

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, March 28, 2023, at 6:00 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

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

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

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

D. STAFF RECOGNITION

E. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of February 28, 2023

F. REPORTS

- a. Financial Reports—February 2023
- b. Friends of the Library

G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

H. OLD BUSINESS

- a. Status of Remodel Project/Delay Start Date (information, discussion, possible action)
- b. Approval of Remodel Painting Bid (information, discussion, possible action)
- c. Approval of Remodel Framing Bid (information, discussion, possible action)

I. NEW BUSINESS

- a. Discussion of Educators' Memorial Proposed by Joe Juaregui (information, discussion, possible action)
- b. Consideration of Revised Proposal for Mechanical Engineering Services (information, discussion, possible action)

J. REPORTS (CONTINUED)

- a. Staff Reports
  - i. Public Services Reports
  - ii. Facilities Report
  - iii. District Director's Report
- b. Board Committees
  - i. Finance
  - ii. Human Resources
    1. Report form Human Resources Committee on Proposed Revisions to Various Job Description and Possible Adoption (information, discussion, possible action)
  - iii. Strategic Plan Teams
    1. Visioning/Strategic Plan
    2. Fundraising/Grants

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting April 25, 2023

M. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF MARCH 28, 2023  
E. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Regular Meeting of February 28, 2023

REVISED MINUTES SEPTEMBER 27, 2022						
	MOVED	SECONDED	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, February 28, 2023**

**A. CALL TO ORDER**--- The Meeting was called to order at 6:09 PM by Board President Miriam Zamora. Trustees Geraldine Barrows, Lori Beardsley, and Ron Merson were in attendance, a quorum established. Trustee Ricardo Reyes was absent. District Director Ned Branch was present.

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

A motion to approve the order of the agenda was made by Trustee Merson and seconded by Trustee Beardsley.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

Nos: None

Absent: Trustee Reyes

**C. PRESENTATION OF A DONATION FROM THE BLANCHARD COMMUNITY LIBRARY ENDOWMENT COMMITTEE**

Endowment President Craig Held presented a check for \$16,000 to President of the Board, Miriam Zamora on behalf of the Endowment Committee.

**D. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mr. Joe Juargui gave a brief presentation for an Educator's memorial to be housed at the library. The board agreed to put his proposal on the agenda to be considered at the next meeting.

**E. APPROVAL OF MINUTES**

a. A motion was made by Trustee Barrows to approve the minutes of the meeting of January 24, 2023 and seconded by Trustee Merson.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

Absent: Trustee Reyes

b. A motion was made to approve the minutes of the special meeting of February 16, 2023, by Trustee Merson and seconded by Trustee Barrows.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

Absent: Trustee Reyes

**F. REPORTS**

District Director Branch presented the January financial statements and reviewed the significant discrepancies.

Trustee Merson made a motion to accept and file the January financial statements and Trustee Barrows seconded the motion.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2023**

Absent: Trustee Reyes

**G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS** --- None

**H. OLD BUSINESS**

- a. Status of Remodel Project—District Director Branch noted that the Project Manager had not completed the timeline for the remodel project because two additional bids for painting had not yet been received.
- b. Information on Cost of Construction Documents for Community Hall—Prior to discussing the topic, Trustee Zamora left the room.

District Director Branch indicated that, although the Board approved the Proposal for Professional Services submitted by Anderson, Kulwicz, Appleby Architects at the January meeting, he had contacted another architectural firm for pricing to determine with the Anderson, Kulwicz, Appleby was “fair and reasonable.” The information he received was that the costs already paid to Anderson, Kulwicz, Appleby plus the fees in the approved proposal were less than the fee estimate from the second firm. On that basis, he concluded that the proposal from Anderson, Kulwicz, Appleby was fair and reasonable, The Board took no further action.

- c. Appointment of Justin Formanek as Interim Library Director—A the special meeting held on February 16, 2023, The Board discussed appointing Justin Formanek as the Interim Library Director, but because the wording of agenda item was not sufficiently specific, the Board did not put the matter to a vote.

Trustee Merson moved to appoint Justin Formanek as the Interim Library Director upon the departure of District Director Branch at a pay increase of approximately 10%; Trustee Barrows seconded the motion.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

Absent: Trustee Reyes

**I. NEW BUSINESS**

- a. District Director Branch indicated that he had not yet received the revised proposal for Mechanical Engineering Services; consequently, the matter was taken off the agenda.
- b. District Director Branch informed the Board that staff revised job description for the positions of Library Assistant I, II, and II and had drafted a job description for a new position of Assistant Librarian. He requested the Board to refer the job

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2023**

descriptions to the Human Resources Committee for review and a recommendation to the Board.

Trustee Barrows moved that the job descriptions be referred to the Human Resources Committee; the motion was seconded by Trustee Merson.

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

Absent: Trustee Reyes

**J. REPORTS (continued)**

a. Staff Reports

i. Public services – Reports from Adult Services, Youth Services, and Literacy Services were received.

ii. Facilities Report – covered in Old Business

iii. District Director’s Report -  
Statistics were reviewed.

District Director Branch reported that a Library Assistant I had resigned because of family issues and would be replaced.

b. Board Committees

i. Finance --- None

ii. Human Resources --- None

iii. Strategic Plan Teams –  
1. Visioning/Strategic Plan – None  
2. Fundraising/Grants – None

**K. FUTURE AGENDA ITEMS**--- The Board agreed to include the following future Agenda items: Update on the library renovations, a timeline for the remodeling project, and the Educators’ Memorial as presented by Joe Juaregui.

**L. UPCOMING MEETING DATE**--- The next regular meeting March 28, 2023 at 6:00 PM.

**M. ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 7:30 pm

Motion to approve by Trustee Mersom; Seconded by Trustee Barrows

Yes: Trustees Barrows, Beardsley, Merson, and Zamora

No: None

Absent: Trustee Reyes

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 28, 2023**

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**Library Board Clerk**

**ATTEST:**

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**District Director**

**DRAFT**

REGULAR MEETING OF MARCH 28, 2023  
F(a). REPORTS: FINANCIAL REPORTS

1. Receive and file February 2023 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



**BUDGET VARIATIONS AND SUMMARIES**  
YTD as of February 2023 - Month 8 of 12

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET		
<b>Revenue</b>					
	Property Taxes	\$677,806.00	\$615,730.00	10.1%	\$15,000 secured property tax, \$16,000 redevelopment property tax, \$18,000 special assessments
	Grants	\$435,550.00	\$75,860.00	474.1%	\$6,000 CLLS ESL; \$14,826 Zip Boos; \$336,000 Building Forward Grant
	Donations	\$21,192.00	\$16,720.00	26.7%	Building fund donations
<b>Expense</b>					
	Salaries & Benefits	\$ 328,443	\$ 350,980	-6.4%	Two staff on maternity leave earlier in the year
	Retirement	\$ 52,653	\$ 57,200	-7.9%	Unfunded Accrued Liability amortization incorrectly booked
	Computer Services	\$ 49,174	\$ 56,880	-13.5%	
	Collection Development	\$ 43,551	\$ 37,120	17.3%	Adult book purchases were suspended during automated purchasing system set up
	Programs	\$ 9,913	\$ 21,120	-53.1%	
	Office Expenses	\$ 4,707	\$ 9,360	-49.7%	Admin computer expenses less than expected; office supplies less than expected
	Professional Services	\$ 18,206	\$ 25,360	-28.2%	Audit fees not fully invoiced; accounting fees budgeted but not incurred
	Utilities	\$ 32,174	\$ 26,800	20.1%	Summertime cooling costs. Budget is based on monthly average, not actual usage. Over budget

**BUDGET SUMMARY**

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 736,198	\$ 1,153,233	\$ 713,110	61.7%	\$ 1,050,301
Expense	\$ 606,553	\$ 661,977	\$ 631,750	4.8%	\$ 1,058,300
<b>Other</b>					
Income	\$ -	\$ 10,423	\$ 10,500		\$ -
Expense	\$ -	\$ -			

## Blanchard/Santa Paula Library District

## Balance Sheet

As of February 28, 2023

	Feb 28, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010.10 · General Fund	93,627.74
Payroll (Checking Account - Payroll)	6,336.91
Literacy	60,896.75
1020 · Book Trust Account	20,758.30
1010.20 · County Accounts	1,241,260.49
Investment Accounts	400,600.84
Building Fund	426,347.27
1010.40 · Santa Paula City	240,789.38
Blake	34,172.78
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
Total Checking/Savings	2,525,074.36
Other Current Assets	39,354.75
Total Current Assets	2,564,429.11
Fixed Assets	797,246.79
<b>TOTAL ASSETS</b>	<b><u>3,361,675.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	10,147.17
Credit Cards	914.54
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	5,381.27
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	43,636.25
Total Current Liabilities	54,697.96
Total Liabilities	54,697.96
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,746,869.02
Net Income	501,985.56
Total Equity	3,306,977.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,361,675.90</u></b>

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

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Property Taxes	0.00	0.00	677,805.83	615,730.00	923,230.00
4700 · Grants					
California State Library Grants	343,124.00	0.00	420,222.00	71,160.00	74,091.00
4705 · Other Grants	0.00	0.00	15,328.00	4,700.00	5,700.00
<b>Total 4700 · Grants</b>	<b>343,124.00</b>	<b>0.00</b>	<b>435,550.00</b>	<b>75,860.00</b>	<b>79,791.00</b>
4600 · Donations	948.51	2,090.00	21,191.68	16,720.00	40,080.00
4800 · Library Services	3,358.43	600.00	5,698.98	4,800.00	7,200.00
4900 · Miscellaneous Income	21.25		199.35		
Interest Income	0.26		1,007.81		
4950 · City of Santa Paula	0.00		11,779.77		
<b>Total Income</b>	<b>347,452.45</b>	<b>2,690.00</b>	<b>1,153,233.42</b>	<b>713,110.00</b>	<b>1,050,301.00</b>
<b>Gross Profit</b>	<b>347,452.45</b>	<b>2,690.00</b>	<b>1,153,233.42</b>	<b>713,110.00</b>	<b>1,050,301.00</b>
<b>Expense</b>					
<b>Salaries &amp; Employee Benefits</b>					
Salaries	41,692.83	44,840.00	328,443.10	350,980.00	530,340.00
Payroll Tax	3,602.01	3,690.00	26,275.80	29,420.00	44,180.00
Retirement	6,346.08	7,180.00	52,653.11	57,200.00	85,920.00
Health Insurance	5,586.91	5,340.00	42,408.40	42,720.00	64,080.00
Insurance- Workers Comp.	0.00	220.00	225.43	2,260.00	3,140.00
<b>Total Salaries &amp; Employee Benefits</b>	<b>57,227.83</b>	<b>61,270.00</b>	<b>450,005.84</b>	<b>482,580.00</b>	<b>727,660.00</b>
<b>Services</b>					
Computer Services	908.29	1,110.00	49,174.41	56,880.00	77,320.00
Collection Development					
AV Materials	647.89	400.00	2,587.00	3,200.00	4,800.00
Books	3,471.62	2,180.00	22,115.80	17,440.00	26,160.00
eContent	0.00	1,000.00	1,662.00	8,000.00	12,000.00
Databases	0.00	50.00	2,550.48	400.00	600.00
WiFi Hot Spots	1,072.72	800.00	12,516.00	6,400.00	9,600.00
Periodicals	392.57	210.00	2,124.03	1,680.00	2,520.00
<b>Total Collection Development</b>	<b>5,584.80</b>	<b>4,640.00</b>	<b>43,555.31</b>	<b>37,120.00</b>	<b>55,680.00</b>
Library Supplies	0.00	170.00	2,504.27	1,360.00	2,040.00
Memberships & Dues Programs	363.17	420.00	3,186.41	3,360.00	5,040.00
Adult Programs	0.00	380.00	2,527.83	3,040.00	4,560.00
Young Adult Programs	140.56	420.00	1,165.95	3,360.00	5,040.00
Children's Programs	18.18	1,170.00	2,814.57	9,360.00	14,040.00
Literacy Programs	291.94	670.00	2,397.47	5,360.00	8,040.00
Programs - Other	0.00		1,007.66		
<b>Total Programs</b>	<b>450.68</b>	<b>2,640.00</b>	<b>9,913.48</b>	<b>21,120.00</b>	<b>31,680.00</b>
Promotion & Public Relations	279.99	500.00	2,086.99	3,800.00	5,800.00
Travel and Meetings	0.00	180.00	464.52	1,440.00	2,160.00
<b>Total Services</b>	<b>7,586.93</b>	<b>9,660.00</b>	<b>110,885.39</b>	<b>125,080.00</b>	<b>179,720.00</b>
<b>Administration</b>					
Advertising	0.00	30.00	0.00	240.00	360.00
Bank Charges	62.48	40.00	790.72	320.00	480.00
Insurance	2,207.19	2,190.00	17,657.52	17,520.00	26,280.00
Miscellaneous	0.00		60.00		

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

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Office Expenses	176.98	1,170.00	4,707.49	9,360.00	14,040.00
Payroll Processing	712.04		3,682.74		
Professional Services	0.00	1,920.00	18,206.39	25,360.00	31,040.00
Staff Development & Recognition	735.92	170.00	840.92	1,360.00	2,040.00
Staff Recognition	0.00		150.85		
Strategic Planning	0.00		0.00	3,000.00	3,000.00
Telephone Expense	319.62	360.00	2,587.01	2,880.00	4,320.00
Administration - Other	21.12		42.24		
<b>Total Administration</b>	<b>4,235.35</b>	<b>5,880.00</b>	<b>48,725.88</b>	<b>60,040.00</b>	<b>81,560.00</b>
<b>Facilities</b>					
Janitorial Services & Supplies	1,144.76	840.00	7,438.93	6,720.00	10,080.00
Repairs & Maintenance	1,648.61	1,390.00	12,747.03	12,920.00	19,080.00
Utilities (Utilities)	3,536.60	3,350.00	32,173.51	26,800.00	40,200.00
<b>Total Facilities</b>	<b>6,329.97</b>	<b>5,580.00</b>	<b>52,359.47</b>	<b>46,440.00</b>	<b>69,360.00</b>
<b>Total Expense</b>	<b>75,380.08</b>	<b>82,390.00</b>	<b>661,976.58</b>	<b>714,140.00</b>	<b>1,058,300.00</b>
<b>Net Ordinary Income</b>	<b>272,072.37</b>	<b>-79,700.00</b>	<b>491,256.84</b>	<b>-1,030.00</b>	<b>-7,999.00</b>
<b>Other Income/Expense</b>					
Other Income					
Extraordinary Income (Extraordinar...	306.00		3,912.83		
Library Impact Fees	0.00		6,815.89		
<b>Total Other Income</b>	<b>306.00</b>		<b>10,728.72</b>		
Other Expense					
Extraordinary Expenses	0.00	1,500.00	0.00	12,000.00	18,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>18,000.00</b>
<b>Net Other Income</b>	<b>306.00</b>	<b>-1,500.00</b>	<b>10,728.72</b>	<b>-12,000.00</b>	<b>-18,000.00</b>
<b>Net Income</b>	<b>272,378.37</b>	<b>-81,200.00</b>	<b>501,985.56</b>	<b>-13,030.00</b>	<b>-25,999.00</b>

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

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Property Taxes	677,805.83	639,888.74	37,917.09	5.9%
4700 · Grants				
California State Library Grants	420,222.00	82,682.00	337,540.00	408.2%
4705 · Other Grants	15,328.00	0.00	15,328.00	100.0%
<b>Total 4700 · Grants</b>	<b>435,550.00</b>	<b>82,682.00</b>	<b>352,868.00</b>	<b>426.8%</b>
4600 · Donations	21,191.68	12,180.00	9,011.68	74.0%
4800 · Library Services	5,698.98	1,265.25	4,433.73	350.4%
4900 · Miscellaneous Income	199.35	180.81	18.54	10.3%
Interest Income	1,007.81	1.59	1,006.22	63,284.3%
4950 · City of Santa Paula	11,779.77	0.00	11,779.77	100.0%
<b>Total Income</b>	<b>1,153,233.42</b>	<b>736,198.39</b>	<b>417,035.03</b>	<b>56.7%</b>
<b>Gross Profit</b>	<b>1,153,233.42</b>	<b>736,198.39</b>	<b>417,035.03</b>	<b>56.7%</b>
<b>Expense</b>				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Salaries &amp; Employee Benefits</b>				
Salaries	328,443.10	295,179.49	33,263.61	11.3%
Payroll Tax	26,275.80	23,975.78	2,300.02	9.6%
Retirement	52,653.11	46,826.90	5,826.21	12.4%
Health Insurance	42,408.40	40,998.24	1,410.16	3.4%
Insurance- Workers Comp.	225.43	1,073.58	-848.15	-79.0%
<b>Total Salaries &amp; Employee Benefits</b>	<b>450,005.84</b>	<b>408,053.99</b>	<b>41,951.85</b>	<b>10.3%</b>
<b>Services</b>				
Computer Services	49,174.41	48,261.22	913.19	1.9%
Collection Development	43,555.31	40,640.76	2,914.55	7.2%
Library Supplies	2,504.27	1,526.61	977.66	64.0%
Memberships & Dues	3,186.41	5,711.37	-2,524.96	-44.2%
Programs	9,913.48	6,492.59	3,420.89	52.7%
Promotion & Public Relations	2,086.99	1,803.81	283.18	15.7%
Travel and Meetings	464.52	41.98	422.54	1,006.5%
<b>Total Services</b>	<b>110,885.39</b>	<b>104,478.34</b>	<b>6,407.05</b>	<b>6.1%</b>
<b>Administration</b>				
Bank Charges	790.72	528.17	262.55	49.7%
Insurance	17,657.52	16,600.68	1,056.84	6.4%
Miscellaneous	60.00	60.00	0.00	0.0%
Office Expenses	4,707.49	4,158.80	548.69	13.2%
Payroll Processing	3,682.74	2,510.46	1,172.28	46.7%
Professional Services	18,206.39	21,556.33	-3,349.94	-15.5%
Public & Legal Notices	0.00	80.20	-80.20	-100.0%
Staff Development & Recognition	840.92	397.47	443.45	111.6%
Staff Recognition	150.85	0.00	150.85	100.0%
Strategic Planning	0.00	1,004.90	-1,004.90	-100.0%
Telephone Expense	2,587.01	2,546.33	40.68	1.6%
Administration - Other	42.24	0.00	42.24	100.0%
<b>Total Administration</b>	<b>48,725.88</b>	<b>49,443.34</b>	<b>-717.46</b>	<b>-1.5%</b>
<b>Facilities</b>				
Janitorial Services & Supplies	7,438.93	7,142.56	296.37	4.2%
Repairs & Maintenance	12,747.03	10,572.01	2,175.02	20.6%

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

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
Utilities (Utilities)	32,173.51	26,862.46	5,311.05	19.8%
Total Facilities	52,359.47	44,577.03	7,782.44	17.5%
Total Expense	661,976.58	606,552.70	55,423.88	9.1%
Net Ordinary Income	491,256.84	129,645.69	361,611.15	278.9%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary I...	3,912.83	5,796.13	-1,883.30	-32.5%
Library Impact Fees	6,815.89	15,748.64	-8,932.75	-56.7%
Total Other Income	10,728.72	21,544.77	-10,816.05	-50.2%
Net Other Income	10,728.72	21,544.77	-10,816.05	-50.2%
Net Income	501,985.56	151,190.46	350,795.10	232.0%

**Blanchard/Santa Paula Library District**  
**General Fund Deposit Detail**  
**February 2023**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		02/02/23		Deposit	1010.10 · General Fund		14.00
				Deposit	4801 · Books Lost & Paid		-14.00
TOTAL							-14.00
Deposit		02/08/23		Deposit	1010.10 · General Fund		97.41
			Friends Of Blanchard Community Li...	Deposit	4601 · Friends of the Library	Friends of the Library	-32.00
				Deposit	4801 · Books Lost & Paid	General Fund	-47.41
				Deposit	4801 · Books Lost & Paid	General Fund	-18.00
TOTAL							-97.41
Deposit		02/08/23		Deposit	1010.10 · General Fund		25.00
Sales ...	800	02/08/23	Rain Perry		1499.10 · Undeposited Funds		-25.00
TOTAL							-25.00
Deposit		02/14/23		Deposit	1010.10 · General Fund		10.00
				Deposit	4801 · Books Lost & Paid		-10.00
TOTAL							-10.00
Deposit		02/15/23		Deposit	1010.10 · General Fund		21.25
			State of California - Victim Restitution	Tammy Ferg...	4904 · Restitution	General Fund	-21.25
TOTAL							-21.25
Deposit		02/22/23		Deposit	1010.10 · General Fund		791.51
			Friends of the Blanchard Library	Deposit	4601 · Friends of the Library	General Fund	-791.51
TOTAL							-791.51
Deposit		02/23/23		Deposit	1010.10 · General Fund		75,000.00
			County of Ventura	Deposit	1010.20 · County Accounts	General Fund	-75,000.00
TOTAL							-75,000.00

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

Num	Date	Name	Memo	Account	Paid Amount
	02/02/2023	Merchant	Bank Card fees for February 2023	1010.10 · General Fund	
			Bank Card fees for February 2023	Credit Card Fees	-62.48
TOTAL					-62.48
dr	02/22/2023	SoCalGas	01-04-23 -02-01-23	1010.10 · General Fund	
01-04-23 -...	02/01/2023		01-04-23 -02-01-23	Gas	-996.07
TOTAL					-996.07
EFT	02/10/2023	Calif. Public Employees' Retirement System	February 2023 Health Insurance	1010.10 · General Fund	
			February 2023 Health Insurance	PERS Group Health Insu...	-4,078.05
			February 2023 Health Insurance	Annuitant Health Insurance	-2,322.01
			February 2023 Health Insurance	Administration	-21.12
TOTAL					-6,421.18
EFT	02/14/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			12-25-22 - 01-07-23	CALPERS (Payee Accou...	-393.01
TOTAL					-393.01
EFT	02/14/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 12-25-22 - 0...	CALPERS (Payee Accou...	-1,485.37
TOTAL					-1,485.37
EFT	02/21/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			01-08-23 -01-21-23	CALPERS (Payee Accou...	-418.48
TOTAL					-418.48
EFT	02/21/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 01-08-23 - 0...	CALPERS (Payee Accou...	-1,440.87
TOTAL					-1,440.87
11710.00	02/22/2023		VOID:	1010.10 · General Fund	



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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					0.00
11686	02/08/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1LHM-RF1...	10/23/2022		1LHM-RF1H-QKD9	Children's Books	-8.41
1RXQ-RY...	01/15/2023			Literacy Programs	-184.95
1TMJ-9G1...	01/25/2023			Children's Books	-17.31
TOTAL					-210.67
11687	02/08/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037247506	01/19/2023			General	-98.46
2037247507	01/19/2023			General	-39.95
TOTAL					-138.41
11688	02/08/2023	Business Card	Credit Card Charges 12-17-22 - 01-16-23	1010.10 · General Fund	
12-17-22 -...	01/08/2023		Credit Card Charges 12-17-22 - 01-16-23	Bank of America Platinu...	-1,671.62
TOTAL					-1,671.62
11689	02/08/2023	Castle Air	BL0123	1010.10 · General Fund	
BL0123	01/17/2023		BL0123	HVAC Maintenance	-1,284.00
TOTAL					-1,284.00
11690	02/08/2023	Demco, Inc.	040481488	1010.10 · General Fund	
7250551	01/26/2023			Book Binding/Mending	-108.92
TOTAL					-108.92
11691	02/08/2023	Document Systems	VE3166	1010.10 · General Fund	
IN3149062	01/01/2023		IN3149062	Printing	-701.58
TOTAL					-701.58
11692	02/08/2023	EBSCO	VOID; LA-F-04975-00	1010.10 · General Fund	
TOTAL					0.00
11693	02/08/2023	Edison	700501221979	1010.10 · General Fund	

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

Num	Date	Name	Memo	Account	Paid Amount
12-19-22 - ...	01/19/2023			Electricity	-1,656.77
TOTAL					-1,656.77
11694	02/08/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503302935	01/30/2023		INV. 503302935	Children's AV	-140.30
503302936	01/30/2023		INV. 503302936	Children's AV	-276.89
TOTAL					-417.19
11695	02/08/2023	Nancy Kierstyn Schreiner		1010.10 · General Fund	
1765	01/31/2023			Legal Fees	-4,900.00
TOTAL					-4,900.00
11696	02/08/2023	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
FEBRUAR...	02/01/2023		Monthly health insurance reimbursement	PERS Group Health Insu...	-565.33
TOTAL					-565.33
11697	02/08/2023	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-0...	01/26/2023			Office Expense	-70.70
TOTAL					-70.70
11698	02/08/2023	T-Mobile	968719262	1010.10 · General Fund	
12-20-22 - ...	01/24/2023		12-20-22 - 01-20-23	WiFi Hot Spots	-436.62
TOTAL					-436.62
11699	02/08/2023	T-Mobile - Literacy	VOID: 12-21-22 - 01-20-23	1010.10 · General Fund	
TOTAL					0.00
11700	02/22/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1G7X-XCT...	02/02/2023		Swivel caster wheels	Office Expense	-45.12
MG6-WTL...	02/05/2023			Literacy Programs	-21.65
				Literacy Programs	-42.28
				Literacy Programs	-98.50
13Y1-J3C...	02/12/2023			Literacy Programs	-30.24

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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-237.79
11701	02/22/2023	Athens Enviromental	A20004977	1010.10 · General Fund	
13858448	02/01/2023		INV. 13858448	Trash	-286.18
TOTAL					-286.18
11702	02/22/2023	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
12-24-22 - ...	01/31/2023			Water and Sewer	-419.57
TOTAL					-419.57
11703	02/22/2023	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
12-24-22 - ...	01/31/2023			Water and Sewer	-99.95
TOTAL					-99.95
11704	02/22/2023	Custom Embroidery	VOID: INV. 5221240	1010.10 · General Fund	
TOTAL					0.00
11705	02/22/2023	EBSCO	LA-F-04975-00	1010.10 · General Fund	
2301595	01/13/2023		Girls Life	Young adult books	-16.45
TOTAL					-16.45
11706	02/22/2023	Kelly Cleaning & Supplies		1010.10 · General Fund	
589702807	02/01/2023			Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11707	02/22/2023	Landscape Valley		1010.10 · General Fund	
November ...	02/06/2023			Grounds Maintenance	-305.00
December ...	02/13/2023			Grounds Maintenance	-305.00
January 2...	02/13/2023			Grounds Maintenance	-305.00
TOTAL					-915.00
11708	02/22/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503336083	02/06/2023		INV. 503336083	Children's AV	-397.58

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

Num	Date	Name	Memo	Account	Paid Amount
503336085	02/06/2023		INV. 503336085	Adult AV	-138.34
503356629	02/10/2023		INV. 503356629	Adult AV	-31.53
TOTAL					-567.45
11709	02/22/2023	Moss, Levy & Hartzheim LLP	BLANCHARD	1010.10 - General Fund	
34465	01/31/2023		INV. 34465	Audit Services	-2,855.00
TOTAL					-2,855.00

REGULAR MEETING OF MARCH 28, 2023  
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MARCH 28, 2023

H(a) OLD BUSINESS: STATUS OF REMODEL PROJECT/DELAY START DATE

The lead time for the new lights and for the carpet has increased from six weeks to ten weeks. A ten-week delay would put the start of work to mid-June. However, the busiest season for the library is summer when the library runs the Childrens' Summer Reading Program, the Teen Summer Reading Program, and the Adult Summer Reading Program as well as Lunch @ the Library program. The library also holds Family Evening events in the summer. Staff want to delay the start of work until the beginning of August to accommodate these programs.

In order to purchase the long-lead materials at the quoted prices, the contractors will probably require a deposit to order the materials now even though they won't be needed until Fall. If the materials are not ordered now, the library runs the risk of price increases.

**RECOMMENDATION:** Postpone the start of the remodel project to August and authorize the District Director or Interim Director to deposit funds with the contractors to purchase the materials now.

**RFB List**

119 N. 8th Street, Santa Paula CA 93060						
RFB #	Description	Bid Amount	Status	Action Req'd	Start Date	Remarks
1	Roof Replacement	392,773.00	Need Authorization to proceed & timing	Notice to Proceed	TBD	Including 10-1-22 increase of \$7,200
2	HVAC Replacement Name of Vendor?	?	Approved Contract?			Name of Contractor?
3	PV/Battery Energy Stg. Sys. Name of Supplier? Name of Supplier? Name of Supplier?	Not avail. to date Not avail. to date Not avail. to date	Prepare RFP	RFP required	TBD	
4	Electrical Venco Electric Inc. Blum & Sons Electric Inc.	255,581.00 273,558.69	Board Appr.	Sign Contract	8/15/2023	Bids received 11/9/22 Provide deposit for long lead items Issue Notice to Proceed 8/1/2023
Lead Items	Electrical Panels Light Fixtures Under carpet cabling system		4-6 weeks 8-10 weeks (TBD)est. 8-10 weeks	Order by Order by Order by	6/15/2023 5/15/2023 5/15/2023	Allow 15% Contingency to cover potential cost increase for substitution
5	Framing & Drywall Ardalan Construction Co. David Atkins Construction	92,000.00 71,352.00	Req. Board Review & Approval	Sign Contract	8/15/2023	Bids received 2/x/22 & Issue Notice to Proceed 8/1/2023
Lead Items	Doors		4-6 weeks	Order by	8/15/2023	Based on current project
6	Flooring Ardalan Construction Co. David Atkins Construction	132,000.00 155,291.00	Board Appr.	Sign Contract	10/15/2023	Bids received 11/9/22 Issue Notice to Proceed 10/1/2023
Lead Items	Carpet Tile		6-10 weeks	Order 1 box now Order by	3/30/2023 7/15/2023	New color wave/spec (same line) Selected sample
7	Painting D & J Painting Van Guard Painting Titus Painting	36,910.00 58,600.00 132,218.00	Req. Board Appr.	Sign Contract	11/1/2023	Bids received 2/22/23 & 2/25/23 Issue Notice to Proceed 10/15/2023

**Summary of Actionable Items:**

#	Subject	Description
1)	Roof Replacement	Verification of 101 Roofing (Bonds & Insurance requirements are met)
2)	Electrical Works	Verification of Venco Electric Inc. (Bonds & Insurance requirements are met), confirm start date, confirm lead time on under-carpet cable tray and confirm construction schedule with all trades.
3)	Flooring	Verification of Ardalan Construction Co. (Bonds & Insurance requirements are met), confirm schedule/coordinate with all trades.
4)	Painting	Board approval of bid, sign contract (upon selection, verification of Bonds & Insurance Requirements are met), and confirm locations of accent color walls. Confirm schedule/coordinate with all trades.
5)	Framing and Drywall	Board review, approval of bid, and sign contract (upon selection, verification of Bonds & Insurance Requirements are met), confirm schedule/coordinate with all trades including initial demolition.
6)	Loose Furniture Removal	Who will be the coordinator for the removal of all loose furniture items and temporary storage?
7)	Library Operation Hours	What are the hours of operation for the Library during the construction? Limited staff will be working in the back areas only, and the Library will be closed to the public?
8)	Library Coordinator	Who will be the person in charge for the Library during the construction period?

**Note:**

Upon approval of all the contractors, completion of all the Notices to Proceed, and verification of the contractor requirements, RWC will follow up/confirm the start date based on lead times, coordinate the work schedule and prepare the overall project timeline.

**TIMELINE**

119 N. 8th Street, Santa Paula CA 93060					
#	Task Description	Contractor	Work Days Req'd	Start Date	Remarks
1	Loose Furniture Removal	Client	10	8/1/2023	Off site storage
2	Protection of Fixed Items Lg. Bookstacks, doors, windows, drinking fountain & misc. items	David Atkins	2	8/14/2023	
3	Demolition Elec: exist'g, fixtures, conduit & wiring Framing: dr opening, acc dr & built-ins Flooring: exist'g entry, planter & carpet	David Atkins	12	8/16/2023	
4	Electrical Installation - rough New panels, conduits, jboxes, & wiring,	Venco	8	8/30/2023	
5	New Framing & Drywall New wall, dr frame, soffit, patch & re- pair all walls, fur out columns & texture	David Atkins	7	9/11/2023	Labor Day Holiday
6	Paint Ceiling Prep exist'g ceiling, protect new elec., texture to match exist'g, prime & paint	D & J Painting	8	9/20/2023	
7	Electrical Installation New light fixtures, conduits & cable tray	Venco	14	10/2/2023	
8	Install Ceramic Tile at Entry Area Level, prepare area & install ceramic tile		5	10/23/2023	
9	Paint Walls Prep, prime & paint walls, doors & trim Texture per specs/drwgs	D & J Painting	7	10/30/2023	
10	Install Carpet Tile & Base Install per spec/drwgs, cut around book- stacks, coord. w/under-carpet cable tray Install base per spec/drwgs all areas	Ardalan Inc	9	11/8/2023	Veterans Day Holiday
11	Electrical Installation - Final All switches, sockets, controllers and mark all panels with id tags, & walk thru	Venco	8	11/20/2023	Thanksgiving Holiday
		Total	90	12/1/2023	Completion Date*

\* Does not include additional time/days for inspections



REGULAR MEETING OF MARCH 28, 2023

H(b) OLD BUSINESS: APPROVAL OF REMODEL PAINTING BID

The Rough Order of Magnitude (ROM) in the remodeling budget for flooring was \$57,600. The first two bids were for \$145,000 and \$155,000. The project manager contacted other qualified painting contractors to secure additional bidders. The low bid is \$36,910. The firm that submitted the low bid is working on a contract for the City to paint the Boys and Girls Club. Our project manager is overseeing that project as well and has found the bidder to be competent.

**RECOMMENDATION:** Authorize the District Director to execute a contract with D & J Painting for \$36,910 in a form approved by the library general counsel.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

D&J Painting Lic#1030624  
 3067 Fitzgerald Road  
 Simi Valley, CA 93065  
 (805) 285-3657  
 dandjpaintingca@gmail.com



## Estimate

### ADDRESS

Christina Grina  
 RWC  
 216 N 8th Street  
 PO Box 1025  
 Santa Paula, Ca 93061  
 805-671-9811

ESTIMATE # 1295  
 DATE 02/22/2023  
 EXPIRATION 03/22/2023  
 DATE

DATE	ACTIVITY / DESCRIPTION	QTY	RATE	AMOUNT
02/22/2023	<b>Sales</b> Blanchard Community Library Interior Upgrades 111 North 8th St Santa Paula, CA We hereby propose to furnish necessary equipment, materials and perform all labor and work necessary in accordance with professional trade standards the following: Interior Painting: Prep and protect all surfaces not to be painted including stacks. Address minor patches, and sand as necessary. Apply full prime and two (2) finish coats to all interior ceilings, walls, doors, jambs, and interior only windows per plans and job walk. Clean and remove all debris upon completion. All work to be completed during regular business hours. Job is Prevailing Wage EXCLUDES: Exterior windows, cabinets and any item not called out above.	1	36,910.00	36,910.00

Estimates are valid for 30 days.	SUBTOTAL	36,910.00
Terms: 10% Deposit, remainder upon completion unless otherwise stated by D&J Painting.	TAX	0.00
	<b>TOTAL</b>	<b>\$36,910.00</b>

Change orders subject to additional fees of up to 5% of total.

Liability and Workers Compensation insurance

Thank you for your business!

certificates are available upon request.

Warranty: Labor is warrantied for one year. All materials guaranteed against failing per manufactures warranty.  
Client supplied materials are not warrantied.

Accepted By

Accepted Date

Thank you for your business!

REGULAR MEETING OF MARCH 28, 2023

H(c) OLD BUSINESS: APPROVAL OF REMODEL FRAMING BID

The Rough Order of Magnitude (ROM) in the remodeling budget for framing was \$57,600. The first two bids were for \$93,000 and \$85,000. The project manager contacted other qualified painting contractors to secure additional bidders. The low bid is from David Atkin Construction in the amount of \$71,352.

RECOMMENDATION: Authorize the District Director to execute a contract with David Atkin Construction for \$71,352 in a form approved by the library general counsel.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



# David Atkin Construction Inc.

Contractor's License Number #506351

[www.atkininc.com](http://www.atkininc.com)

DIR Registration Number 1000018710

12/18/2022

**City of Santa Paula Blanchard Library**  
**Upgrades to flooring**  
**Upgrades for framing, drywall and painting**  
**Two separate bids**

**5.2 Include a cover letter summarizing why the Proposer is interested in this project.**

**The**

**Proposer's project manager must sign the cover letter. The cover letter should include the**

**following points:**

I'm bidding on this project because this is what we do. I remodel schools and city buildings and have been for the past 40 years.

**5.2.1 Identity of Proposer including central address and telephone number.**

See letterhead our address is 7061 Harmon dr. Ventura, CA 93003 805-642-1958

**5.2.2 A Statement that the bid is effective for 60 days from bid due date.**

Proposal is effective for 60 days

**5.2.3 A Statement that the Proposer will comply with all terms and conditions as stated in this RFB; or identification of any exceptions taken to any of the requirements included in the RFB.**

We will comply with all the terms and conditions as stated in this RFB and outlined in the scope of work.

**5.2.4 A brief list of any pending, settled, tried, or other litigation the firm has been involved in for the past five (5) years, with a description of the case(s) and their current status, if applicable.**

None

**5.2.5 Completed Bid Schedule**

I cannot do this at this time. Without more information.

This project is broken up in multiple contracts I can't figure a timeline without it all being put together. I use Microsoft Project for my schedules. If we get the contract then I will put together a schedule.

Move out is on the city need the timeline

Electrical is a separate contract will need to know their trimline for demo, rough, and finish.

Then the framing may not be me doing it depends on if I get the contract. The only long lead item we may have is that aluminum door.

**5.3 Contain a work plan that concisely explains how the Proposer will carry out the objectives of the project. In the work plan, the Proposer shall describe staffing level, including that of key administrative personnel and subcontractors, and proposed approach to the work as clearly and thoroughly as possible. Also attach Company's Work Site Safety Plan.**

We have a safety manual it is too large to include in this package if you would like I will send it over in a pdf.

**5.4 List, in detail, any types of subcontractors anticipated to be hired for the project. Provide nature of subcontract. (Exhibit E)**

I have included a sub list on both projects. The framing project I will have only one subcontractor that will be a painter. The rest I will do myself.

On the floor covering bid I will have a floor covering contractor that will install the flooring and remove the old, I will also have a ceramic tile contractor doing the tile entry.

**5.5 Name and telephone number of individuals in the client organization who is familiar with the project.**

Only me see contact information on this letter head.

**5.6 List all incidents of regulatory violations occurring in the company's contract operations within the last 10 years. Identify the regulation violated and describe the incident and the steps taken toward abatement, with the time period identified from occurrence of violation to acceptance of remedial actions. List all contracts in which annual financial audit findings were found in contract operations, and describe what actions were taken to address the audit findings.**

No violations

**5.7 A list of customers that the Contractor is currently providing services, past projects, and recent customers within the past two years: Company name; address; city; state; contact person; phone number; email address.**

I will attach some papers that have job information on them.  
This past year most of my jobs were with Conejo Valley Unified School District  
Mandy Porter (805) 990-2463  
Ken Thomas +1 (805) 390-7720  
City of Camarillo  
Ryan Mitchel +1 (805) 585-8898

**5.8 Complete and notarize the Non-Collusion Affidavit**

It is included in the package

Regards,



David Atkin

**"EXHIBIT I"**  
**BID SCHEDULE**

Interior Upgrades for Framing, Drywall and Painting for  
Blanchard Community Library

Contractor Name: David Atkin Construction Inc. Lic. # 506351

- A. The undersigned proposes to furnish all Labor, Equipment and Materials required to complete the Improvements per the contract and price specified below.
- B. This bid includes addenda number(s) (IF REQUIRED) Just E mail communications

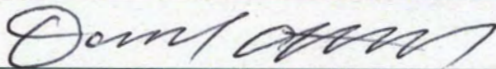
All Quantities are computed on an "Approx. Measured in Place Basis". Bidders shall compute their own measurements and waste factors into their bids.

C. No.	Description	Total Price
1.	General Conditions	<u>\$19,307.00</u>
2.	Removal and disposal of Existing Items, Patch, Repair and Prepare as required SOW items 1.01-1.13	<u>\$27,776.00</u>
3.	New Walls and Furring of Columns SOW items 2.01-2.03	<u>\$16,085.00</u>
4.	Provide and Install New Door, Frame, Sill and Frame New Opening SOW items 3.01-3.02	<u>\$8,184.00</u>
5.	Prepare, Prime and Paint Ceilings, Walls, Doors, And Trim (Provide all Materials) SOW item 4.01-4.04	<u>N/A</u>

The Sum of the Total Bid = Proposed contract price: \$71,352.00

Submitted By:

Name: David Atkin for David Atkin Construction Inc.

Signed By: 

Date: 03/12/2023



### INFORMATION REQUIRED OF BIDDER

#### LIST OF SUBCONTRACTORS

As required under Section 4100, *et seq.*, of the Public Contract Code, the Bidder shall list below the name and business address of each subcontractor who will perform Work under this Bid in excess of one-half of one percent of the Contractor's Total Bid Price and shall also list the portion of the Work which will be done by such subcontractor. After the opening of Bids, no changes or substitutions will be allowed except as otherwise provided by law. The listing of more than one subcontractor for each item of Work to be performed with the words "and/or" will not be permitted. Failure to comply with this requirement will render the Bid as non-responsive and may cause its rejection. Attach additional sheets if required.

Work to be Performed	Subcontractor's License Number/Exp.	Percent of Total Contract	Subcontractor's Name & Address
1. none	_____	_____	_____ _____ _____
2. _____	_____	_____	_____ _____ _____
3. _____	_____	_____	_____ _____ _____
4. _____	_____	_____	_____ _____ _____
5. _____	_____	_____	_____ _____ _____
6. _____	_____	_____	_____ _____ _____
7. _____	_____	_____	_____ _____ _____
8. _____	_____	_____	_____ _____ _____

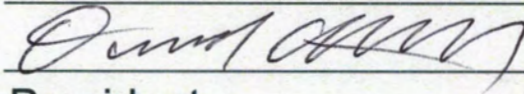
ATTACH ADDITIONAL SHEETS AS REQUIRED

WORKERS' COMPENSATION REQUIREMENT - The Bidder should be aware that in accordance with laws of the State of California, the Bidder will, if awarded the Contract, be required to secure the payment of compensation to its employees and execute the Workers' Compensation Certification.

### WORKERS' COMPENSATION CERTIFICATE

(AS REQUIRED BY SECTION 1861 OF THE CALIFORNIA LABOR CODE)

I am aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation, or to undertake self-insurance in accordance with the provisions of said Code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Contractor: David Atkin Construction Inc.  
By:   
Title: President

### PREVAILING WAGE COMPLIANCE CERTIFICATION

To:  
Blanchard Community Library  
119 North Eighth Street  
Santa Paula, CA 93060

PROJECT No.: \_\_\_\_\_

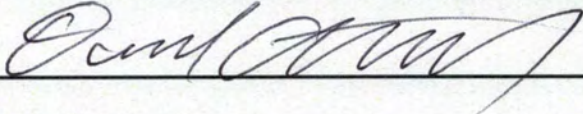
TYPE OF PROJECT: Demo, Framing, drywall.

BID PACKAGE No. \_\_\_\_\_

I hereby certify that I will conform to the State of California Public Works Contract Requirements regarding wages, benefits, on site audits, payroll records, and apprentice and trainee employment requirements.

Date: 12/16/22

Bidder David Atkin for David Atkin Construction Inc.

By 

Title President

Organization David Atkin Construction Inc.

Address 7061 Harmon dr

Ventura, CA 93003

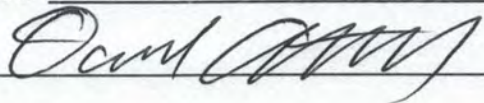
\_\_\_\_\_

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER  
AND SUBMITTED WITH BID

State of California )  
 ) ss.  
County of Ventura )

I, David Atkin, being first duly sworn, deposes and says that he or she is President of David Atkin Construction Inc., the party making the foregoing Bid, that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in the Bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her Bid price, or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham Bid.

Bidder David Atkin for David Atkin Construction Inc.

By 

Title President

Organization David Atkin Construction Inc.

Address 7061 Harmon dr  
Ventura, CA. 93003

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

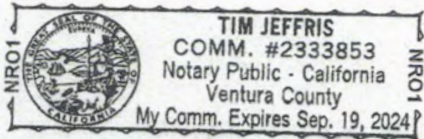
State of California

County of Ventura

Subscribed and sworn to (or affirmed) before me on this 17 day of December, 2022, by  
Date Month Year

(1) David Atkin

(and (2) \_\_\_\_\_),  
Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: Tim Jeffris  
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Non-collusion Affidavit

Document Date: \_\_\_\_\_ Number of Pages: 1

Signer(s) Other Than Named Above: \_\_\_\_\_

REGULAR MEETING OF MARCH 28, 2023

I(a) NEW BUSINESS:

At its last meeting, the Board received a suggestion from Mr. Joe Juaregui regarding an Educators' , which would possibly be housed at the library. A more recent version of the proposal is attached.

RECOMMENDATION: Staff recommends that a working group be convened to consider suggestions and options. The group would consist of a representative from the library and representatives of other interested parties to consider options and make recommendations.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

**SANTA PAULA EDUCATOR'S MEMORIAL PROPOSAL**INTRODUCTION

Santa Paula is a community steeped in History. Various buildings and memorials throughout the town pay tribute to those who contributed to this rich history. The California Oil Museum, the Santa Paula Art Museum, the Santa Paula Society of the Arts Gallery (Train Depot), Ventura County Agriculture Museum, the Aviation Museum of Santa Paula, the Santa Paula Theater Center are several of the local organizations that pay tribute to the agriculture, art, and oil industry that contributed to Santa Paula's character. A series of murals on downtown buildings portray the history of additional aspects of the community's history. A police memorial, a farmworkers memorial, and planned firefighters memorial are located on Santa Barbara St. ("Memorial Blvd."). One of the only professions that is not publicly recognized is the teaching/ education profession. Some would say that none of the accomplishments of the community would exist if it wasn't for educators. Yes, several schools, athletic fields, buildings are named after local educators but no memorial exists that recognizes the teaching profession as a whole. This proposal addresses the creation of a memorial/ recognition wall to honor the teaching profession in Santa Paula.

PURPOSE

The purpose of the memorial would 1) honor the service of educators who contributed to the community of Santa Paula and 2) serve as a visual example for future generations of the number and variety of individuals involved in creating a community and 3) develop an ongoing fundraising program that supports the Blanchard Community Library.

DESCRIPTION

This memorial would honor "The Educator" who taught and/or worked within the boundaries of Santa Paula.

An educator would be anyone associated with a school, whether employed or a volunteer and/ or anyone who worked or volunteered at Blanchard Community Library. Examples are: Classroom teacher, substitute teacher, instructional assistants, mentors, all classified and certificated employees, custodial staff, maintenance staff, cafeteria staff, clerical staff, bus driver, crossing guard, administrators, school board trustee, parent group member, to name a few. Also, an educator would be anyone who worked or volunteered at Blanchard Community Library.

LOCATION

The proposed site for the memorial would be an interior wall of the Blanchard Library. Currently, a north wall of the library has a doll display alongside it. This wall also has a framed picture of longtime library staff member, Maureen Spencer. This wall could be used to display acrylic figures that would have an educator's name engraved on the surface. The figures could be placed on the wall with a special adhesive so that it wouldn't be a permanent fixture and could be removed if needed or rearranged to accommodate changes within the library's interior. An example of a figure could represent a bird in flight. The wing "theme" would represent the saying: "There are only two things we can leave our children, one is roots, and the other is wings."

### **Why the library?**

For over a century, Blanchard Community Library has been serving the community by sustaining heritage, culture, and knowledge. The mural of a Chumash village on the front of the library illustrates the inhabitants of a community working together for the common good of the community - an appropriate image for a public library. The Blanchard/Santa Paula Library District encompasses several school districts; Briggs, Mupu, Santa Clara, and the Santa Paula Unified School District. The library has worked with all the schools within its district to enhance learning and innovation. The library's central role and location make it an ideal site for the memorial.

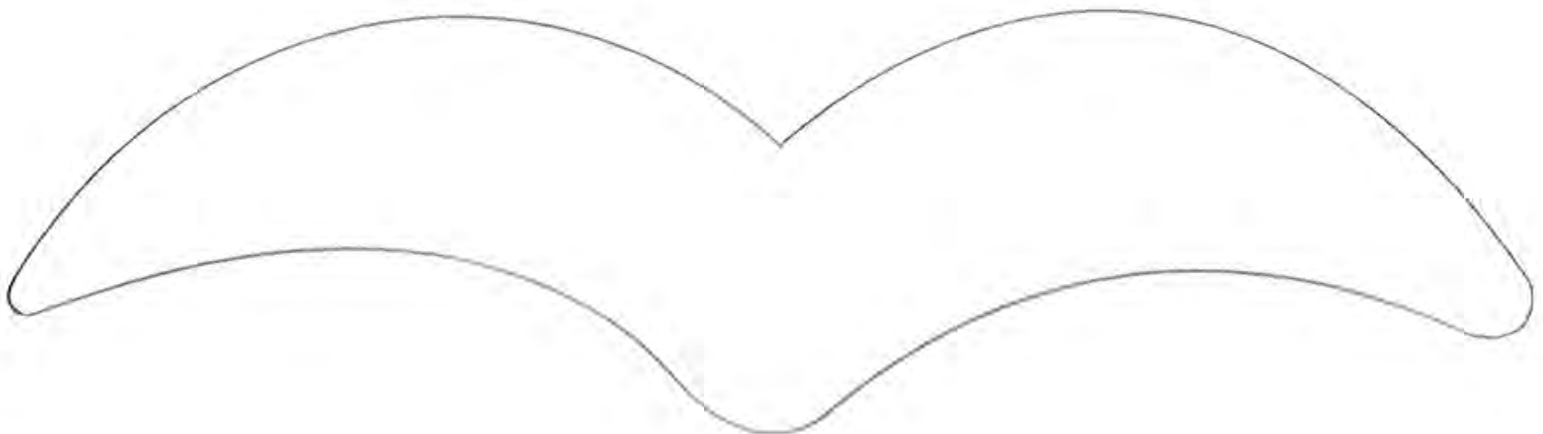
### COST

Cost of the project is undetermined at this time. A preliminary estimate from a local county trophy company for an order of 250 blank, clear acrylic wings, 7.8" wide and 1/4" thick is \$7.25 plus a \$35.00 setup fee. Cost of engraving was not discussed because the cost would depend on the number of items in the order. Conceivably, one engraved acrylic wing would cost less than \$20.

The acrylic plaques would be funded through an annual fundraiser. The month of May (Honor a Teacher Month) could be the designated time for the fundraiser. The community would be notified well in advance of the opportunity to honor an educator or someone who taught them a certain skill or helped them or assisted them in some way (counselor, librarian, crossing guard, etc.). For the sake of discussion, \$100.00 could be the cost of an engraved acrylic plaque to be placed on the wall. Plaques could be added to the wall at any time. (The fundraiser would not be a one-time event.) In addition to purchasing a plaque, an individual could recognize an educator by donating a designated amount (\$20.00?) to have that person's name added to a list of names that could be published in the local newspaper or some other venue at the time of the annual fundraiser. (Similar to the Santa Clara Valley Hospice's annual Light Up A Life fundraiser.)

### CLOSING STATEMENT

The murals, plaques, and other dedications throughout town do more than honor the lives and contributions of those who gave of themselves to make Santa Paula what it is. They serve as a way to educate younger generations about these individuals so that their contributions are not forgotten. It is critical that we keep the names of those who have had a positive impact on our community as a part of the continued dialogue as we move forward into the future of Santa Paula.





REGULAR MEETING OF FEBRUARY 27, 2023

I(b) NEW BUSINESS: CONSIDERATION OF REVISED PROPOSAL FOR MECHANICAL ENGINEERING SERVICES

The project determining the specifications for the scope of work for the bid for the installation of new HVAC equipment has become more complicated because of recommended changes to the design of the HVAC system to include using heat pumps instead of gas-fired units and adding additional units to adequately ventilate the meeting rooms. In addition, the engineer is recommending the addition of rigid foam insulation to the roof when it is replaced; however, the additional thickness of the roofing material will require additional design work to accommodate the added height and weight. Consequently, the mechanical engineering firm has submitted a revised proposal, which is attached.

RECOMMENDATION: Staff recommends that the Board approve the revised proposal (attached), the cost of which will be partially covered by the Building Forward grant received from the California State Library.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						



# AE Group

## Mechanical Engineers

838 East Front Street  
Ventura, California 93001-2925  
(805) 653-1722  
phil@aegroupme.com  
website: <https://aegroupme.com/>

March 13, 2023

Ned Branch  
District Director  
Blanchard / Santa Paula Library District

transmitted by email

**SUBJECT: PROPOSAL FOR ENGINEERING SERVICES – BLANCHARD LIBRARY  
HVAC SYSTEMS**

Dear Ned,

This letter is a formal proposal and fee schedule for the engineering services related to the HVAC systems at the Blanchard Library in Santa Paula. We will provide the following:

1. Site Visit. We will visit the site to look at the building and its HVAC systems and review available plans and information.
2. Energy Calculations. We will perform ASHRAE heating and cooling load calculations for the building to determine equipment sizing. It is understood that the energy performance envelope is expected to improve significantly with the addition of new roof insulation.
3. Mechanical Plans. We will prepare mechanical plans indicating the mechanical work for the project, understood to include replacement of six existing HVAC units and the addition of two new rooftop units for the classroom and the meeting room. Also included will be plumbing connections and specifications for all equipment and materials and work to be performed. Also included will be details and specifications for a new roof access ladder.
4. Structural. Included will be structural calculations and details for supporting the new rooftop HVAC units, plus analysis of the structural ability of the existing roof framing to support new roofing with added insulation (roofing design by Anderson Kulwicz Appleby Architects). Structural engineering will be performed by Larry Hauer under contract to AE Group.
5. Electrical Plans. Included will be electrical plans indicating connections for the HVAC units. Electrical engineering will be performed by Parviz Ebrahimi, Inc under contract to AE Group.

March 13, 2023

Ned Branch – Library HVAC

Page 2

6. Coordination. Included is coordination with your office, site visits, plan check corrections, attendance at meetings, review of submittals, responses to requests for information, and preparation of punch lists.

Exclusions. Architectural services associated with new roofing and roof insulation, permit fees, and any services not specifically delineated above. Engineering services in addition to those described in items 1-6 can be provided; however, scope and fee would need to be negotiated.

Fee. For items 1-6 – fixed fee of \$23,610 (\$15,800 for mechanical engineering and overall coordination, \$3,960 for structural engineering, \$3,850 for electrical engineering). Any extra services will be performed on an hourly rate basis at the following rates: registered mechanical engineers - \$240/hr; engineering assistants - \$190/hr. Out of pocket expenses, including subconsultant fees – actual cost plus 10%. These are the rates in effect presently and are subject to change in the future.

Terms and Conditions. These services will be performed under an agreement for the provision of professional engineering services between AE Group Mechanical Engineers, Inc (Engineer) and the Blanchard / Santa Paula Library District (Client), with the understanding that the following terms and conditions apply:

Payment Schedule. We will invoice your office monthly for services provided. It is agreed that payments will be made to our office within 15 days of your receipt of invoices. Unpaid balances beyond 45 days from invoice date will be due and will bear interest at 1.5% per month.

Indemnification: The Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Engineer, and its employees, agents, and subconsultants from and against any and all claims, damages, liability or cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with this project or the performance, by any of the parties above named, of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence of the Engineer.

Risk Allocation: In recognition of the relative risks and benefits of the project to both the Client and the Engineer, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and his employees, agents and subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Engineer and his employees, agents, and subconsultants shall not exceed \$50,000 or fees received, whichever is less. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

March 13, 2023

Ned Branch – Library HVAC

Page 3

Jobsite Safety: The Client agrees that neither the professional activities of the Engineer, nor the presence of the Engineer or his employees, agents, and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities, including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

Termination: Either the Client or the Engineer may terminate this Agreement at any time with or without cause upon giving the other party 7 days prior written notice. The Client shall within 10 days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination.

Mediation: In an effort to resolve any claims or conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Engineer agree that all disputes between them arising out of or relating to the Agreement shall first be submitted to nonbinding mediation unless the parties mutually agree otherwise.

We look forward to working with you on this project.

If you have any questions, please call me.



\_\_\_\_\_  
AE Group Mechanical Engineers, Inc.  
(Engineer)

approved \_\_\_\_\_  
Blanchard / Santa Paula Library District date  
(Client)

AEGME/mos

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(i) REPORTS: PUBLIC SERVICES

# FEBRUARY 2023 ADULT SERVICES REPORT

## Programs & Services



### CA Poet Laureate Lee Herrick

As a result of the Blanchard Community Library's collaboration with the Ventura County Poetry Project, we welcomed newly appointed California Poet Laureate Lee Herrick to the Ventura County Agriculture Museum (who graciously offered to host) for a reading and signing. A former Fresno Poet Laureate, Herrick's work "is a Whitmanesque celebration of the best spirit of our state, the vibrancy of the Central Valley, and ourselves."

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Poetry On Eighth	Poetry Reading	Adult	9	14-Jan	12:00 PM	2:00 PM	Other
Computer Classes for Seniors	Instruction	Adult	7	2-Feb	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	7	6-Feb	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	6	9-Feb	3:00 PM	4:00 PM	Classroom 1
Pinecone Roses	Crafts for Adults	Adult	5	9-Feb	5:00 PM	6:30 PM	Classroom 2
CA Poet Laureate Lee Herrick	Special Event	Adult	100	12-Feb	11:00 AM	12:00 PM	AG Museum
Computer Classes for Seniors	Instruction	Adult	6	13-Feb	3:00 PM	4:00 PM	Classroom 1
Till [PG-13]	Movie	Adult	0	14-Feb	5:00 PM	7:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	6	16-Feb	3:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	5	23-Feb	3:00 PM	4:00 PM	Classroom 1
Sea Glass Art Workshop	Crafts for Adults	Adult	8	27-Feb	2:00 PM	4:00 PM	Classroom 1
Computer Classes for Seniors	Instruction	Adult	6	27-Feb	3:00 PM	4:00 PM	Classroom 1
Wildfire Preparedness Workshop	Workshop	Adult	9	28-Feb	6:00 PM	7:00 PM	Classroom 2

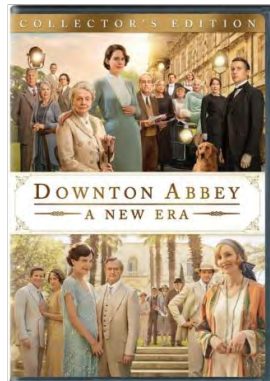
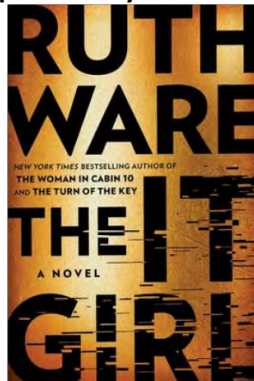
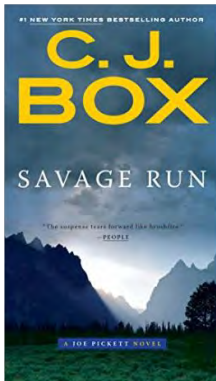
## Collection

170 adult-oriented items were added to the collection in February 2023.

### Adult Materials Added to Collection

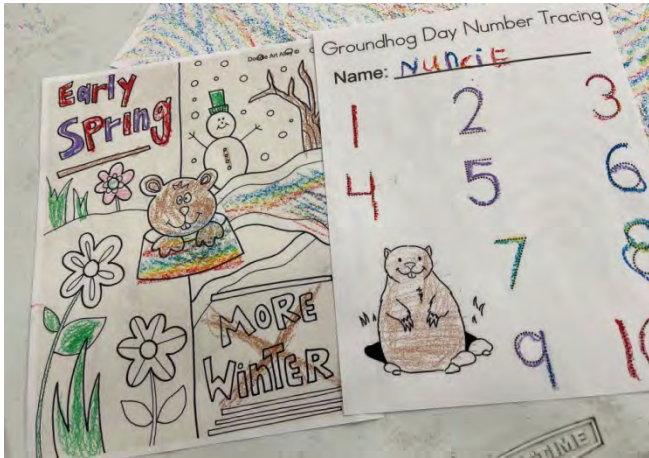
2023	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	19	27	2	1	0	2	0
AUGUST	26	29	4	3	2	18	4
SEPTEMBER	14	13	0	2	4	1	0
OCTOBER	3	4	0	4	0	0	0
NOVEMBER	105	120	7	28	0	1	2
DECEMBER	11	29	2	1	0	21	11
JANUARY	110	207	12	24	0	2	0
FEBRUARY	60	80	4	4	3	14	5

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



Youth Services Report  
February 2023

February Crafts: 196  
(Groundhog Day, Chinese New Year, Hedgehogs, Valentine's Day)



**Bulletin Board**  
Valentines, Black history Month

**Book Displays**  
Chinese New Year, Presidents Day, Valentines, Black History Month





# 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.

## STORYTIME WEDNESDAYS 10:30AM



LEGO  
@ 11AM



### Reading with Paws

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



Justice      Aulani      Lieutenant

Saturday, February 11 and  
Saturday, February 25  
10:30am - 11:30am



Saturday  
Storytime  
+ Craft  
February 4  
at 11am



Saturday  
Storytime  
+ Craft  
February 18  
at 11am

### Family Movie

All Ages welcome!  
Free Popcorn!

# Lyle, Lyle, Crocodile

Wednesday,  
February 15  
4:00 pm



## Teen Scene

Origami Heart Bookmarks

Thursday, February 9th  
4:00 - 5:00pm

6th grade and up  
or ages 12-17

Blanchard Community Library  
119 N 8th Street, E.P. 805.696.2416 ext. 400 [www.blanchardlibrary.org](http://www.blanchardlibrary.org)



**1. Family Programs-**

<b>Wednesday, February 15</b>	Family Movie Lyle Lyle Crocodile	<b><u>28</u></b>	<b>9 adults</b>	<b>19 Children</b>
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**2. Ongoing Programs –**

**a. Story time**

**182**

<b>Tuesday</b> (Bilingual)	2/7, 2/14, 2/28	<b>11 adults</b>	<b>11 children</b>
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<b>Wednesday</b> (Preschool)	2/1, 2/8 2/15, 2/22	<b>44 adults</b>	<b>82 children</b>
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<b>Saturday</b>	2/4, 2/18	<b>10 adults</b>	<b>24 children</b>
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**b. LEGO**

**169**

	2/1, 2/6, 2/8 2/13, 2/15, 2/22, 2/27	<b>53 adults</b>	<b>116 children</b>
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**c. Reading with PAWS**

**15**

	2/11, 2/25	<b>5 adults</b>	<b>11 children</b>
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**d. Teen Scene**

2/9

**Origami Bookmarks**

**2 teens & 1 adult**

<b>Circulation-JUV/YA</b>	Juvenile Fiction	Juvenile Non-Fiction	Total
January	1000	252	1252
February	963	271	1234
March	1,483	376	1859
April 25-30	306	100	406*
May	1,091	463	1,554
June	2,725	527	3,252
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
<b>February</b>	<b>1,152</b>	<b>283</b>	<b>1,435</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
<b>February</b>	<b>43</b>	<b>22</b>	<b>6</b>	<b>3</b>	<b>31</b>	<b>0</b>	<b>105</b>

<b>New Patron Registrations</b>	Adult	Juvenile	E-card	Total
January	46	8		54
February	48	18		66
March	45	24		69
April 1-21	37	10		47
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
<b>February</b>	<b>34</b>	<b>13</b>	<b>11</b>	<b>58</b>

<b>Circulation</b>								
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	MusicCD	
353	198	43	10	14	4	145	0	
Magazines	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	Library of Things	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
3	23	9	12	2	47	10	0	0
J BKCD	J DVD/BLURAY	J Music CD	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	<b>Total</b>
0	71	0	1022	254	83	19	0	<b>2322</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>
<b>February</b>	120	30	0	41	30	2	<b>223</b>

# BEST Adult Learning Center Library Board Report

## February 2023

### Adult Literacy Services

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

In February adult literacy tutors and learners spent a combined total 105 hours practicing reading and writing skills. This month we welcomed one new ESL tutoring pair.

#### **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:

#### **Families Connect:**

*Families Connect* promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities. Families connect sessions are offered on the 2nd and 4th Saturdays of the month. The themes for this month centered on Compassion (February 11th) and Whales (February 18th.) See photo above- 2 yr old child practices tracing her hand to make a water spot to add to her paper whale.

### February 2023 Literacy Services Statistics:

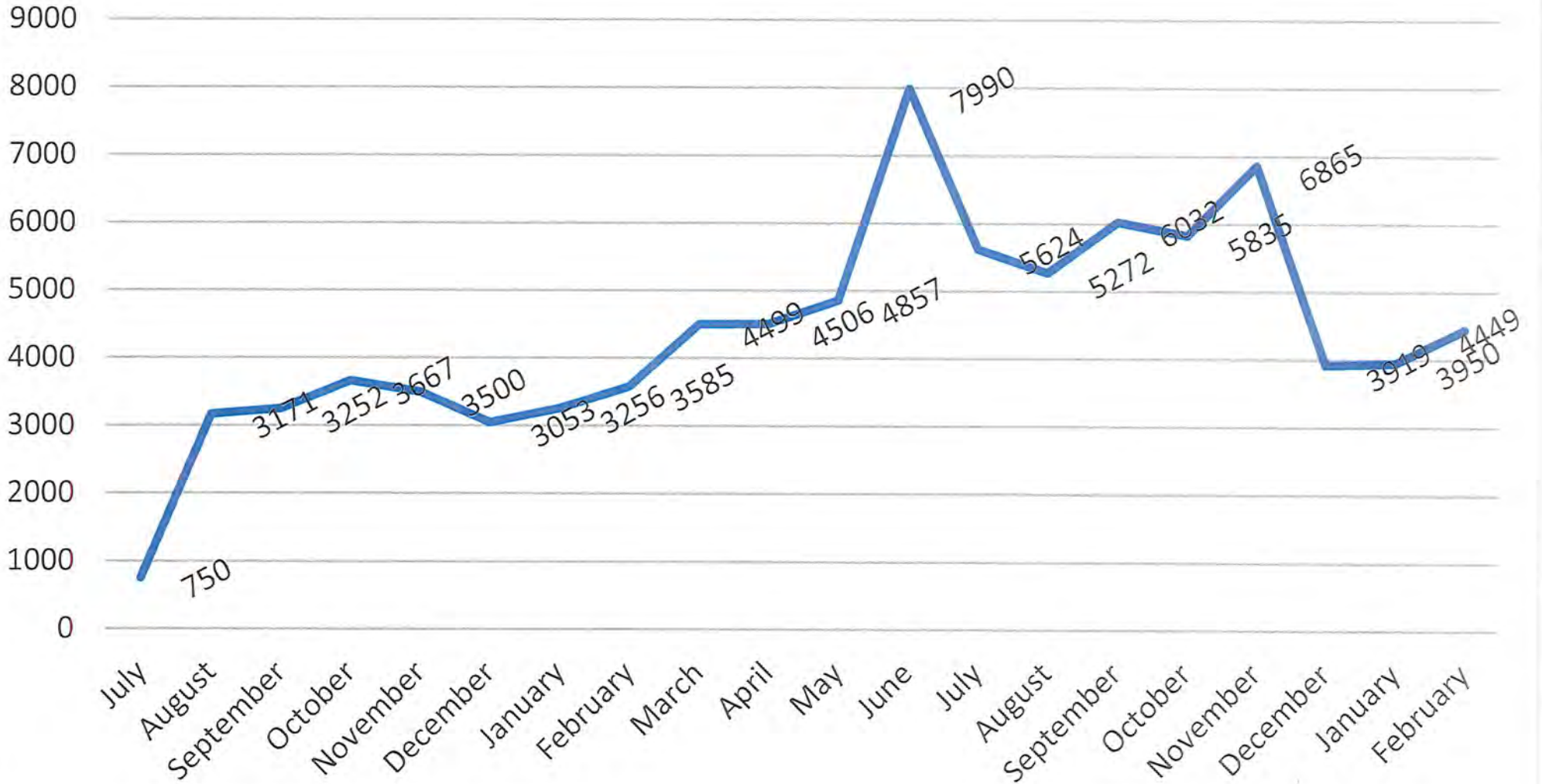
One-To-One Tutoring (ALS)	Adult Literacy Small Groups (ALS)	Families Literacy (FLS)
Active Tutors: 9 Active Learners: 6 Total Tutor Hours: 60 Total Adult Learner Hours: 45 Total Tutoring Hours: 105	BEST Virtual Book Discussion Total participants: 14	Total participants: 24

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF FEBRUARY 27, 2023  
J(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

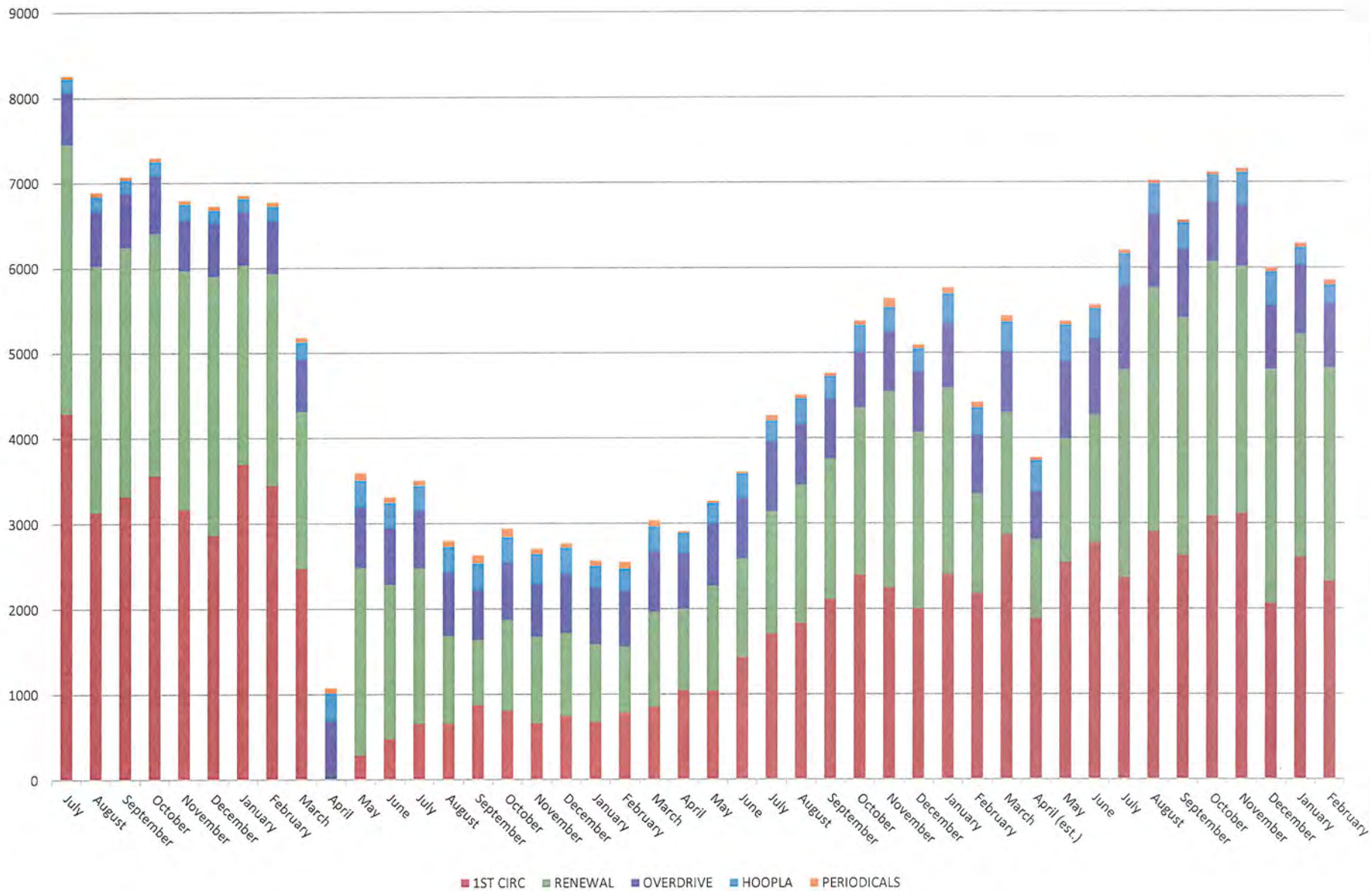
1. Statistics
2. Staff Changes:

# PATRON VISITS BY MONTH

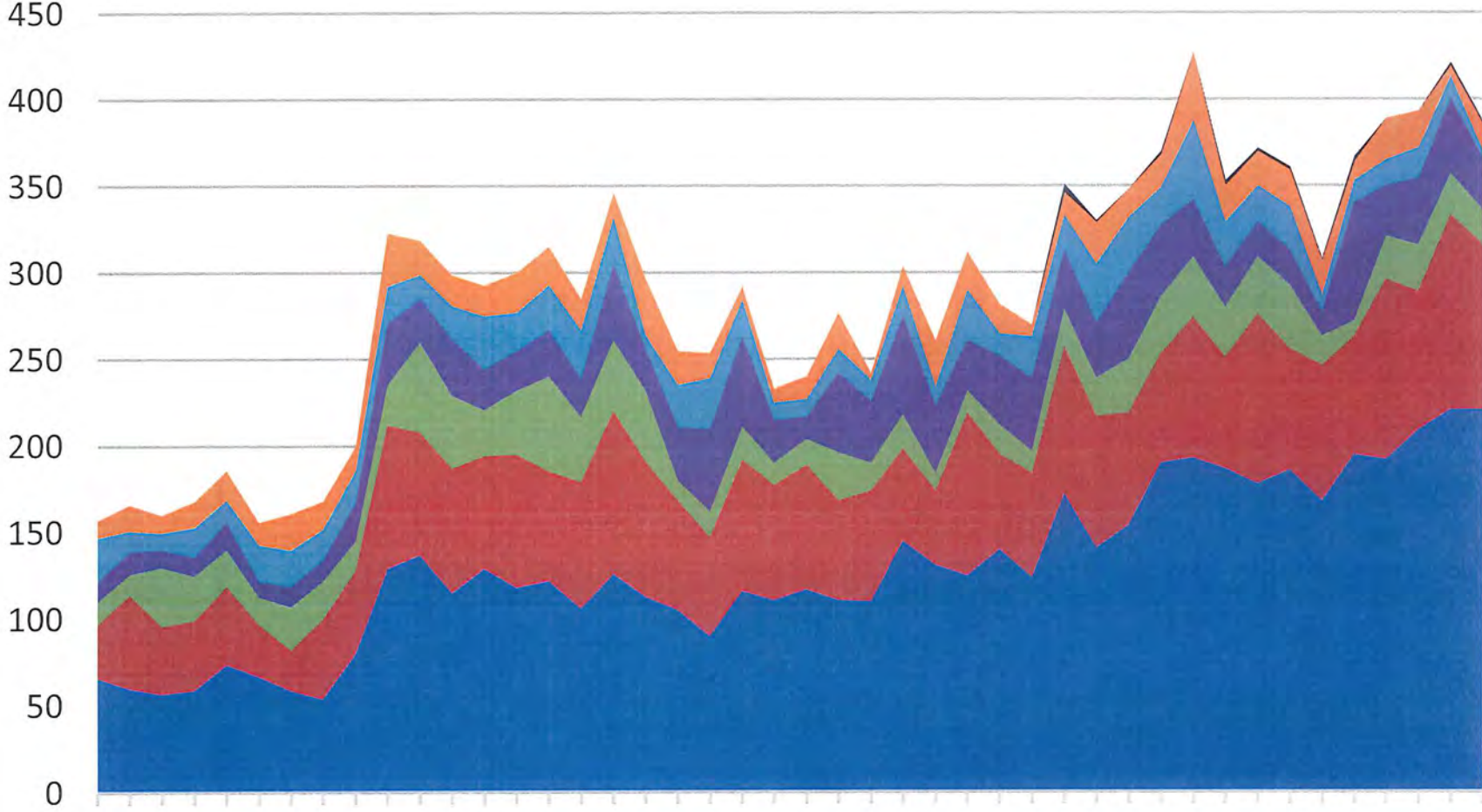




# TOTAL CIRCULATION



# hOOPLA



■ Audiobook ■ eBook ■ Movie ■ Comic ■ Television ■ Music ■ Bing Passes

REGULAR MEETING OF FEBRUARY 27, 2023  
J(b)(ii) REPORTS: HUMAN RESOURCES COMMITTEE

The Human Resources Committee met to review revised/new job descriptions as drafted by staff and to report to the full Board with its recommendation..

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						





## Blanchard / Santa Paula Library District

### LIBRARY ASSISTANT I

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

#### **Job Summary:**

Under direct supervision, performs basic library support work assisting patrons and keeping the library orderly, neat and clean.

#### **Essential Duties and Responsibilities:**

- Checks library materials out and in; issues library cards and updates library patron records; enters and verifies data in a computerized system and prepares periodic standard reports from provided data; collects fines and fees at the counter.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves as directed.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares meeting rooms for programs by setting up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Updates Accelerated Reader (AR) lists.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

#### **Education and Experience:**

- High school graduate or equivalent.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- Experience working in a library and knowledge of the Dewey Decimal Classification System is desirable.

### **Job Knowledge, Skills and Abilities:**

- General knowledge of basic library operations.
- Ability to alphabetize and numerically sort materials.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

### **Supervisory Responsibilities:**

None

### **Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

### **Work Environment:**

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on October 27, 2015. Prior job descriptions repealed.)*



## Blanchard / Santa Paula Library District

### LIBRARY ASSISTANT II

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

#### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

#### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up-to-date item records; weed and mend worn materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- Coordinates and assists in children's programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays in the library.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assists patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Reconcile cash and checks with receipts and turns into finance office.
- Opens and/or closes the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

#### **Education and Experience:**

- Two-year college degree in library science or information technology or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.

- Two or more years of experience working in a library

#### **Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

#### **Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

#### **Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

#### **Work Environment:**

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on October 27, 2015. Prior job descriptions repealed.)





## Blanchard / Santa Paula Library District

### LIBRARY ASSISTANT III

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

#### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

#### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:**
- Coordinates and assists in children's programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Reference: Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Supervises Library Assistants I and II and Library Pages.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.

### **Education and Experience:**

- Four-year college degree in liberal arts or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- Three or more years experience working in a library

### **Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

### **Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

### **Physical Demands:**

- Lift, move, and carry library book and materials up to 5 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

### **Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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## Blanchard / Santa Paula Library District

### ASSISTANT LIBRARIAN

FLSA Category: non-exempt	Reports to: Library Services Supervisor
Rev Date: January 2023	Approved by:

#### **Job Summary:**

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

#### **Essential Duties and Responsibilities:**

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:** Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Coordinates and assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Conducts reference interviews.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Resolves conflicts patrons have with the library..
- Supervises Library Assistants I, II and III and Library Pages.
- Analyzes library data and makes recommendations.

- Engages with the public to increase public utilization of library resources.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.

**Education and Experience:**

- Four-year college degree in library science or liberal arts or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- Three or more years of experience working in a library

**Job Knowledge, Skills and Abilities:**

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

**Supervisory Responsibilities:**

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

**Physical Demands:**

- Lift, move, and carry library book and materials up to 5 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

**Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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