstery - Beeline Eucalyptus



Work Tables – Young Adult and Self-Serve Computer Tables (Line Items #13 – #15 & Line #43)



Laminate: Frosty White

Clamp Mount Power Hub (Line Item #43)



Work Tables Seating – Young Adult and Self-Serve Computer Tables (Line Item #46 & #47)



Upholstery – Align Sisal

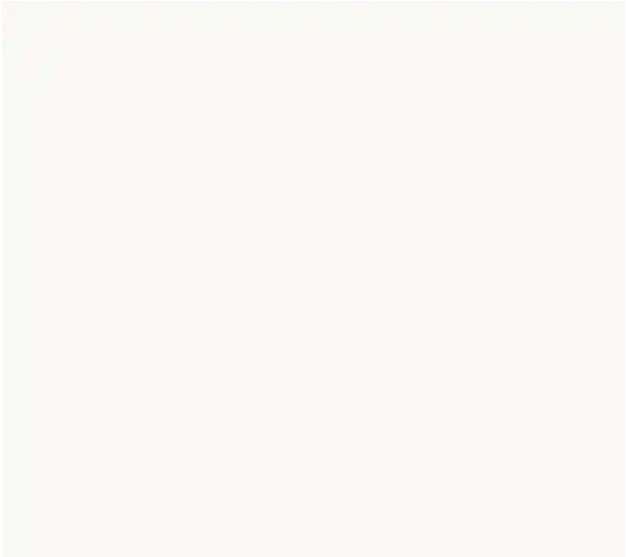


Work Tables – Square Tops (Line Items #16 - #19)



Laminate: Frosty White

Base Paint: Platinum Metallic



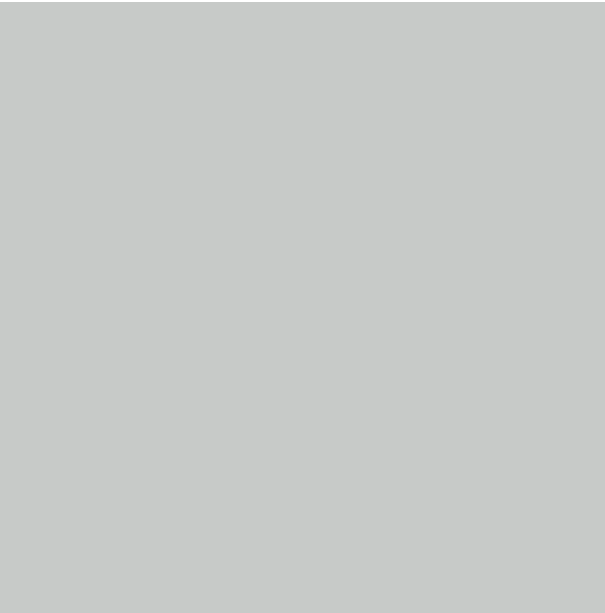
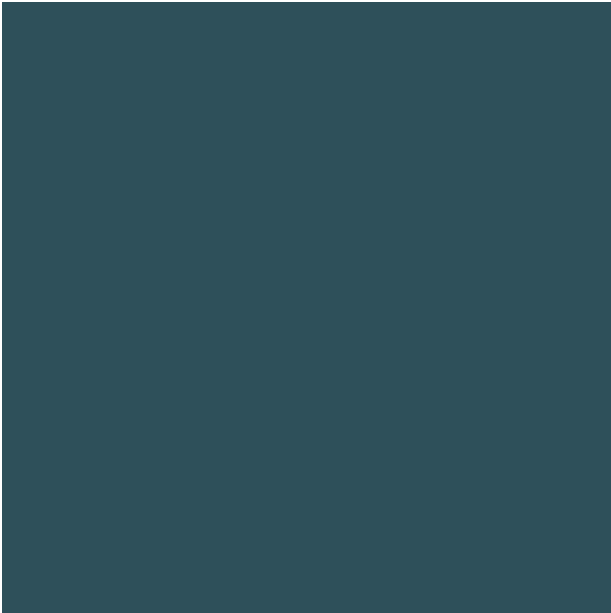


Work Tables Chairs – Type #1 (Line Items #44 & 45)



Plastic Seat Type #1: Peacock Blue

Plastic Seat Type #2: Alpine





Work Tables Chairs – Type #2 (Line Item #27)



Upholstery - Beeline Eucalyptus

Wood Finish: Lowell Ash

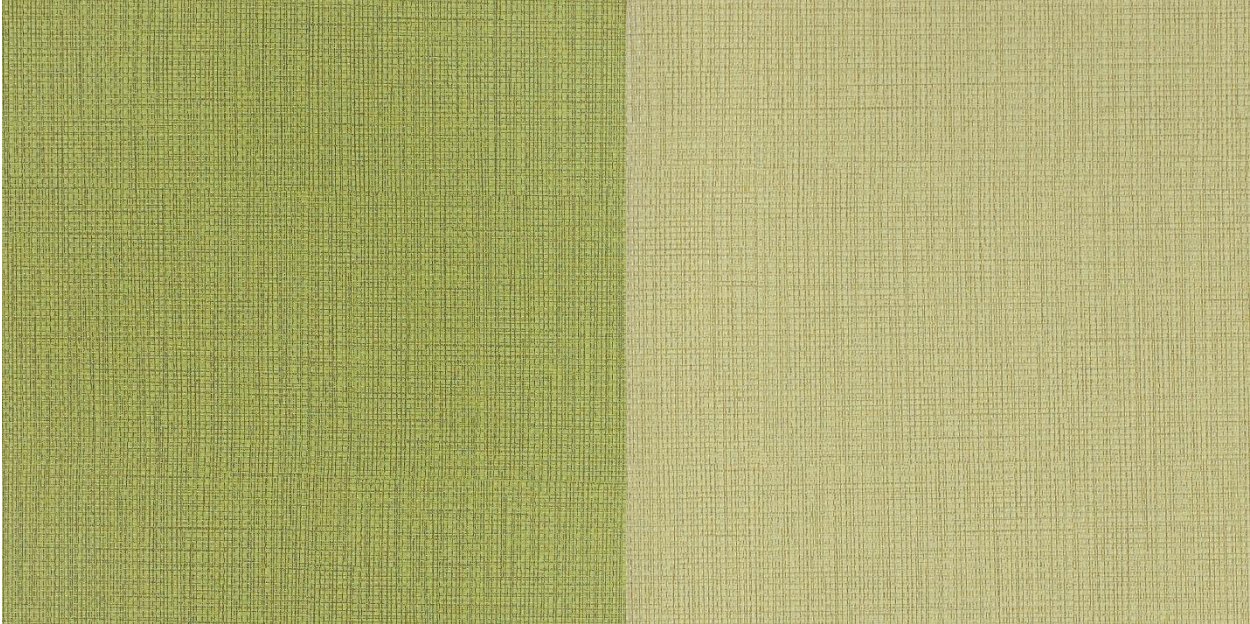


Work Tables Chairs – Young Adult Area (Line Items # 3 & #4)



Upholstery - Beeline Valley

Upholstery – Beeline Eucalyptus





Modular Lounge Seating – Young Adult Area (Line Items #32- #34)



Upholstery - Beeline Valley

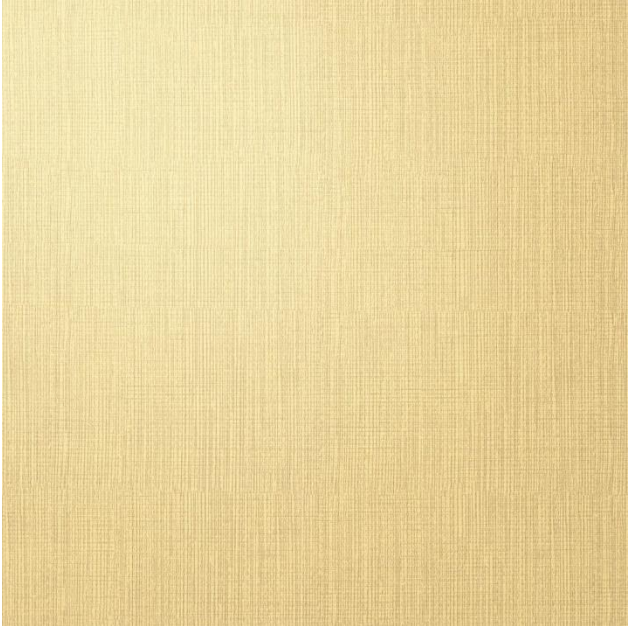
Upholstery – Beeline Eucalyptus



Ottoman – Young Adult Area (Line Item # 35)



Upholstery – Align Sisal

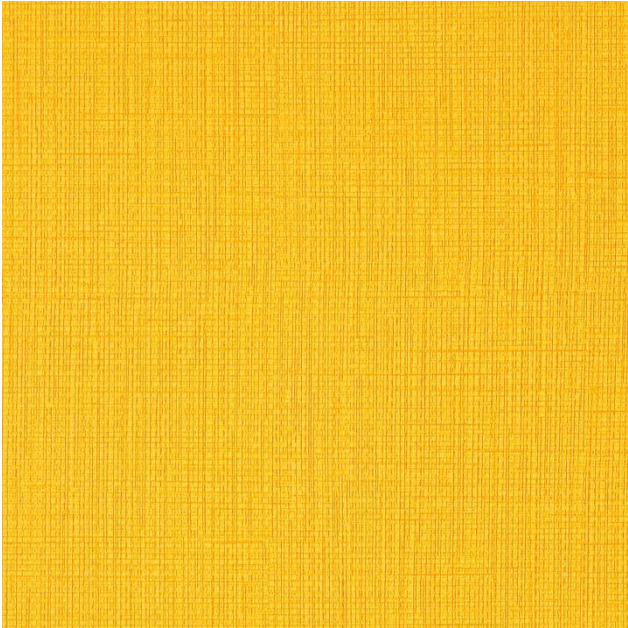




Toss Floor Pillow – Kids Area (Line Item #2)



Upholstery – Beeline Sundance



Bean Bag – Kids Area (Line Item #1)

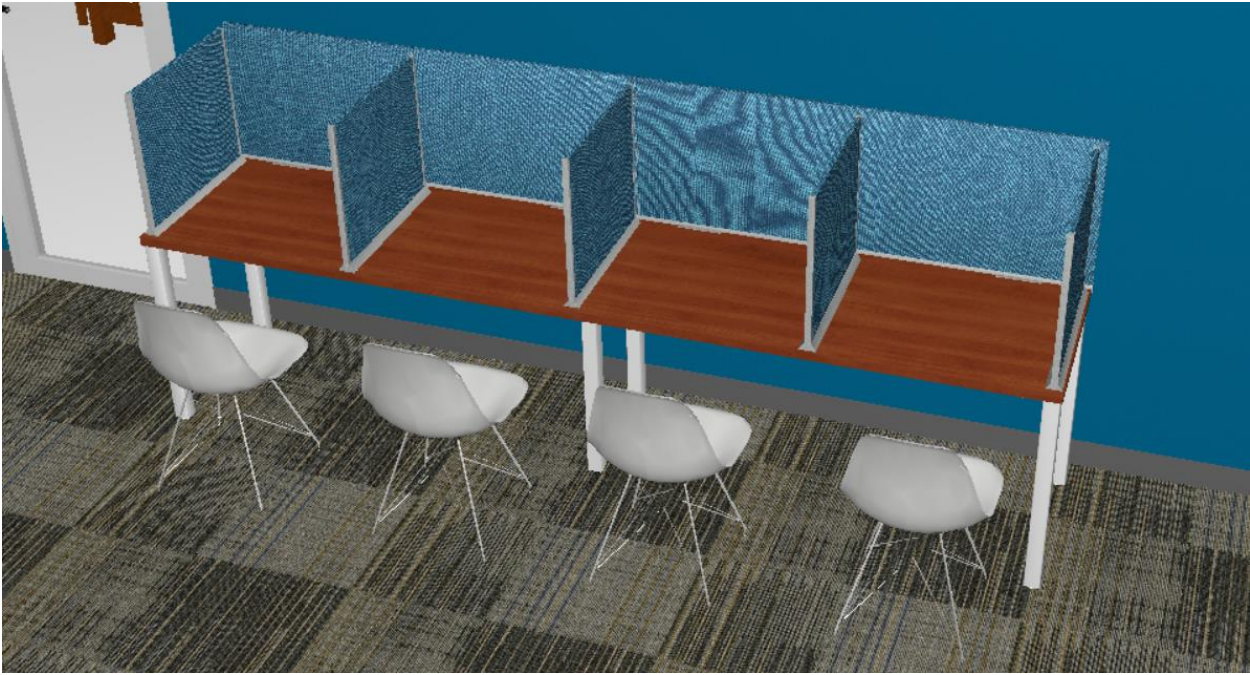


Upholstery – Align Sisal





Study Carrels (Line Items #21 - #26)

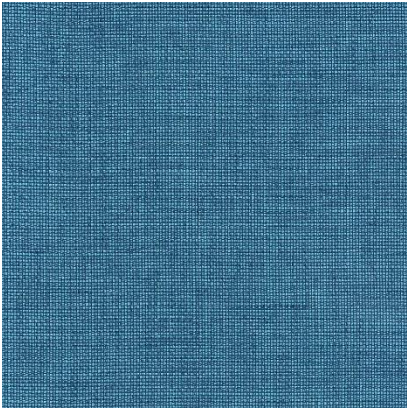


Laminate Wood Top Finish: Lowell Ash

Base Paint: Textured Titanium



Carrel Divider Panels: Denim Wash Emerald City

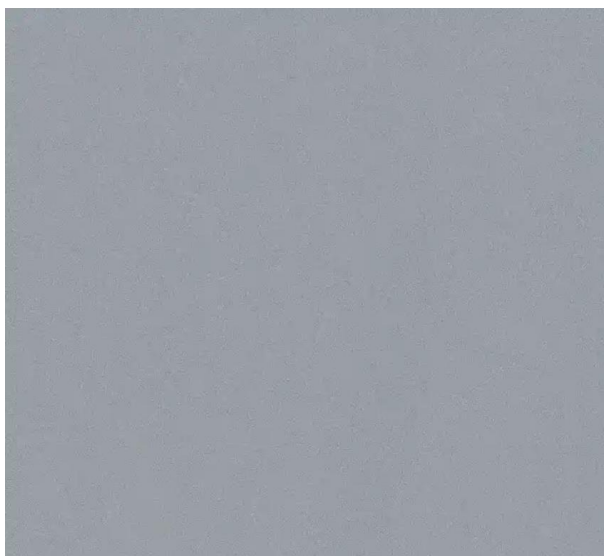
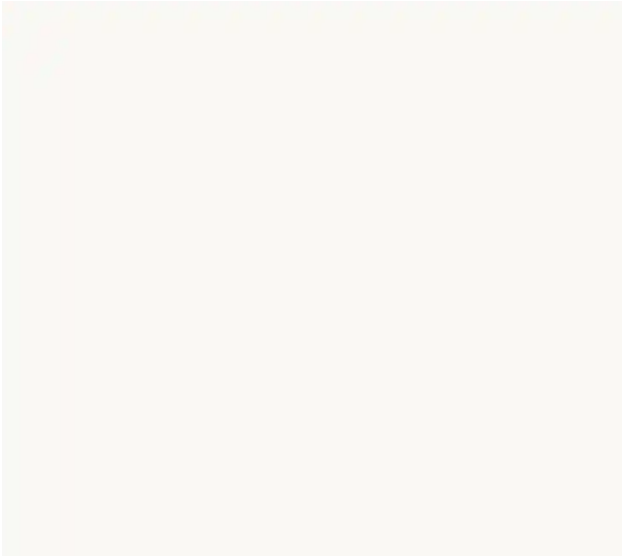


Children's Area – Computer Tables (Line Items #28 - #30)



Laminate: Frosty White

Base Paint: Platinum Metallic





Children's Area – Computer Table Chairs (Line Item #20)



Chair Plastic: Regatta



Circulation Desk Task Seating (Line Item #48)



Frame Finish: Fog

Upholstery Seat: Coronado Navy



Existing Book Stacks New End Laminate Panels (Line Items #62 - #65)

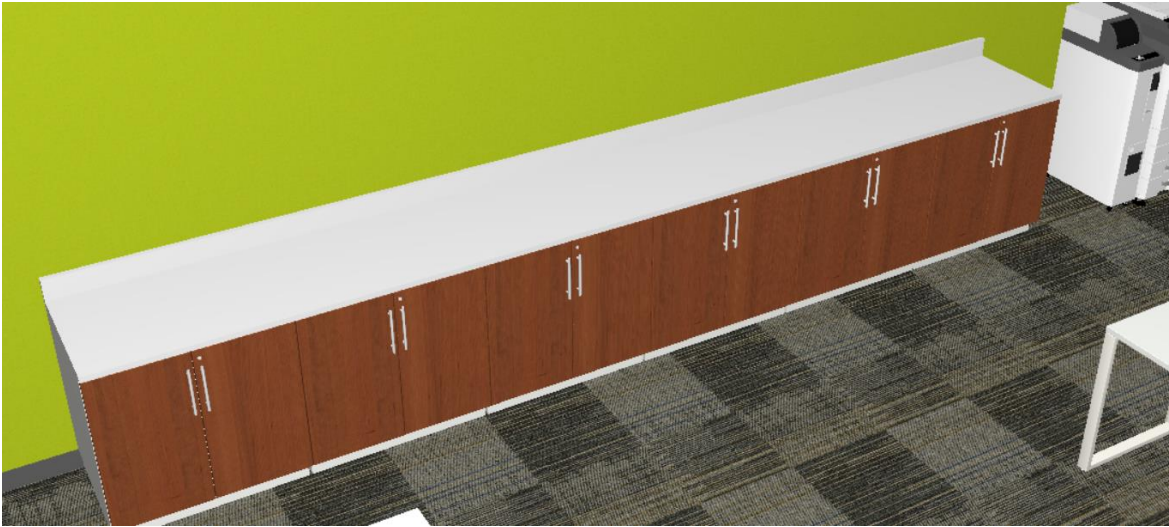


Panels – EW Medium Matte Walnut

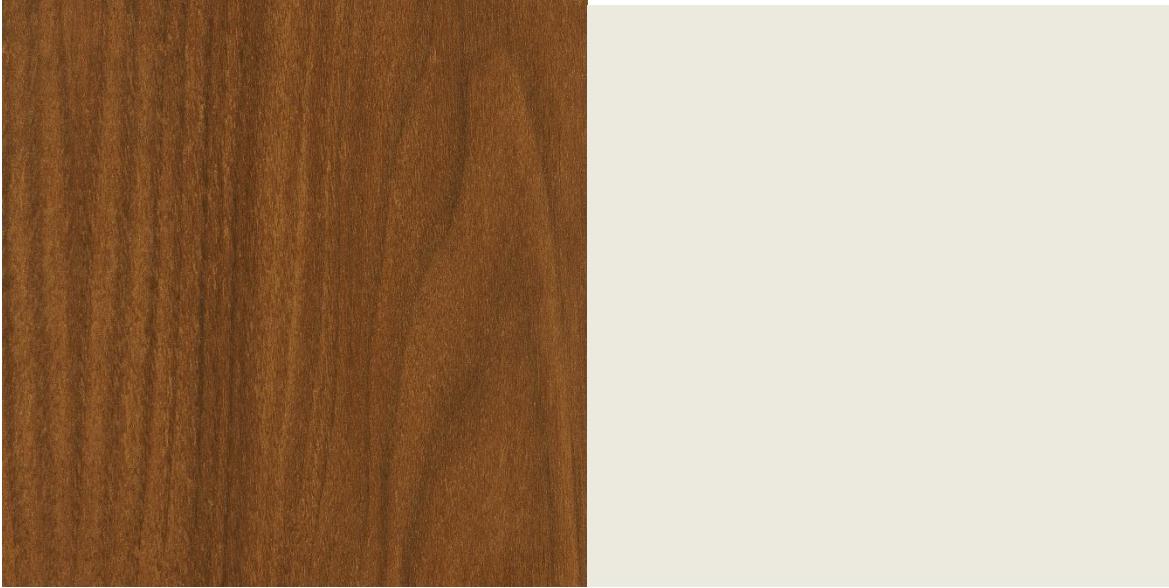




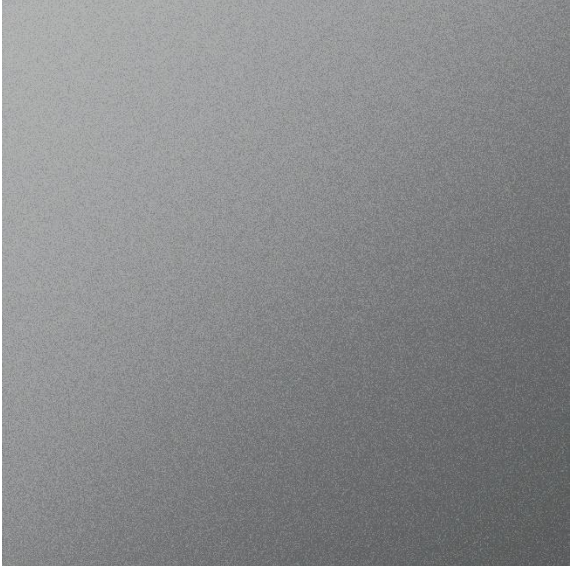
Circulation Desk Rear Storage (Line Items #40 - #42)



Base Cabinets – EW Medium Matte Walnut Worksurfaces Laminate – 91 White



Hardware Pulls – MS Metallic Silver





**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM H.1**

**REPORT:** Resolution 2022-2023:03

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

---

**BACKGROUND**

For a number of years, at the start of the fiscal year, the Library has requested and received from the County an advance against property tax revenues that were expected to be received in December and April. While it may not be necessary, staff recommends that the Board adopt a resolution requesting a pre-apportionment advance for 2023-24.

**RECOMMENDATION**

**Staff recommends adoption of the attached resolution requesting a contrafund advance of \$228,000 for the 2023-24 fiscal year.**

Attachment:  
Resolution 2022-2023:03

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



BLANCHARD /SANTA PAULA LIBRARY DISTRICT  
**RESOLUTION # 2022-2023:03**

RESOLUTION OF THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES  
REQUESTING A CONTRAFUND ADVANCE FOR THE FISCAL YEAR 2023-2024

**NOW, THEREFORE, BE IT RESOLVED** that the Blanchard/Santa Paula Library District Board of Trustees, at its regular meeting on May 23, 2023, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #O040 for the operations of the Library during the Fiscal Year 2022-23. The amount provided to the District for Fiscal Year 2022-2023 should be sufficient for Fiscal Year 2023-2024.

**PASSED, APPROVED, AND ADOPTED this 23<sup>rd</sup> day of May, 2023.**

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

---

Miriam Zamora, Library Board President

---

Lori Beardsley, Library Board Clerk

**BLANCHARD / SANTA PAULA LIBRARY DISTRICT**

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



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM H.2**

**REPORT:** Draft of FY 2023-24 Budget

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

**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 Publicity.
- Hotspots estimate more accurately reflects increased annual costs.
- Grounds maintenance includes an updated estimate for tree trimming.
- Legal costs expected to increase.

**RECOMMENDATION**

**This is a discussion item only. There is no recommendation at this time.**

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	\$320,000	(\$7,000)	-2.1%
	<b>\$929,230</b>	<b>\$959,430</b>	<b>\$30,200</b>	<b>3.3%</b>
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	
<b>TOTAL REVENUE</b>	<b>\$1,050,301</b>	<b>\$1,081,043</b>	<b>\$30,742</b>	<b>2.9%</b>

PAYROLL & BENEFITS	2022-23 BUDGET	2023-2024 BUDGET	NET CHANGE	% CHANGE
Salaries	\$530,340	\$490,080	(\$40,260)	-7.6%
PERS Retirement	\$26,880	\$23,400	(\$3,480)	-12.9%
Unfunded Accrued Liability	\$59,040	\$57,600	(\$1,440)	-2.4%
FICA                    0.08	\$40,680	\$37,560	(\$3,120)	-7.7%
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%
<b>TOTAL PAYROLL &amp; BENEFITS</b>	<b>\$727,660</b>	<b>\$679,720</b>	<b>(\$47,940)</b>	<b>-6.6%</b>

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	\$3,000	\$0	
General	\$16,560	\$16,560	\$0	
Children's books	\$6,600	\$6,600	\$0	
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	\$15,000	\$5,400	56.3%
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	\$8,040	\$0	
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%
<b>TOTAL SERVICES</b>	<b>\$179,720</b>	<b>\$192,400</b>	<b>\$12,680</b>	<b>7.1%</b>

<b>ADMINISTRATIVE</b>	<b>2022-23 BUDGET</b>	<b>2023-2024 BUDGET</b>	<b>NET CHANGE</b>	<b>% CHANGE</b>
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	\$6,600	(\$960)	-12.7%
Postage	\$1,200	\$1,200	\$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	\$32,040	\$5,760	21.9%
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	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$81,560</b>	<b>\$100,160</b>	<b>\$18,600</b>	<b>22.8%</b>

<b>FACILITIES</b>	<b>2022-23 BUDGET</b>	<b>2023-2024 BUDGET</b>	<b>NET CHANGE</b>	<b>% CHANGE</b>
Furniture, fixtures, & equipment	\$0	\$10,080	\$10,080	
Janitorial services & supplies	\$10,080	\$12,000	\$1,920	19.0%
Grounds maintenance	\$5,040	\$12,600	\$7,560	150.0%
Building security	\$1,560	\$1,560	\$0	
Building maintenance	\$12,480	\$12,480	\$0	
Utilities				
City of Santa Paula	\$6,000	\$6,000	\$0	
SoCal Edison	\$30,000	\$36,000	\$6,000	20.0%
The Gas Co.	\$1,200	\$3,000	\$1,800	150.0%
Trash	\$3,000	\$3,000	\$0	
<b>TOTAL FACILITIES</b>	<b>\$69,360</b>	<b>\$96,720</b>	<b>\$27,360</b>	<b>39.4%</b>

	<b>2022-23 BUDGET</b>	<b>2023-2024 BUDGET</b>	<b>NET CHANGE</b>	<b>% CHANGE</b>
<b>TOTAL REVENUE</b>	<b>\$1,050,301</b>	<b>\$1,081,043</b>	<b>\$30,742</b>	<b>2.9%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,058,300</b>	<b>\$1,069,000</b>	<b>\$10,700</b>	<b>1.0%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(\$7,999)</b>	<b>\$12,043</b>	<b>\$20,042</b>	<b>250.6%</b>

Extraordinary Expenses				
Equipment replacement reserve	\$18,000	\$18,000	\$0	
Legal	\$0	\$0	\$0	
	\$18,000	\$18,000	\$0	

<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$25,999)</b>	<b>(\$5,957)</b>	<b>\$20,042</b>	<b>77.1%</b>
------------------------------	-------------------	------------------	-----------------	--------------

REIMBURSEMENT FROM DIF FUND	\$30,000	\$30,000	\$0	
-----------------------------	----------	----------	-----	--

<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>\$521</b>	<b>\$24,043</b>	<b>\$23,522</b>	<b>4514.8%</b>
--------------------------------	--------------	-----------------	-----------------	----------------



**LIBRARY BOARD OF TRUSTEES  
AGENDA ITEM I**

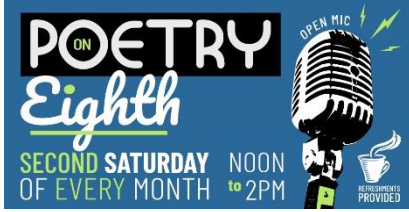
**REPORTS**

---

1. Staff Reports
  - a) Adult Services
  - b) Youth Services
  - c) Literacy
  - d) Interim Library Director
2. Friends of the Library
3. Board Committees
  - a) Facilities
  - b) Finance
  - c) Fundraising/Grants
  - d) Human Resources
    - i. Receive Draft Organization Chart
  - e) Strategic Planning

# APRIL 2023 ADULT SERVICES REPORT

## Programs & Services



### Poetry on Eighth

This monthly two-hour “open mic” for poetry and short fiction continued. This program has maintained a regular following of patrons. This month’s meeting featured poet, Luzmaria Espinoza (Ventura County's Poet Laureate). The group of poets who attended are excellent writers and the poets seemed to enjoy hearing each poem. The library is planning on partnering with a few well-known local poets for a special reading at one of our summer Open Mics. In addition to Ms. Espinoza, Phil Taggart (VC Poet Laureate 2016-2019) is expected to attend the event.

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes for Seniors	Instruction	Adult	6	3-Apr	3:00 PM	5:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	7	6-Apr	3:00 PM	5:00 PM	Hardison
Poetry On Eighth	Poetry Reading	Adult	10	8-Apr	12:00 PM	2:00 PM	Other
Computer Classes for Seniors	Instruction	Adult	7	10-Apr	3:00 PM	5:00 PM	Hardison
A Man Called Otto [PG-13]	Movie	Adult	5	11-Apr	5:00 PM	7:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	7	17-Apr	3:00 PM	5:00 PM	Hardison
Blackout Poetry	Crafts for Adults	Adult	0	18-Apr	5:30 PM	6:30 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	8	20-Apr	3:00 PM	5:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	6	24-Apr	3:00 PM	5:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	6	27-Apr	3:00 PM	5:00 PM	Hardison

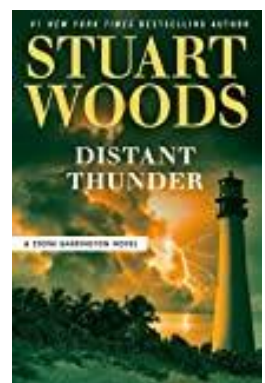
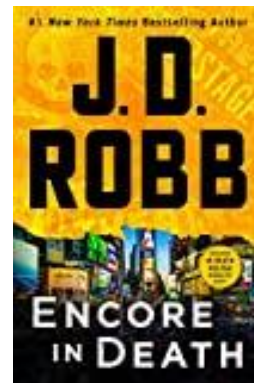
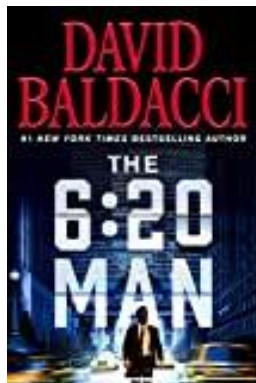
## Collection

94 adult-oriented items were added to the collection in April 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

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





Youth Services Report  
April 2023

April Crafts: 132  
(Aprils Fools, Eggs, Bunnies, Baby Chicks)



Bulletin Board  
Spring

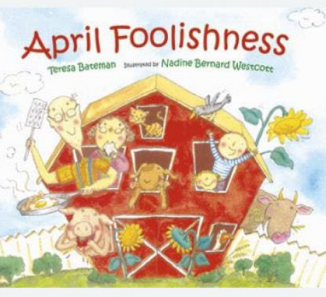
Book Displays  
Poetry Month, National Library Week



**LEGO** in the **LIBRARY**  
**MONDAYS**  
**2:30PM**  
----- TO -----  
**4:30PM**



**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.



**April Foolishness**  
Teresa Bateman illustrated by Nadine Bernard Winterscore  
**Saturday Storytime + Craft**  
April 1  
at 11am

**Saturday Storytime + Craft**  
April 15  
at 11am




Love on a Leash



Justice Aulani Lieutenant

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



Saturday, April 8  
10:30am - 11:30am  
and  
Thursday, April 13  
5:00pm - 6:00pm



**FAMILY MOVIE**  
**Clifford**  
**The Big Red Dog**  
Wednesday, April 12  
4:00 pm  
All Ages welcome!  
Free Popcorn!

**1. Family Programs-**

**Wednesday, April 12** Family Movie **35**  
 Clifford the Big Red Dog **11 adults** **24 Children**

**2. Ongoing Programs –**

**a. Story time** **142**

**Tuesday** 4/18, 4/25, **4 adults** **6 children**  
 (Bilingual)

**Wednesday** 4/5, 4/12 **42 adults** **80 children**  
 (Preschool) 4/19, 4/26

**Saturday** 4/1, 4/15 **4 adults** **6 children**

**b. LEGO** **169**

4/3, 4/5, 4/10, 4/12 **50 adults** **119 children**  
 4/17, 4/19, 4/24, 4/26

**c. Reading with PAWS** **20**

4/8, 4/13 **9 adults** **11 children**

**d. Teen Scene** **4/13 Poetry** **1 teen**

**4/27 Sewing** **1 teen**

<b>Circulation-JUV/YA</b>	Juvenile Fiction	Juvenile Non-Fiction	Total
July	2,035	371	2,406
August	1,554	401	1,955
September	1,299	339	1,698
October	1,597	387	1,978
November	1,584	365	1,949
December	1,039	233	1,272
January	1,342	385	1,727
February	1,152	283	1,435
March	1,438	415	1,853
<b>April</b>	<b>1,426</b>	<b>379</b>	<b>1,805</b>

<b>New Books</b>	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	J BKCD	Total
July	73	26	75	52	4	0	226
August	35	17	7	1	2	0	62
September	77	12	1	0	0	0	90
October	104	21	1	1	2	0	129
November	41	22	11	1	6	0	81
December	58	32	5	2	2	0	99
January	104	35	11	15	3	0	168
February	43	22	6	3	31	0	105
March	62	56	8	2	6	0	134
<b>April</b>	<b>145</b>	<b>47</b>	<b>90</b>	<b>29</b>	<b>1</b>	<b>0</b>	<b>312</b>

<b>New Patron Registrations</b>	Adult	Juvenile	E-card	Total
May	44	37		81
June	73	72		145
July	47	37		84
August	46	14	10	70
September	38	21	18	77
October	49	29	18	96
November	61	26	8	95
December	24	8	17	49
January	34	17	19	70
February	34	13	11	58
March	44	44	18	106
<b>April</b>	<b>44</b>	<b>22</b>	<b>14</b>	<b>80</b>

<b>Circulation</b>							
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	Magazines
367	168	17	6	14	7	126	8
State Park Passes	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
7	17	7	10	64	9	1	0
J BKCD	J DVD/BLURAY	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	<b>Total</b>
13	85	1271	344	90	26	3	<b>2,660</b>

<b>Discards</b>	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
January	357	40	0	0	0	0	<b>397</b>
February	0	424	0	0	0	0	<b>424</b>
March	0	546	0	0	0	0	<b>546</b>
April	0	59	0	0	0	0	<b>59</b>
May	0	3	0	0	0	0	<b>3</b>
June	2	0	0	0	2	0	<b>4</b>
July	1	1	0	0	1	0	<b>3</b>
August	0	1	0	0	1	0	<b>2</b>
September	1	0	0	0	2	0	<b>3</b>
October	2	1	0	0	1	0	<b>4</b>
November	0	13	0	20	6	2	<b>41</b>
December	0	60	0	0	36	40	<b>136</b>
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>
<b>April</b>	<b>75</b>	<b>250</b>	<b>3</b>	<b>10</b>	<b>25</b>	<b>50</b>	<b>413</b>



# BEST Adult Learning Center Library Board Report April 2023

## Adult Literacy Services

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

In April adult literacy tutors and learners spent a combined total of 184 hours practicing reading and writing skills.

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

Participants of our weekly *Best Virtual Book Discussion* are currently reading *The Mystery of the Periodic Table of Elements* written by Benjamin D. Wiker. This story leads the reader on a delightful and absorbing journey through the ages, on the trail of the elements of the Periodic Table as we know them today.

## Family Literacy Services:

### **Abriendo Puertas:**

BEST Literacy Coordinator, Olivia Castillo successfully completed acquisition training for Abriendo Puertas and is now a certified facilitator for the program. 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 Abriedo Puertas session this Summer.

## April 2023 Literacy Services Statistics:

One-To-One Tutoring (ALS)	Adult Literacy Small Groups (ALS)
Active Tutors: 8 Active Learners: Total Tutor Hours: 100 Total Adult Learner Hours: 84 Total Tutoring Hours: 184	BEST Virtual Book Discussion Total participants: 13



## LIBRARY BOARD OF TRUSTEES AGENDA ITEM I.1a

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

**MEETING DATE:** May 23, 2023

**PREPARED BY:** Justin Formanek

**LOCATION:** Hardison Room

---

### **Lunch at the Library**

The Library received an award of \$4000 from the California State Library to fund this year's Lunch at the Library Program. This will be the fourth year that the Blanchard Community Library has participated in this program.

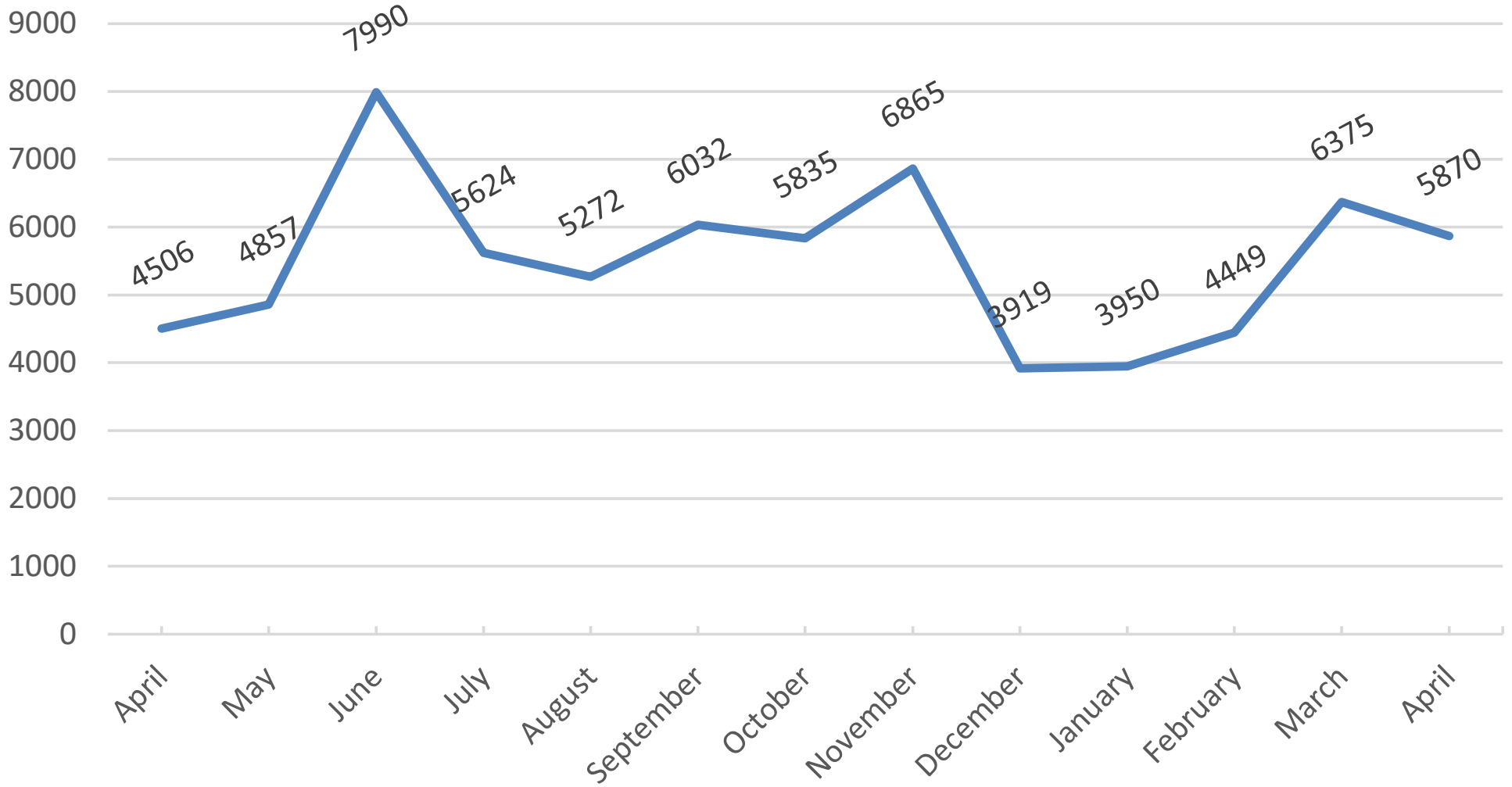
Lunch at the Library provides children and teens with free summer meals, summer reading programs, and other activities that support learning, health, and wellness. It brings new families to the library where staff can connect adult family members with essential resources and services, and it sparks and supports community collaboration.

### **Interim Library Director's Activities**

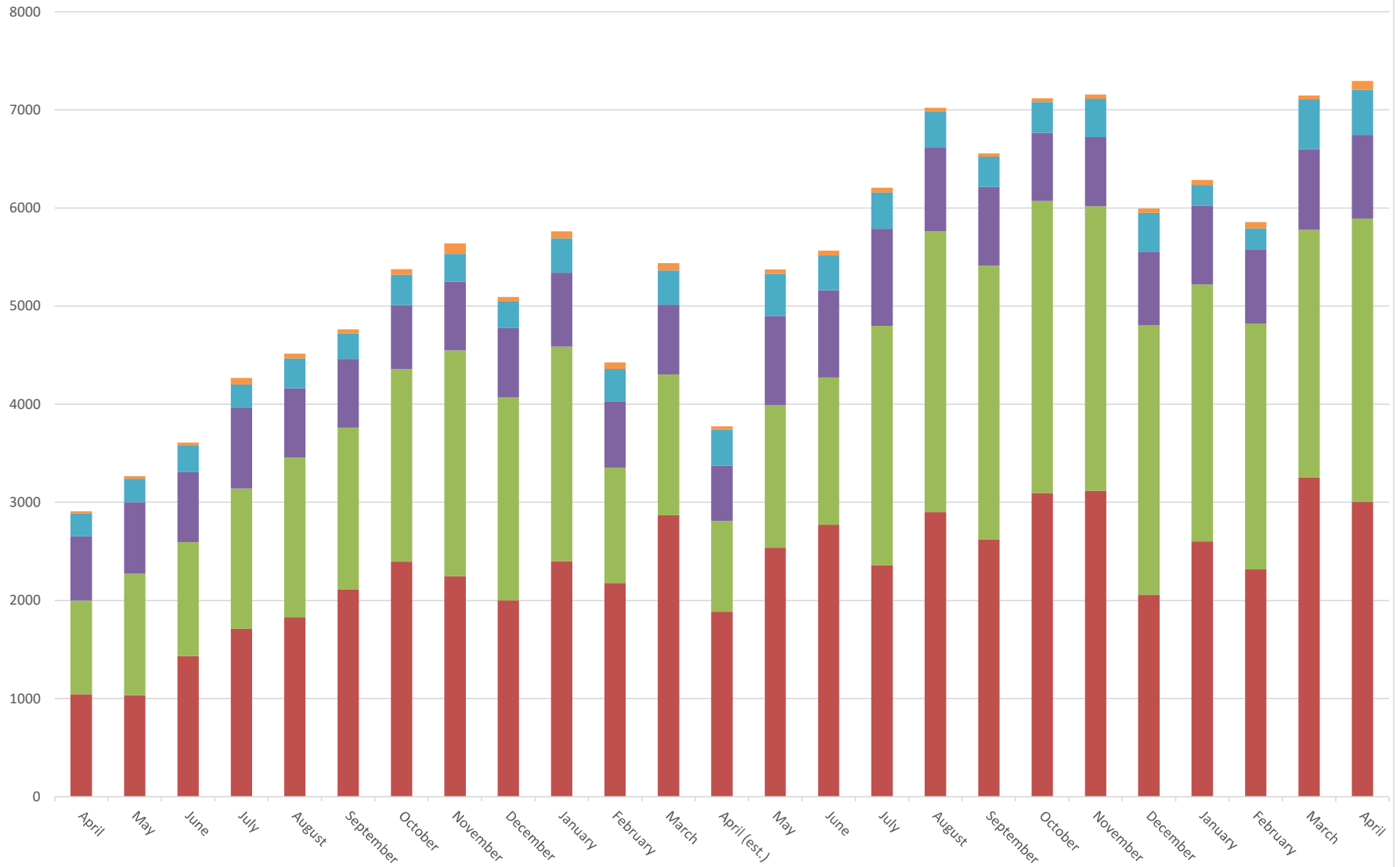
- April 17 — Attended planning meeting for Ventura County's 150th Anniversary Festival
- April 25 — Met with RWC to discuss the status of the remodel project, contracts and timelines

Attachments — Library Statistics for April 2023

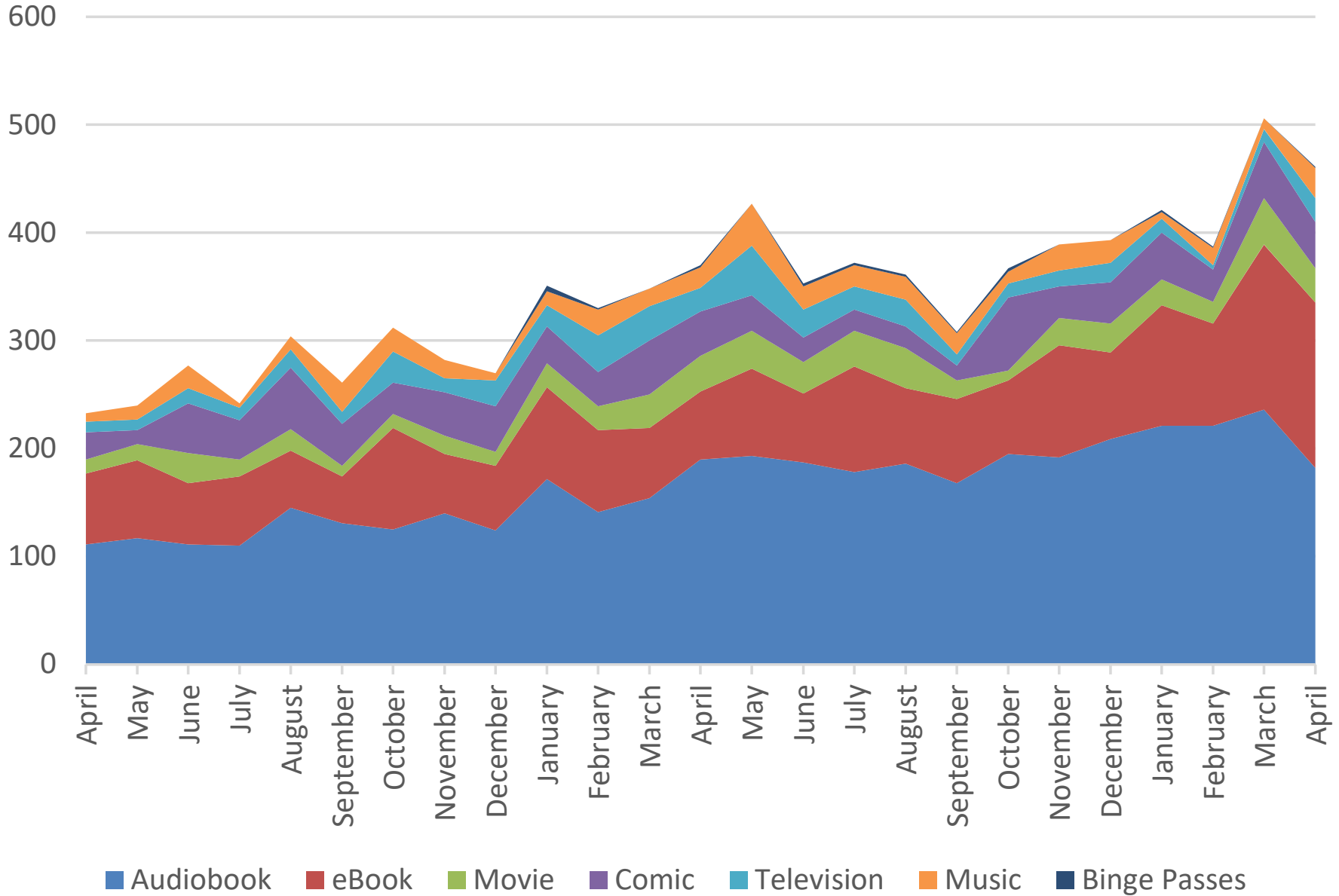
# PATRON VISITS BY MONTH



# TOTAL CIRCULATION



■ 1ST CIRC ■ RENEWAL ■ OVERDRIVE ■ HOOPLA ■ PERIODICALS







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

MONTH: April 2023

HOURS WORKED BY VOLUNTEERS: 135.5 hours

SPECIAL EVENTS: No special events in April

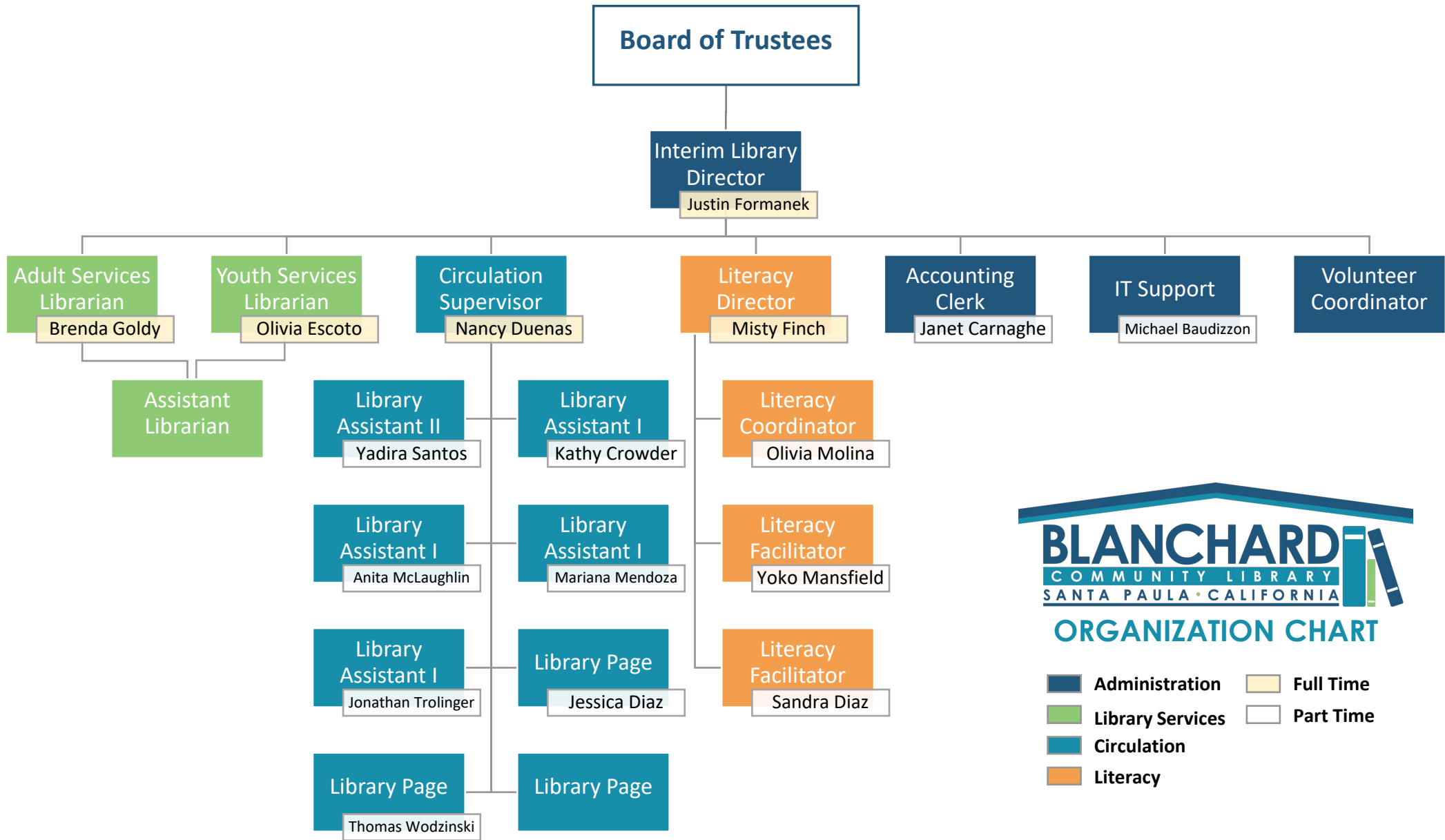
DONATIONS TO THE LIBRARY: FOL approved and provided the following funds to the Library.

\$2,500 for the youth reading program

\$1,500 for evening programs

\$250 for the book club

\$4,250 Total



- Administration
- Library Services
- Circulation
- Literacy
- Full Time
- Part Time