



AGENDA
REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
TUESDAY, JULY 23, 2024 – 6:00 PM.
BLANCHARD COMMUNITY LIBRARY
119 N. 8TH STREET
SANTA PAULA, CA 93060
www.blanchardlibrary.org

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

1. CALL TO ORDER

2. ROLL CALL

President..... Geraldine Barrows
Vice President.... Maisha Cole Olson
Clerk Ron Merson
Trustee..... Rick Reyes
Trustee..... Miriam Zamora

3. APPROVAL OF THE ORDER OF THE AGENDA

4. PUBLIC COMMENT

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

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

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

5. CONSENT AGENDA

- A. Approval of Minutes: Meeting of May 21, 2024
- B. Approval of Minutes: Special Meeting of June 29, 2024
- C. Receive and File Financial Reports for May 2024
- D. Receive and File Financial Reports for June 2024

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6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

- A. Status of Capital Improvement Projects (information, discussion, possible action)
 - i. Building Forward Library Facilities Improvement Program
 - ii. Community Hall Project
- B. Approve Audit Engagement for FY 2023-24 (information, discussion, possible action)
- C. Approval of FY 2024-2025 Budget (information, discussion, possible action)
- D. Review of Library Mascot (information, discussion, possible action)

8. NEW BUSINESS

- A. Resolution Requesting a Contrafund Advance for FY 2024-2025 (information, discussion, possible action)
- B. Resolution to Adopt Gann Spending Limit for FY 2024-2025 (information, discussion, possible action)
- C. Approval of Facility/Room Use Policy (information, discussion, possible action)
- D. Approval of FY 2024-2025 Unfunded Accrued Liability Payment (information, discussion, possible action)

9. REPORTS

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

10. FUTURE AGENDA ITEMS

11. UPCOMING MEETING DATES

- A. Regular Meeting on August 27, 2024 at 6:00 PM

12. ADJOURNMENT

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



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 5**

REPORT: Consent Agenda
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

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

RECOMMENDATION

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

1. Approval of Minutes: Meeting of May 21, 2024
2. Approval of Minutes: Special Meeting of June 29, 2024
3. Receive and File Financial Reports for May 2024
4. Receive and File Financial Reports for June 2024

Attachments —

- Minutes: Meeting of May 21, 2024
- Minutes: Meeting of June 29, 2024
- Financial Reports for May 2024
- Financial Reports for June 2024

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

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**MINUTES OF THE REGULAR MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
TUESDAY, MAY 21, 2024 – 6:00 PM.**

1. CALL TO ORDER

The Meeting was called to order at 6:00 PM by Board President Geraldine Barrows.

2. ROLL CALL

Trustees Geraldine Barrows, Ron Merson, Maisha Cole Olson, and Rick Reyes were in attendance, a quorum established. Library Director Justin Formanek was present. Miriam Zamora was absent.

3. APPROVAL OF THE ORDER OF THE AGENDA

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

The motion passed unanimously.

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

Trustee Merson made a motion to approve the items on the Consent Agenda and Trustee Cole Olson seconded the motion.

The motion passed unanimously.

6. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

There were no Board or administration comments or concerns.

7. OLD BUSINESS

A. Status of Building Forward Project

SWELL – The plans have been submitted for permitting which is in progress.

HVAC/ROOF – Reviewed the progress of the project.

B. Community Hall Update – Reviewed the updated plans. No action taken.

8. NEW BUSINESS

A. Trustee Merson made a motion to approve Resolution 2023-2024:02 to authorize the Library Director to undertake the necessary actions to consolidate the Library District's election with the other elections conducted by Ventura County on November 5, 2024. Trustee Cole Olson seconded the motion. Note: there are three four year positions and one two position.

The motion passed unanimously.

B. Trustee Merson made a motion to approve Resolution 2023-2024:03 which sets the criteria for resolving a tie vote occurring in the Library District's Trustee elections. Trustee Cole Olson seconded the motion.

The motion passed unanimously.

C. Trustee Merson made a motion to approve Resolution 2023-2024:05 requesting a contrafund advance of \$228,000 for the 2024-25 fiscal year. Trustee Cole Olson seconded the motion.

The motion passed unanimously.

D. The proposed Audit Engagement for FY 2023-24 was discussed and postponed so Director Formanek may gather more information.

E. The draft FY 2024-2025 was reviewed and discussed. No action was taken.

9. REPORTS

A. The Board reviewed the department reports for April 2024.

B. Mr. Formanek shared his activities for the month.

C. The Board reviewed the updated draft initiatives and objectives. Committees will continue to update.

D. The Art Committee is meeting to review pieces in the collection and recommendations will be made at future meetings.

10. FUTURE AGENDA ITEMS

Library Mascot, Audit Fees, and the "Yosemite" book.

11. UPCOMING MEETING DATES

The next Regular Meeting is Tuesday, June 25, 2024, at 6:00 PM.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:32 PM.

Ron Merson
Clerk

Justin Formanek
Library Director



**MINUTES OF THE SPECIAL MEETING OF THE
BLANCHARD /SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
SATURDAY JUNE 29, 2024 – 10:00 AM.**

1. CALL TO ORDER

The Meeting was called to order at 10:00 AM by Board President Geraldine Barrows.

2. ROLL CALL

Trustees Geraldine Barrows, Ron Merson and Rick Reyes were in attendance, a quorum established. Library Director Justin Formanek was absent. Maisha Olson and Miriam Zamora were absent.

3. APPROVAL OF THE ORDER OF THE AGENDA

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

The motion passed unanimously.

4. PUBLIC COMMENT

There were no public comments.

5. NEW BUSINESS

A. Trustee Reyes made a motion to approve the amended Resolution 2023-2024:06 to authorize the Library Director to undertake the necessary actions to consolidate the Library District's election with the other elections conducted by Ventura County on November 5, 2024. Trustee Merson seconded the motion.

The motion passed unanimously. Trustees Zamora and Olson were absent.

B. Trustee Reyes made a motion to adopt Resolution 2023-2024:07 levying an assessment of \$40 per non-exempt parcel in the Blanchard/Santa Paula Library District for the 2023-2024 fiscal year. Trustee Merson seconded the motion.

The motion passed unanimously. Trustees Zamora and Olson were absent.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:04 AM.

Ron Merson
Clerk

Geraldine Barrows
Board President



BUDGET VARIATIONS AND SUMMARIES
YTD as of May 2024 - Month 11 of 12

OVERVIEW & VARIANCES FROM BUDGET

		ACTUAL	BUDGET	%	
Revenue	Property Taxes	\$966,020	\$965,930	0.0%	
	Grants	\$123,513	\$85,293	44.8%	Additional grants awarded this FY (LSTA, LATL)
	Donations	\$32,632	\$33,370	-2.2%	
Expense	Insurance	\$22,314	\$33,000	-32.4%	Property insurance has increased due to the District being undervalued. June 2024 invoice is \$49,928.05
	Accounting Fees	\$19,223	\$11,040	74.1%	Additional charges for account cleanup; monthly rates higher than estimated
	Advertising	\$5,307	\$7,370	-28.0%	
	Computer Network	\$2,090	\$4,620	-54.8%	
	Databases	\$0	\$550	-100.0%	
	Utilities: Electric	\$23,437	\$32,120	-27.0%	
	Utilities: Gas	\$1,584	\$3,740	-57.6%	
	WiFi Hotspots	\$10,008	\$14,667	-31.8%	Reduced number of Literacy Hostspots

BUDGET SUMMARY

	22-23 YTD Actual	23-24 YTD Actual	23-24 YTD Budget	YTD Variance	23-24 Annual Budget
Income	\$ 1,504,040	\$ 1,123,760	\$ 1,088,043	3.3%	\$ 1,088,043
Expense	\$ 937,754	\$ 1,073,333	\$ 1,087,215	-1.3%	\$ 1,087,220



BUDGET VARIATIONS AND SUMMARIES

YTD as of June 2024 - Month 12 of 12

OVERVIEW & VARIANCES FROM BUDGET

		ACTUAL	BUDGET	%	
Revenue	Property Taxes	\$1,102,705	\$966,430	14.1%	Estimates based on previous year averages
	Grants	\$123,513	\$85,373	44.7%	Additional grants awarded this FY (LSTA, LATL)
	Donations	\$32,632	\$35,040	-6.9%	
Expense	Insurance	\$22,316	\$33,000	-32.4%	Property insurance has increased due to the District being undervalued; 2024-25 invoice is \$49,928.05
	Accounting Fees	\$19,223	\$11,040	74.1%	Additional charges for account cleanup; monthly rates higher than estimated
	Legal Fees	\$13,200	\$12,000	10.0%	Finalize JPA documents; remodel bids and contracts; SCE easement
	Programs	\$51,874	\$32,640	58.9%	Grants (Tierra Sanna, Lunch at the Library) provided additional programming funds
	Building Maintenance	\$14,007	\$12,960	8.1%	Ongoing plumbing issues; art track installation; container rentals
	Utilities: Electric	\$25,554	\$35,040	-27.1%	Closure affected overall usage
	Utilities: Gas	\$1,626	\$4,080	-60.1%	Reduced heating costs
	WiFi Hotspots	\$12,565	\$16,000	-21.5%	Reduced number of Literacy Hostpots

BUDGET SUMMARY

	22-23 YTD Actual	23-24 YTD Actual	23-24 YTD Budget	YTD Variance	23-24 Annual Budget
Income	\$ 1,531,434	\$ 1,261,262	\$ 1,088,043	15.9%	\$ 1,088,043
Expense	\$ 915,926	\$ 1,133,228	\$ 1,087,215	4.2%	\$ 1,087,220

Blanchard Community Library

Statement of Financial Position

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010.10 B of A - General Operating Fund	140,428.11
1010.20 County Accounts	767,736.43
1010.40 Santa Paula City	250,245.94
1015.10 Petty Cash - General	400.00
1020 B of A - Book Trust Account	25,205.85
B of A - Blake Memorial Fund	21,138.14
B of A - Building Fund	284,448.82
B of A - Payroll	126.96
Literacy	
1010.30 B of A - Literacy Checking	130,172.04
1014.30 B of A - Literacy CD	5,408.02
Total Literacy	135,580.06
Raymond James Investment Trust	418,848.05
Total Bank Accounts	\$2,044,158.36
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1063.10 Prepaid Expenses	49,928.05
1499.10 Undeposited Funds	0.00
Payroll Refunds	0.00
Total Other Current Assets	\$49,928.05
Total Current Assets	\$2,094,086.41
Fixed Assets	
1070.10 Construction In Process	799,539.73
1401.1 Land	69,309.00
1402.10 Building	474,710.00
1485.10 Furniture & Fixtures	299,067.60
1490.10 Equipment	308,119.88
1495.10 Improvements	603,441.00
Restroom Remodel	94,795.24
Total 1495.10 Improvements	698,236.24
15000 Equipmentn	0.00
Accumulated Depreciation (F/A)	-1,167,580.00
Total Fixed Assets	\$1,481,402.45
TOTAL ASSETS	\$3,575,488.86

Blanchard Community Library

Statement of Financial Position

As of June 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 Accts Payable - General	0.00
Total Accounts Payable	\$0.00
Credit Cards	
Bank of America Platinum Plus	0.00
1138 - Literacy Center MF	0.00
1163 - Adult Services BG	0.00
1504 - Director JF	5,537.09
1711- Youth & Children's Services OE	0.00
Total Bank of America Platinum Plus	5,537.09
Total Credit Cards	\$5,537.09
Other Current Liabilities	
2100.10 Payroll Liabilities	0.00
CA PIT / SDI	637.18
CA SUI / ETT	381.78
CALPERS	1,998.95
CALPERS Classic retirement	0.00
Federal Taxes (941/943/944)	4,358.42
FIRST Retirement	0.00
Kaiser CA health insurance - Region 2	0.00
PEPRA	0.00
PERS Gold - Region 2	0.00
Total 2100.10 Payroll Liabilities	7,376.33
2510 Due to Friends of the Library	0.00
2572.10 Compensated Absences	0.00
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$7,376.33
Total Current Liabilities	\$12,913.42
Total Liabilities	\$12,913.42
Equity	
3000.10 Opening Bal Equity	0.00
31300 Perm. Restricted Net Assets	340,845.14
3704.10 Investment Gen. Fixed Asset	755,308.22
3800 Lunch at the Library	10,565.00
3850 Tierra Sana	8,407.00
3901.10 Fund Balance - General	2,235,607.68
Fund Bal Offset - Comp. Absence	0.00

Blanchard Community Library

Statement of Financial Position

As of June 30, 2024

	TOTAL
Net Revenue	211,842.40
Total Equity	\$3,562,575.44
TOTAL LIABILITIES AND EQUITY	\$3,575,488.86

Blanchard Community Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Property Taxes			
4100 Secured	2,127.20		2,127.20
4101 Current Secured P/T	501,541.87	468,000.00	33,541.87
Total 4100 Secured	503,669.07	468,000.00	35,669.07
4200 Unsecured			
4201 Current Unsecured P/T	4,129.11	7,000.00	-2,870.89
Total 4200 Unsecured	4,129.11	7,000.00	-2,870.89
4300 Penalties/Delinquent Taxes	409.88	930.00	-520.12
4400 Property Tax Interest Earnings	43,682.49	6,000.00	37,682.49
4501 HOPTR		1,500.00	-1,500.00
Redevelopment Property Tax			
4502 Passthrough Property Taxes	193,344.93	149,000.00	44,344.93
4503 Redevelopment Residual	30,215.54		30,215.54
Total Redevelopment Property Tax	223,560.47	149,000.00	74,560.47
Special Dist. Assessments	321,493.65	327,000.00	-5,506.35
Supplemental			
4103 Current Supplemental P/T	5,031.90	7,000.00	-1,968.10
4104 Prior Year Supplemental	728.45		728.45
Total Supplemental	5,760.35	7,000.00	-1,239.65
Total 4000 Property Taxes	1,102,705.02	966,430.00	136,275.02
4600 Donations			
4602 Endowment Fund	20,000.00	15,000.00	5,000.00
4603 Other Donations	12,631.84	20,040.00	-7,408.16
Total 4600 Donations	32,631.84	35,040.00	-2,408.16
4700 Grants			
4705 Other Grants	35,898.00	5,760.00	30,138.00
California State Library Grants			
4701 CLLS Adult Literacy	26,938.00	29,869.00	-2,931.00
4702 CLLS Family Literacy	39,677.00	28,744.00	10,933.00
4703 CLLS ESL	21,000.00	21,000.00	0.00
Total California State Library Grants	87,615.00	79,613.00	8,002.00
Total 4700 Grants	123,513.00	85,373.00	38,140.00
4800 Library Services			
4802 Fines	1,392.36		1,392.36
4804 Printing & Copying	238.49	1,200.00	-961.51
Total 4800 Library Services	1,630.85	1,200.00	430.85
4900 Miscellaneous Income	781.06		781.06
Total Revenue	\$1,261,261.77	\$1,088,043.00	\$173,218.77
GROSS PROFIT	\$1,261,261.77	\$1,088,043.00	\$173,218.77
Expenditures			

Blanchard Community Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Administration			
Advertising	5,639.03	8,040.00	-2,400.97
Bank Charges	2,614.01	1,080.00	1,534.01
Insurance	22,313.62	33,000.00	-10,686.38
Office Expenses			
Computer Network	2,313.24	5,040.00	-2,726.76
Office Expense	7,959.77	7,080.00	879.77
Postage	793.89	1,560.00	-766.11
Printing	3,917.88	5,040.00	-1,122.12
Total Office Expenses	14,984.78	18,720.00	-3,735.22
Professional Services			
Accounting Fees	19,222.51	11,040.00	8,182.51
Audit Services	15,150.00	13,000.00	2,150.00
Grant Writing		1,000.00	-1,000.00
Legal Fees	13,200.00	12,000.00	1,200.00
Total Professional Services	50,382.51	37,040.00	13,342.51
Staff Development & Recognition	1,627.33	5,040.00	-3,412.67
Strategic Planning		3,000.00	-3,000.00
Telephone Expense	3,948.79	4,080.00	-131.21
Total Administration	101,510.07	110,000.00	-8,489.93
Facilities			
Furniture, Fixtures & Equipment	4,160.94	10,080.00	-5,919.06
Janitorial Services & Supplies	13,766.90	13,080.00	686.90
Repairs & Maintenance			
Building Maintenance	14,006.85	12,960.00	1,046.85
Grounds Maintenance	11,276.65	11,520.00	-243.35
Total Repairs & Maintenance	25,283.50	24,480.00	803.50
Security	2,199.80	1,560.00	639.80
Utilities			
Electricity	25,553.95	35,040.00	-9,486.05
Gas	1,626.17	4,080.00	-2,453.83
Trash	3,611.73	3,600.00	11.73
Water and Sewer	6,813.68	6,600.00	213.68
Total Utilities	37,605.53	49,320.00	-11,714.47
Total Facilities	83,016.67	98,520.00	-15,503.33
Melio Service Fees	43.50		43.50
Payroll Expenses			
Taxes	146.00		146.00
Total Payroll Expenses	146.00		146.00
Reimbursements	224.32		224.32
Salaries & Employee Benefits		0.00	0.00
Health Insurance		0.00	0.00

Blanchard Community Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Annuitant Health Insurance	28,774.10	30,000.00	-1,225.90
PERS Group Health Insurance	33,816.23	34,080.00	-263.77
Total Health Insurance	62,590.33	64,080.00	-1,489.67
Insurance- Workers Comp.	3,125.11	3,500.00	-374.89
Payroll Tax		0.00	0.00
FICA	39,345.38	38,520.40	824.98
SUI & ETT Taxes	311.00	3,500.00	-3,189.00
Total Payroll Tax	39,656.38	42,020.40	-2,364.02
Retirement		0.00	0.00
PERS Retirement	24,575.64	23,344.32	1,231.32
Admin fee	1,500.00		1,500.00
Total PERS Retirement	26,075.64	23,344.32	2,731.32
Unfunded Accrued Liability	74,783.97	54,360.00	20,423.97
Total Retirement	100,859.61	77,704.32	23,155.29
Salaries	517,135.54	502,310.26	14,825.28
Total Salaries & Employee Benefits	723,366.97	689,614.98	33,751.99
Services			
Collection Development			
AV Materials	5,387.60	4,800.00	587.60
Books	28,878.18	28,920.00	-41.82
Zip Books	10,276.01		10,276.01
Total Books	39,154.19	28,920.00	10,234.19
Databases		600.00	-600.00
eContent	14,523.95	12,000.00	2,523.95
Periodicals	2,155.91	3,000.00	-844.09
WiFi Hot Spots	12,564.89	16,000.00	-3,435.11
Total Collection Development	73,786.54	65,320.00	8,466.54
Computer Services	195.16	5,040.00	-4,844.84
Network Services/ILS	66,849.00	64,000.00	2,849.00
Service/Licensing Agreements	25,473.71	12,000.00	13,473.71
Total Computer Services	92,517.87	81,040.00	11,477.87
Library Supplies			
Book Binding/Mending	982.72	2,040.00	-1,057.28
Total Library Supplies	982.72	2,040.00	-1,057.28
Memberships & Dues	5,760.11	5,040.00	720.11
Programs	51,873.67	32,640.00	19,233.67
Travel and Meetings		3,000.00	-3,000.00
Total Services	224,920.91	189,080.00	35,840.91
Total Expenditures	\$1,133,228.44	\$1,087,214.98	\$46,013.46
NET OPERATING REVENUE	\$128,033.33	\$828.02	\$127,205.31
Other Revenue			

Blanchard Community Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L Classes

July 2023 - June 2024

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
4905 Interest income	21,826.60		21,826.60
Gain (Other Income)	9.66		9.66
Unrealized Gain/Loss in Investment Account	2,547.29		2,547.29
Total Other Revenue	\$24,383.55	\$0.00	\$24,383.55
Other Expenditures			
Capital replacement reserve		18,000.00	-18,000.00
Other Miscellaneous Expense	3,481.50		3,481.50
Total Other Expenditures	\$3,481.50	\$18,000.00	\$ -14,518.50
NET OTHER REVENUE	\$20,902.05	\$ -18,000.00	\$38,902.05
NET REVENUE	\$148,935.38	\$ -17,171.98	\$166,107.36

Blanchard Community Library

Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1010.10 B of A - General Operating Fund						
06/03/2024	Bill Payment (Check)		CASp Experts	#2405082	R	-2,810.00
						-2,810.00
06/03/2024	Bill Payment (Check)	7906354	Camila Guzman	#Speaker Fee	R	-300.00
						-300.00
06/03/2024	Bill Payment (Check)	7907477	Ina Buckner-Barnette	#05052024	R	-500.00
						-500.00
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#1P1V-V3YH-NDMM	R	-75.63
						-75.63
06/03/2024	Bill Payment (Check)	7908866	talewise	#19104	R	-700.00
						-700.00
06/03/2024	Bill Payment (Check)	7906327	Monarca Interpreting Services		R	-1,000.00
						-1,000.00
06/03/2024	Bill Payment (Check)	7908016	Shawn McMaster	#JUNE 18, 2024	R	-400.00
						-400.00
06/03/2024	Bill Payment (Check)	7905632	Franklin Haynes Marionettes	#Event Date: 7/2/24	R	-450.00
						-450.00
06/03/2024	Bill Payment (Check)		Midwest Tape	#505463886	R	-354.15
						-354.15
06/03/2024	Bill Payment (Check)		Walters Accountancy Corporation	#3874	R	-1,250.00
						-1,250.00
06/03/2024	Bill Payment (Check)	7906158	Marc Griffiths	#640	R	-365.00
						-365.00
06/03/2024	Bill Payment (Check)		Unique Management Services, Inc.	#6125967	R	-29.55
						-29.55
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#1CPP-JTWC-YF6H	R	-193.77
						-193.77
06/03/2024	Bill Payment (Check)		Midwest Tape	#505502055	R	-19.00
						-19.00
06/03/2024	Bill Payment (Check)	7907442	talewise	#18947	R	-400.00
						-400.00
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#1CFY-JKPW-9N74	R	-46.30
						-46.30
06/03/2024	Bill Payment (Check)		Midwest Tape	#505502058	R	-18.41
						-18.41
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#1RMQ-KL7M-PXLH	R	-187.48
						-187.48
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#136D-JPCN-RGKR	R	-27.05
						-27.05

Blanchard Community Library

Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#17TM-KTTH-3WKR	R	-1,863.92 -1,863.92
06/03/2024	Bill Payment (Check)		Midwest Tape	#505502056	R	-249.62 -249.62
06/03/2024	Bill Payment (Check)		Midwest Tape	#505463885	R	-171.31 -171.31
06/03/2024	Bill Payment (Check)		Amazon Capital Services	#1VLW-J4Y4-YNLH	R	-154.91 -154.91
06/04/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/04/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/04/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1WHV-KYWL-K39N	R	-96.10 -96.10
06/18/2024	Bill Payment (Check)	7948232	Ventura County Science Center	#Plastic Awareness Exh	R	-1,500.00 -1,500.00
06/18/2024	Bill Payment (Check)	7946642	City Wide Facility Solutions	#32104000070	R	-1,225.00 -1,225.00
06/18/2024	Bill Payment (Check)	7945711	Moss, Levy & Hartzheim LLP	#I-2148	R	-3,350.00 -3,350.00
06/18/2024	Bill Payment (Check)	7945201	Economy Plumbing Inc	#105603	R	-871.50 -871.50
06/18/2024	Bill Payment (Check)	7947668	Curious Vessels	#Filming	R	-2,000.00 -2,000.00
06/18/2024	Bill Payment (Check)		Amazon - Zip Book	#1RTD-VJGM-XPXH	R	-60.60 -60.60
06/18/2024	Bill Payment (Check)	7948736	Soheil Roshan-Zamir	#6	R	-500.00 -500.00
06/18/2024	Bill Payment (Check)	7946971	Craig Newton	#000501013024	R	-400.00 -400.00
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1Y4P-6RC7-6436	R	-121.06 -121.06
06/18/2024	Bill Payment (Check)	7946021	Ventura County Science Center	#Seed library	R	-6,000.00 -6,000.00
06/18/2024	Bill Payment (Check)	7946817	Landscape Valley	#May	R	-350.00 -350.00
06/18/2024	Bill Payment (Check)	7947242	Poder Popular	#1	R	-4,000.00

Blanchard Community Library

Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-4,000.00
06/18/2024	Bill Payment (Check)		Walters Accountancy Corporation	#3904	R	-1,250.00
						-1,250.00
06/18/2024	Bill Payment (Check)	7948738	New Readers Press	#26374	R	-294.53
						-294.53
06/18/2024	Bill Payment (Check)	7945168	Baker & Taylor Books	#2038268246	R	-87.69
						-87.69
06/18/2024	Bill Payment (Check)		Amazon - Zip Book	#1XJK-JH43-MM1F	R	-944.53
						-944.53
06/18/2024	Bill Payment (Check)	7948322	Nancy Kierstyn Schreiner	#1842	R	-100.00
						-100.00
06/18/2024	Bill Payment (Check)	7947661	Curious Vessels	#Design APR	R	-2,500.00
						-2,500.00
06/18/2024	Bill Payment (Check)		Midwest Tape	#505534584	R	-138.66
						-138.66
06/18/2024	Bill Payment (Check)		Unique Management Services, Inc.	#6127073	R	-19.70
						-19.70
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1HYL-4TKW-7N1C	R	-27.05
						-27.05
06/18/2024	Bill Payment (Check)		Midwest Tape	#505572220	R	-147.04
						-147.04
06/18/2024	Bill Payment (Check)	7945124	Baker & Taylor Books	#2038268264	R	-1,287.63
						-1,287.63
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1C14-HMWY-7MJP	R	-347.47
						-347.47
06/18/2024	Bill Payment (Check)		Midwest Tape	#505572221	R	-22.25
						-22.25
06/18/2024	Bill Payment (Check)	7946337	Baker & Taylor Books	#2038283603	R	-189.54
						-189.54
06/18/2024	Bill Payment (Check)	7948708	Baker & Taylor Books	#2038283601	R	-76.22
						-76.22
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1QXT-VFFJ-M7K3	R	-38.94
						-38.94
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1HLN-V7FN-LP1W	R	-21.53
						-21.53
06/18/2024	Bill Payment (Check)	7946421	Baker & Taylor Books	#2038268249	R	-47.96
						-47.96
06/18/2024	Bill Payment (Check)	7945927	Baker & Taylor Books	#2038268670	R	-88.67
						-88.67

Blanchard Community Library

Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/18/2024	Bill Payment (Check)		Midwest Tape	#505534582	R	-72.91 -72.91
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#164K-J16J-3WLK	R	-47.51 -47.51
06/18/2024	Bill Payment (Check)	7947090	Baker & Taylor Books	#2038283604	R	-144.17 -144.17
06/18/2024	Bill Payment (Check)		Amazon Capital Services	#1CTW-W3X4-4N1P	R	-268.41 -268.41
06/18/2024	Bill Payment (Check)	7946713	Baker & Taylor Books	#2038268263	R	-771.04 -771.04
06/18/2024	Bill Payment (Check)	7948768	Baker & Taylor Books	#2038283602	R	-206.54 -206.54
06/18/2024	Bill Payment (Check)	7945574	Baker & Taylor Books	#2038268247	R	-317.57 -317.57
06/18/2024	Bill Payment (Check)	7946755	Baker & Taylor Books	#2038268248	R	-2,083.16 -2,083.16
06/18/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/18/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/18/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50 -1.50

Blanchard Community Library

Check Detail

June 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/20/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/21/2024	Bill Payment (Check)		Santa Paula Chamber of Commerce	#1845	R	-525.00
						-525.00
06/24/2024	Bill Payment (Check)		Melio		R	-1.50
						-1.50
06/25/2024	Bill Payment (Check)		Monarca Interpreting Services		R	-1,000.00
						-1,000.00



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

REPORT: Status of Capital Improvement Projects
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

SUMMARY

Staff will provide progress updates related to the ongoing capital improvement projects.

- 1. Building Forward Library Facilities Improvement Program**
- 2. Community Hall Project**

Attachments

- 7A1 - Blanchard Community Hall & Bookshop - Final SD.pdf
- 7A2 - 7A2 2024-6-24_BCL Reroof-HVAC-Elec Timeline

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 7B

REPORT: Approve Audit Engagement for FY 2023-24
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

SUMMARY

Each year, the Library District engages an independent audit firm to audit the prior year's financial statements. Moss, Levy & Hartzheim LLP has been the District's auditor since 2014, and has sent an engagement letter for the financial audit for Fiscal Year 2023-24.

A request for proposals (RFP) was posted to the California Special District Association's RFP Clearinghouse on May 30, 2024, with a due date of June 20, 2024. Before the deadline, the Library District received additional RFPs from Nigro & Nigro, PC and Eadie Payne, LLP.

BACKGROUND

Title 2, Section 1131.2 of the California Code of Regulations mandates that special districts hire an independent auditor to ensure transparency, accountability, and the proper recording and reporting of financial transactions.

The cost projections for FYs ending 2024, 2025, and 2026 for each submitted RFP are as follows:

Moss, Levy & Hartzheim:	\$10,865, \$11,410, and \$11,980 (\$34,255 in total)
Nigro & Nigro, PC:	\$15,000, \$15,000, and \$15,000 (\$45,000 in total)
Eadie Payne, LLP:	\$19,000, \$19,570, and \$20,157 (\$58,727 in total)

RECOMMENDATION

Staff recommends the Board approve an appropriate proposal and grant the Library Director the authority to engage a firm for the financial audits of the Library District for Fiscal Years 2023-24, 2024-25, and 2025-26.

Attachments

- 7B1 Engagement Letter from MLH LLP
- 7B2 Proposal from Nigro & Nigro
- 7B3 EP Proposal for Auditing Services

Blanchard / Santa Paula Library District

Board of Trustees Meeting

July 23, 2024

Page 2 of 2

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						



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

REPORT: FY 2024-2025 Budget
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

NOTABLE CHANGES FROM PREVIOUS FISCAL YEAR

Revenues

- Property tax projection based on average increases over past five years.
- Decreases in Adult and Family Literacy grants are offset by funding for ESL classes.

Expenses

- Increase in payroll budget to accommodate additional operating hours, adjustments to wage table based on salary surveys, proposed 3% COLA, and increased Unfunded Accrued Liability contribution.
- Increase in Black Gold (Computer Network/ILS) contribution due to unfunded pension liability, increase to digital media costs, relocation of Data Center, and cuts to CLSA funding.
- Increase to Furniture, Fixtures, & Equipment to fund necessary upgrades to staff and patron computers.
- Increase to Security for upgrades/expansion of security cameras, entry locks, doorbell, etc.
- Increases to Accounting and Audit services to reflect projected totals and additional cleanup projects.

RECOMMENDATION

Staff recommends that the Board approve the proposed FY 2024-25 Budget and Wage Table.

Attachments

- 7C1 2024-25 Budget Draft
- 7C2 Draft FY 2024-2025 Wage Table

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

COMPARISON OF FY 2023-24 APPROVED BUDGET AND 2024-25 DRAFT BUDGET

REVENUE	FY 2023-24	FY 2024-25	NET CHANGE	% CHANGE
Property Taxes				
Current Secured P/T	\$ 468,000	\$ 516,588	\$ 48,588	10.38%
Current Unsecured P/T	\$ 7,000	\$ 4,129	\$ (2,871)	-41.01%
Current Supplemental P/T	\$ 7,000	\$ 5,032	\$ (1,968)	-28.11%
Prior Secured P/T	\$ -	\$ 15	\$ 15	
Prior Unsecured P/T	\$ -	\$ 898	\$ 898	
Prior Supplemental P/T	\$ -	\$ 728	\$ 728	
Penalties / Delinquent Taxes	\$ 930	\$ 410	\$ (520)	-55.91%
Interest (P/T)	\$ 6,000	\$ 21,191	\$ 15,191	253.18%
HOPTR	\$ 1,500	\$ 2,583	\$ 1,083	72.20%
RDA Pass Through	\$ 149,000	\$ 167,728	\$ 18,728	12.57%
Special Assessment	\$ 327,000	\$ 354,091	\$ 27,091	8.28%
Total Property Taxes	\$ 966,430	\$ 1,073,393	\$ 106,963	11.07%
Donations				
Endowment	\$ 15,000	\$ 18,000	\$ 3,000	20.00%
Friends of the Library	\$ -	\$ -	\$ -	
Other Donations	\$ 20,040	\$ 15,000	\$ (5,040)	-25.15%
Total Donations	\$ 35,040	\$ 33,000	\$ (2,040)	-5.82%
Grants				
CLLS Adult Literacy Grant	\$ 29,869	\$ 29,172	\$ (697)	-2.33%
CLLS Family Literacy Grant	\$ 28,744	\$ 19,447	\$ (9,297)	-32.34%
CLLS ESL Grant	\$ 21,000	\$ 28,150	\$ 7,150	34.05%
Lunch at the Library	\$ -	\$ 10,565	\$ 10,565	
Zip Books	\$ -	\$ 11,901	\$ 11,901	
Other Grants	\$ 5,760	\$ -	\$ (5,760)	-100.00%
Total Grants	\$ 85,373	\$ 99,235	\$ 13,862	16.24%
Library Services				
Fines & fees	\$ -	\$ 200	\$ 200	
Printing & Copying	\$ 1,200	\$ 1,500	\$ 300	25.00%
Total Library Services	\$ 1,200	\$ 1,700	\$ 500	41.67%
Other Revenue				
Interest Income	\$ -	\$ 30,000	\$ 30,000	
Total Other Revenue	\$ -	\$ 30,000	\$ 30,000	
TOTAL REVENUE	\$ 1,088,043	\$ 1,237,328	\$ 149,285	13.72%

EXPENSE	FY 2023-24	FY 2024-25	NET CHANGE	% CHANGE
Salaries & Benefits				
Salaries	\$ 502,260	\$ 593,640	\$ 91,380	18.19%
PERS Retirement	\$ 23,400	\$ 28,260	\$ 4,860	20.77%
Unfunded Accrued Liability	\$ 54,360	\$ 60,132	\$ 5,772	10.62%
FICA 0.077	\$ 38,520	\$ 45,540	\$ 7,020	18.22%
PERS Group Health	\$ 34,080	\$ 33,960	\$ (120)	-0.35%
PERS Group Health Annuitants	\$ 30,000	\$ 22,560	\$ (7,440)	-24.80%
SUI	\$ 3,500	\$ 3,500	\$ -	
PERS 457 Plan	\$ -	\$ -	\$ -	

Insurance--Workers Comp	\$	3,500	\$	3,240	\$	(260)	-7.43%
Total Salaries & Benefits	\$	689,620	\$	790,832	\$	101,212	14.68%
Administration							
Advertising & Promotion	\$	8,040	\$	8,040	\$	-	
Bank & Finance Charges	\$	1,080	\$	3,000	\$	1,920	177.78%
Licensing & Service Agreements	\$	12,000	\$	15,000	\$	3,000	25.00%
Memberships & Dues	\$	5,040	\$	5,040	\$	-	
Office Supplies	\$	7,080	\$	7,080	\$	-	
Postage & Shipping	\$	1,560	\$	1,000	\$	(560)	-35.90%
Printing & Copying	\$	5,040	\$	5,100	\$	60	1.19%
Staff Development & Recognition	\$	5,040	\$	5,040	\$	-	
Telecommunications	\$	4,080	\$	4,080	\$	-	
Travel & Meetings	\$	3,000	\$	3,000	\$	-	
Total Administration	\$	51,960	\$	56,380	\$	4,420	8.51%
Building & Grounds							
Building Maintenance	\$	12,960	\$	15,000	\$	2,040	15.74%
Furniture, Fixtures, & Equipment	\$	10,080	\$	15,000	\$	4,920	48.81%
Grounds Maintenance	\$	11,520	\$	11,520	\$	-	
Insurance	\$	33,000	\$	52,192	\$	19,192	58.16%
Janitorial Service & Supplies	\$	13,080	\$	18,000	\$	4,920	37.61%
Security	\$	1,560	\$	4,500	\$	2,940	188.46%
Utilities	\$	49,320	\$	45,000	\$	(4,320)	-8.76%
Total Building & Maintenance	\$	131,520	\$	161,212	\$	29,692	22.58%
Collection Development							
Audiovisual	\$	4,800	\$	4,800	\$	-	
Books	\$	28,920	\$	28,920	\$	-	
Databases	\$	600	\$	1,420	\$	820	136.67%
eContent	\$	12,000	\$	15,354	\$	3,354	27.95%
Periodicals	\$	3,000	\$	4,000	\$	1,000	33.33%
WiFi Hotspots	\$	16,000	\$	12,000	\$	(4,000)	-25.00%
Total Collection Development	\$	65,320	\$	66,494	\$	1,174	1.80%
Library Services							
Book Binding & Mending	\$	2,040	\$	1,200	\$	(840)	-41.18%
Collection Service	\$	1,150	\$	1,800	\$	650	56.52%
Computer Network/ILS	\$	64,000	\$	76,270	\$	12,270	19.17%
Programming	\$	32,640	\$	35,640	\$	3,000	9.19%
Total Library Services	\$	99,830	\$	114,910	\$	15,080	15.11%
Professional Services							
Accounting	\$	11,040	\$	16,500	\$	5,460	49.46%
Audit Services	\$	13,000	\$	15,000	\$	2,000	15.38%
Grant Writing	\$	1,000	\$	1,000	\$	-	
Legal Services	\$	12,000	\$	12,000	\$	-	
Strategic Planning	\$	3,000	\$	3,000	\$	-	
Total Professional Services	\$	40,040	\$	47,500	\$	7,460	18.63%
TOTAL EXPENSE	\$	1,087,220	\$	1,237,328	\$	159,038	13.81%
NET REVENUE / (EXPENSE)	\$	823	\$	-	\$	(823)	

		FY 2024-25											
ADJUSTMENTS + 3% COLA													
PAY GRADE		1	2	3	4	5	6	7	8	9	10	MIN	MAX
8	SENIOR LIBRARIAN	\$ 29.61	\$ 30.50	\$ 31.42	\$ 32.36	\$ 33.33	\$ 34.33	\$ 35.36	\$ 36.42	\$ 37.51	\$ 38.64	\$ 61,594.00	\$ 80,366.00
7	LIBRARIAN	\$ 27.30	\$ 28.11	\$ 28.96	\$ 29.83	\$ 30.72	\$ 31.64	\$ 32.59	\$ 33.57	\$ 34.58	\$ 35.61	\$ 56,774.00	\$ 74,077.00
6	ADMINISTRATIVE SERVICES	\$ 23.34	\$ 24.04	\$ 24.76	\$ 25.51	\$ 26.27	\$ 27.06	\$ 27.87	\$ 28.71	\$ 29.57	\$ 30.46	\$ 48,553.00	\$ 63,351.00
5	CIRCULATION SUPERVISOR	\$ 21.42	\$ 22.06	\$ 22.72	\$ 23.40	\$ 24.10	\$ 24.83	\$ 25.57	\$ 26.34	\$ 27.13	\$ 27.94	\$ 44,544.00	\$ 58,120.00
4	PROGRAM COORD / LA III	\$ 19.65	\$ 20.24	\$ 20.84	\$ 21.47	\$ 22.11	\$ 22.78	\$ 23.46	\$ 24.16	\$ 24.89	\$ 25.64	\$ 40,866.00	\$ 53,321.00
3	LIBRARY ASSISTANT II	\$ 18.03	\$ 18.57	\$ 19.12	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.52	\$ 22.17	\$ 22.83	\$ 23.52	\$ 37,492.00	\$ 48,919.00
2	LIBRARY ASSISTANT I	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88	\$ 21.50	\$ 34,278.00	\$ 44,726.00
1	PAGE	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88	\$ 33,280.00	\$ 43,423.00

Each step is approximately 3% higher than the lower step

Promotions usually result in an increase of one grade at a step two lower than the previous grade and step.



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 7D**

REPORT: Review of Library Mascot
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

SUMMARY

The item is to discuss the possibility of introducing a mascot for the Blanchard Community Library.

This discussion will include potential benefits such as increased community engagement, marketing opportunities, and enhanced Library programs for children. Specific topics may include suggestions for the mascot's design, name, and role within the Library's activities, and plans for obtaining feedback from community members.

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

BLANCHARD / SANTA PAULA LIBRARY DISTRICT



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 8A**

REPORT: Gann Spending Limit

MEETING DATE: July 23, 2024

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

SUMMARY

The Board is required to establish a limit on tax-funded appropriations by Article XIII B of the California Constitution. The limit is based on the 1986-87 appropriations as adjusted annually by factors determined by the California Department of Revenue. The calculated appropriations limit for the 2024-25 fiscal year is \$1,097,492.

The appropriations funded by taxes are projected to be \$1,073,393, which is \$24,099 (2.22%) less than the calculated appropriations limit.

BACKGROUND

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

RECOMMENDATION

Staff recommends the Board adopt an appropriations limit of \$1,097,492 for the FY 2024-25.

Attachments

- 8A1 Gann Limit Based on 1986-87.pdf
- 8A2 Price and Population Letter – 2023.pdf
- 8A3 Resolution 2024-2025.01

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

GANN SPENDING LIMIT (1986-87 BASE YEAR)

	A		B	C	D	1986-87
	Per Capita Cost of Living Change		SANTA PAULA POPULATION CHANGE (%)	POPULATION CHANGE RATIO 1+(D/100)	ADJUSTMENT FACTOR (A x C)	Base Year
1986-87		1.023	2.2	1.022	1.045506	\$ 187,563
1987-88		1.0304	2.39	1.0239	1.0550266	\$ 197,884
1988-89		1.0393	2.84	1.0284	1.0688161	\$ 211,502
1989-90		1.0498	2.88	1.0288	1.0800342	\$ 228,429
1990-91	4.21	1.0421	3.24	1.0324	1.075864	\$ 245,759
1991-92	4.14	1.0414	3.26	1.0326	1.0753496	\$ 264,277
1992-93	-0.64	0.9936	3.08	1.0308	1.0242029	\$ 270,673
1993-94	2.72	1.0272	1.57	1.0157	1.043327	\$ 282,400
1994-95	0.71	1.0071	1.12	1.0112	1.0183795	\$ 287,590
1995-96	4.72	1.0472	1.72	1.0172	1.0652118	\$ 306,344
1996-97	4.67	1.0467	0.95	1.0095	1.0566437	\$ 323,696
1997-98	4.67	1.0467	0.47	1.0047	1.0516195	\$ 340,405
1998-99	4.15	1.0415	1.53	1.0153	1.057435	\$ 359,956
1999-00	4.53	1.0453	1.24	1.0124	1.0582617	\$ 380,928
2000-01	4.91	1.0491	1.46	1.0146	1.0644169	\$ 405,466
2001-02	7.82	1.0782	1.86	1.0186	1.0982545	\$ 445,305
2002-03	-1.27	0.9873	2.02	1.0202	1.0072435	\$ 448,531
2003-04	2.31	1.0231	1.71	1.0171	1.040595	\$ 466,739
2004-05	3.28	1.0328	1.73	1.0173	1.0506674	\$ 490,387
2005-06	5.26	1.0526	1.07	1.0107	1.0638628	\$ 521,704
2006-07	3.96	1.0396	0.82	1.0082	1.0481247	\$ 546,811
2007-08	4.42	1.0442	1.01	1.0101	1.0547464	\$ 576,747
2008-09	4.29	1.0429	1.16	1.0116	1.0549976	\$ 608,467
2009-10	0.62	1.0062	1.03	1.0103	1.0165639	\$ 618,546
2010-11	-2.54	0.9746	1.25	1.0125	0.9867825	\$ 610,370
2011-12	2.51	1.0251	0.83	1.0083	1.0336083	\$ 630,884
2012-13	3.77	1.0377	0.61	1.0061	1.04403	\$ 658,662
2013-14	5.12	1.0512	0.73	1.0073	1.0588738	\$ 697,440
2014-15	-0.23	0.9977	0.79	1.0079	1.0055818	\$ 701,333
2015-16	3.82	1.0382	0.66	1.0066	1.0450521	\$ 732,930
2016-17	5.37	1.0537	0.7	1.007	1.0610759	\$ 777,694
2017-18	3.69	1.0369	0.41	1.0041	1.0411513	\$ 809,697
2018-19	3.67	1.0367	0.36	1.0036	1.0404321	\$ 842,435
2019-20	3.85	1.0385	-0.18	0.9982	1.0366307	\$ 873,294
2020-21	3.73	1.0373	-0.38	0.9962	1.0333583	\$ 902,426
2021-22	5.73	1.0573	-0.7	0.993	1.0498989	\$ 947,456
2022-23	7.55	1.0755	-0.64	0.9936	1.0686168	\$ 1,012,467
2023-24	4.44	1.0444	-0.72	0.9928	1.0368803	\$ 1,049,807
2024-25	3.62	1.0362	0.89	1.0089	1.0454222	\$ 1,097,492

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Fiscal Year 2023-24

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Ventura				
Camarillo	-0.88	69,925	69,309	69,309
Fillmore	2.70	16,454	16,899	16,899
Moorpark	-0.65	35,380	35,151	35,151
Ojai	-0.99	7,568	7,493	7,493
Oxnard	-1.18	199,839	197,477	197,477
Port Hueneme	-1.35	19,615	19,351	21,356
San Buenaventura	-0.15	107,448	107,284	107,341
Santa Paula	0.89	31,145	31,423	31,423
Simi Valley	-0.13	124,333	124,174	124,174
Thousand Oaks	-1.18	124,439	122,967	122,967
Unincorporated	-1.44	91,644	90,326	92,063
County Total	-0.72	827,790	821,854	825,653

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
RESOLUTION # 2024-2025:01

**RESOLUTION OF THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2024-2025**

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

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

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

WHEREAS, the proceeds of taxes appropriation limit for the fiscal year 2024-2025 is calculated by adjusting the prior fiscal year, 2023-2024; and

WHEREAS, the adjustment factors are:

1. Change in the population of Santa Paula = 0.89%
2. Change in the per capita income in California = 4.44%; and

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

WHEREAS, the District's fiscal year 2024-2025 appropriation limit for proceeds of taxes is determined to be \$1,097,492.

NOW, THEREFORE, BE IT RESOLVED that the proceeds of taxes appropriation limit for the fiscal year 2024-2025 is established as \$1,097,492 and the "proceeds of taxes" revenue subject to this limitation is \$1,073,393, an amount below the established limit. Documentation used in the determination of the proceeds of taxes appropriation limit is available to the public at Blanchard/Santa Paula Library District office at 119 N 8th Street, Santa Paula, CA 93060.

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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

PASSED, APPROVED, AND ADOPTED this 23rd day of July, 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Geraldine Barrows, Library Board President

Ron Merson, Library Board Clerk



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

REPORT: Contrafund Advance

MEETING DATE: July 23, 2024

PREPARED BY: Justin Formanek

LOCATION: Blanchard Library

BACKGROUND

For a number of years, at the start of the fiscal year, the Library has requested and received from the County an advance against property tax revenues that were expected to be received in December and April. While it may not be necessary, staff recommends that the Board adopt a resolution requesting a pre-apportionment advance for FY 2024-25.

RECOMMENDATION

Staff recommends adoption of the attached resolution requesting a contrafund advance of \$228,000 for the 2024-25 fiscal year.

Attachments

- 8B1 Resolution 2024-2025:02

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						



BLANCHARD /SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
RESOLUTION # 2024-2025:02

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

NOW, THEREFORE, BE IT RESOLVED that the Blanchard/Santa Paula Library District Board of Trustees, at its regular meeting on July 23, 2024, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #0040 for the operations of the Library during the Fiscal Year 2024-2025. The amount provided to the District for Fiscal Year 2023-2024 should be sufficient for Fiscal Year 2024-2025.

PASSED, APPROVED, AND ADOPTED this 23rd day of July, 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Geraldine Barrows, Library Board President

Ron Merson, Library Board Clerk

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

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

REPORT: Approval of Facility/Room Use Policy
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

SUMMARY

The Blanchard Community Library does not have an established Room Use Policy governing the third-party use of Library meeting spaces.

BACKGROUND

Having a room use policy in place for the Library is crucial to ensure equitable access, maintain order, and protect library resources. Such a policy should set clear guidelines for how community members can reserve and use library rooms, and any limitations or costs relevant to that use.

An analysis of spaces available for use (and their associated costs) at Special District libraries in California has been included for comparison. Comparisons to municipal libraries have not been made due to differences in governance structures, funding sources, and available staffing.

RECOMMENDATION

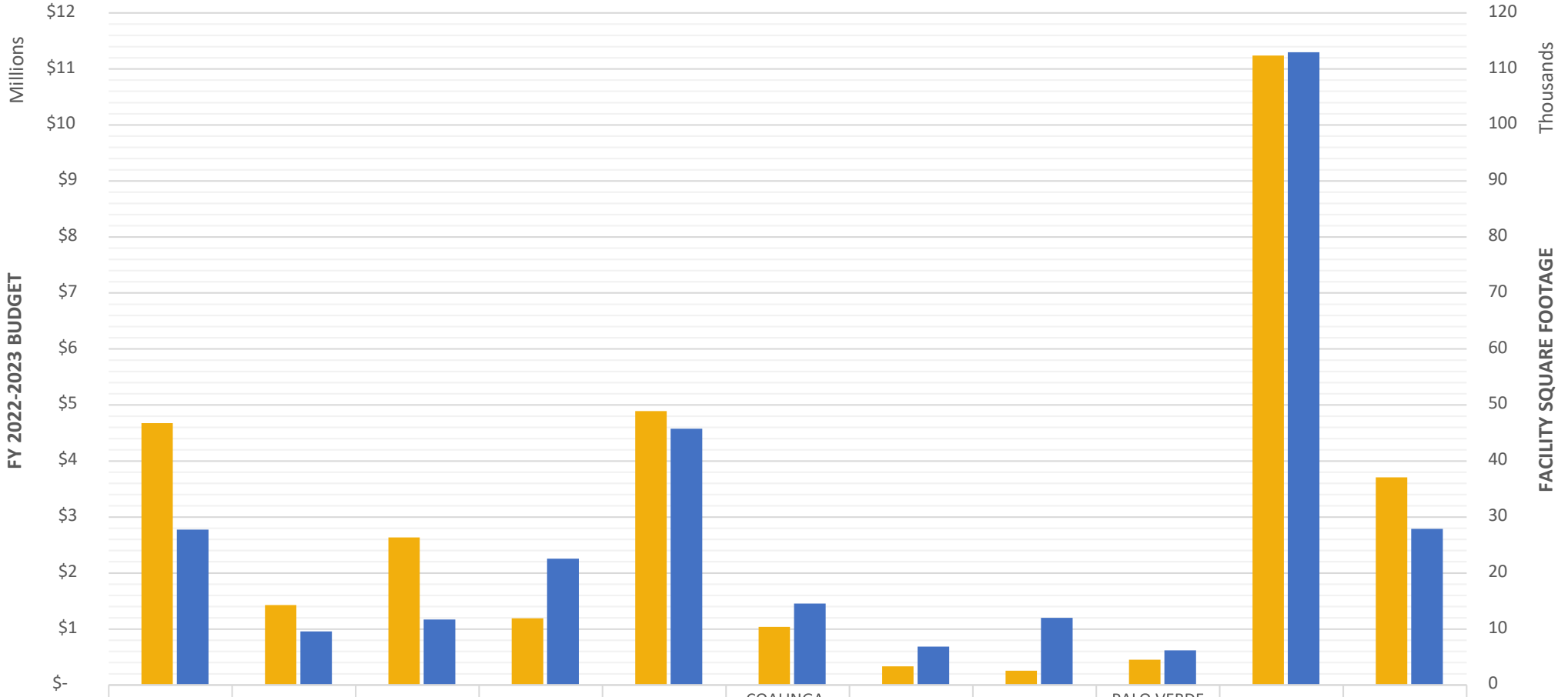
Staff recommends that the Board approve the proposed draft Room Use Policy with a suitable option for limitations and/or cost for use.

Attachments —

- 8C1 SD_facility_comparison
- 8C2 Draft Room Use Policy

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

COMPARISON OF FACILITY USE IN CALIFORNIA SPECIAL DISTRICTS



	ALTADENA	BANNING	BEAUMONT	BLANCHARD	BUENA PARK	COALINGA-HURON	DEL NORTE	LASSEN	PALO VERDE VALLEY	PALOS VERDES	PLACENTIA
BUDGET	\$4,676,930	\$1,427,559	\$2,637,371	\$1,192,799	\$4,892,621	\$1,038,259	\$332,185	\$255,279	\$454,019	\$11,237,352	\$3,710,218
SQFT	27,750	9,583	11,697	22,554	45,750	14,546	6,850	12,000	6,199	113,000	27,875
FTE STAFF	29.00	9.50	12.77	8.00	24.72	11.00	6.11	4.07	3.77	79.00	22.91
OFFERS SPACE	YES	STUDY ROOM ONLY	NO	YES	YES	YES	NO	YES	NO	YES	YES
OFF HOURS	NO	NO	NO	NO	NO	NO	NO	NO	NO	CERTAIN ROOMS ADDITIONAL CHARGE	ADDITIONAL CHARGE
FEES FOR USE	YES	N/A	N/A	NO	YES	NO (NON-PROFIT ONLY)	N/A	NO (HAVE CLEANUP FEES)	N/A	YES	YES

Does the District offer spaces for outside groups to meet? • Does the District offer use of spaces outside normal operating hours? • Does the District charge for facility use?

Room Use Policy (Draft v1.1)

The Blanchard Community Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information, and participate in programs created for public enjoyment, public education, and civic engagement.

These meeting rooms are managed by Library administration, in accordance with local and state laws governing protection of public property and fire safety.

Use is granted on an equal basis to all groups in accordance with the [American Library Association Bill of Rights](#).

The library meeting rooms are NOT available for:

- Purposes prohibited by local ordinance, county, state, or federal law
- Direct solicitation of customers or clients, or for gathering of personal information such as name, telephone number and address for the purpose of future solicitation
- Direct sales
- Any activity which, in the opinion of the Library Director or designee may cause undue disruption to the peaceful operation of the library
- Partisan politics, sectarian or religious services

An approved application is required for all groups and organizations desiring to use the meeting rooms. Reservations are not considered final until approved by Library staff.

In the event of conflict over requested dates for the use of a meeting room, preference will be given in the following order:

- Library-sponsored events
- Local government
- Non-profit community groups

The use of a meeting room by an organization or group, in no way constitutes an endorsement of that organization or group's beliefs, doctrines or programs by the Blanchard Community Library or the Board of Trustees.

Eligibility

Library meeting rooms are primarily for the use Blanchard Community Library staff, Library-related organizations, and Library-sponsored programs.

Eligible groups may reserve and use library meeting rooms for non-commercial activities without charge under the following conditions:

- The group is a local not-for-profit organization, governmental agency, or educational entity
- The meeting is open to all people who wish to attend.
- No fees or donations are collected or solicited for admission or participation in the meeting or event. No fundraising takes place during the meeting.

A local not-for-profit organization, governmental agency, or educational entity using the room for non-commercial activities will be charged the facility-use fees listed under the following conditions:

- Meetings are not open to and advertised to the general public, e.g., board meetings, committee meetings, training sessions, and the like.
- A group has restricted attendance to a limited or designated audience.
- The group requires an exchange of money, goods, or services for attendance (regardless of the exchange being on or off our premises). This includes meetings held by federal tax exempt organizations as well as governmental agencies.

Any person applying for use of a meeting room must be at least 18 years of age and have a Blanchard Community Library card in good standing. The person submitting the application shall be responsible for any damage to library property resulting from the organization's use of the room.

Non-commercial Use

At the request of Library staff, for-profit organizations may present programs to the public on general topics, however, selling, offering products or services for sale and solicitation for future delivery or performance of any product or service are not permitted in library meeting rooms. No personal information may be collected from public program attendees.

Availability

To ensure and promote the accessibility of Library meeting rooms to a wide variety of community groups, eligible groups may:

- Reserve meeting rooms up to 90 days in advance, as available
- Book three consecutive meetings at a time on a rolling basis
- Use rooms during normal Library operational hours, Monday – Saturday

Library related events and functions will receive first priority in scheduling. Meeting rooms are not available if the Library is closed due to an emergency or inclement weather.

All reservations should be made at least 2 business days in advance.

Reservations are limited to 2 hours per day, per organization.

Cancellation

Cancellations by groups must be received by the Library at least 48 hours in advance; failure to appear for a confirmed reservation will be considered a cancellation without warning and may impact a group's ability to request future reservations.

The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library programs, meetings, or events. In such rare instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or library meeting room.

Fees for Use

All rates are hourly; minimum usage period is 1 hour.

At the discretion of the Library Director groups may be charged for staff time. This is dependent on the nature of the reservation and size of the group that may require staff assistance and/or security.

Fees are due 14 days from the event date. If fees are not paid in this time period, the reservation is forfeited.

Non-Profit Organizations are required to provide proof of non-profit status.

Private events, parties, celebrations, and social gatherings are not permitted.

BLANCHARD COMMUNITY LIBRARY FACILITY USE FEES			
Room	Maximum Occupancy	Meeting Open to Public, No Charge	Closed / Limited Attendance, Fees
Hardison Room	24	No fee	\$50 PER HOUR
Classroom 1	35		
Classroom 2	37		
ADDITIONAL FEES			
Custom Room Set-up (optional)		\$15	\$25
Library Staff in attendance (optional)		\$25 per hour, per staff member (1 hour minimum)	
Cleanup Fee		Hourly rate	

Refunds

Fees are non-refundable except in cases where an event has been preempted by the library. If an alternative event date is not possible, all fees will be refunded.

Guidelines for Use

All activities and programs conducted in library buildings must comply with federal, state, and local laws and are subject to the rules, regulations, and policies of the Library.

[The Blanchard Community Library's Code of Conduct policy may be accessed here.](#)

Programs and/or meetings may not disrupt normal Library service. All meetings shall be open to the public and room occupancy shall be observed as posted.

Each meeting room can be setup in one of three configurations: board room, classroom, or presentation (diagrams of styles to be included). Changes to these configurations can be requested at least 48 hours in advance of the reservation for an additional fee.

Furniture should be left in a clean, neat, and orderly arrangement at the conclusion of the meeting. All floors and surfaces should be clean and clear of debris; all trash should be placed in appropriate receptacles.

Audio-visual equipment (e.g. projector, screen, microphone, etc.) may be available for use, subject to availability and location. Any other equipment must be provided by the group at its own cost. The Library is unable to provide storage space for materials or equipment between meetings.

Library personnel have free access to enter any meeting room at any time. The Board of Trustees has vested in Library personnel the authority to supervise meeting room use and to interpret policy; however, final authority rests with the Library Director.

The Library Director or their designee may shut down any event or meeting which is not following the requirements as stated in this policy. Failure to follow any of the requirements of this policy may result in the permanent denial of use of meeting rooms in the future for that organization.

Responsibility of Users

Reservations do not include access to staff-only areas of the Library or usage of Library copiers and office supplies. Transportation and setup of meeting-related materials and supplies is the sole responsibility of the reserving group; copies may be made only at the public copier in the Library's main reading area at a cost of 15¢ for black and white copies, and 65¢ for color.

All group members and attendees must enter and exit through the main entrance during regular Library hours. All meetings must be concluded and the rooms vacated 15 minutes before the library closes.

Any cleaning of meeting rooms required as a result of a group's use will be billed at an hourly rate. The cost of any materials and labor required for any repair will be billed to the responsible party.

Any publicity materials must clearly indicate that the program is under the sponsorship of the group and not the Blanchard Community Library. Publicity materials to be posted on Library premises must be approved in advance by the Library Director.



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

REPORT: Unfunded Accrued Liability Payment
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

SUMMARY

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for our CalPERS rate plans for the 2024-25 FY is \$60,132. The District may make this payment in monthly installments of \$5,011, or may instead elect to prepay the entire year in a single payment of \$58,186, a savings of \$1,946 (3.24%).

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

RECOMMENDATION

Staff recommends the Board approve payment of the annual Unfunded Accrued Pension Liability at the lump sum payment amount of \$58,186 with funds from the Blake Account to be repaid in installments equal to the amount of the monthly payment schedule of \$5,011 (\$60,132).

Attachments

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

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Merson						
Olson						
Reyes						
Zamora						

Required Contributions

	Fiscal Year
Required Employer Contributions	2024-25
Employer Normal Cost Rate	10.15%
<i>Plus</i>	
Required Payment on Amortization Bases ¹	\$58,533
<i>Paid either as</i>	
1) Monthly Payment	\$4,877.75
<i>Or</i>	
2) Annual Prepayment Option*	\$56,639
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

	Fiscal Year	Fiscal Year
	2023-24	2024-25
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	17.03%	17.08%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	17.03%	17.08%
Offset Due to Employee Contributions	6.93%	6.93%
Employer Normal Cost Rate	10.10%	10.15%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 28, 2023.

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

³ When a rate plan joins the pool, the difference in normal cost between the pool and the rate plan is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Required Contributions

	Fiscal Year 2024-25
Required Employer Contributions	
Employer Normal Cost Rate	7.87%
<i>Plus</i>	
Required Payment on Amortization Bases ¹	\$1,599
<i>Paid either as</i>	
1) Monthly Payment	\$133.25
<i>Or</i>	
2) Annual Prepayment Option*	\$1,547
Required PEPRA Member Contribution Rate	7.75%
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i>	
<i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i>	
<i>For additional detail regarding the determination of the required contribution rate for PEPRA members, see "PEPRA Member Contribution Rates" section.</i>	

	Fiscal Year 2023-24	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	15.43%	15.62%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	15.43%	15.62%
Offset Due to Employee Contributions	7.75%	7.75%
Employer Normal Cost Rate	7.68%	7.87%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 28, 2023.

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

³ When a rate plan joins the pool, the difference in normal cost between the pool and the rate plan is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.



**LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9A1**

REPORT: Adult Services Report

MEETING DATE: July 23, 20024

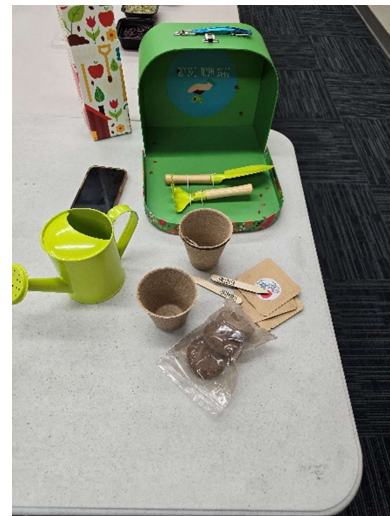
PREPARED BY: Brenda Goldy

LOCATION: Blanchard Library

April Programs & Services

Tierra Sana, Humana Sana / Healthy Soil, Healthy Human

The final program sponsored by this grant was a children’s garden workshop. Anne Thille taught the children about how plants grow and how they can regrow food from food scraps. A couple of kids had the chance to act as a plant and learn about the different parts of a plant. The children got to start a plant to take home. They were also given a garden kit with the essentials to start a garden at home.



Program Name	Description	Audience	Attendance	Date	Start	End	Location
Take and Make Craft - Bird Houses	Craft	Adult		15 June			Other
Live Ocean Event - First Summer Friday	Talk	Adult	3	7-Jun	10:15 AM	11:00 AM	Hardison
Poetry On Eighth	Poetry Reading	Adult	14	8-Jun	12:00 PM	2:00 PM	Classroom 1
Book Club - Guncle by Steven Rowley	Book Club	Adult	11	11-Jun	5:30 PM	6:30 PM	Classroom 1
iFixit Right to Repair Grant Workshop	Workshop	Adult	2	15-Jun	11:00 AM	12:00 PM	Hardison
SPSA Artist Talk - Judy Klement	Talk	Adult	2	15-Jun	12:00 PM	1:00 PM	Classroom 1
SPSA Artist Talk - John Nichols	Talk	Adult	0	18-Jun	12:00 PM	1:00 PM	Classroom 2
CSUCI Speaker - Marsha de la O	Talk	Adult	11	22-Jun	11:00 AM	12:00 PM	Classroom 1
Tierra Sana Grant: Children's Gardnen Work Workshop		Children	31	25-Jun	11:00 AM	12:00 PM	Classroom 2
Tierra Sana Grant: Children's Gardnen Work Workshop		Adult	6	25-Jun	11:00 AM	12:00 PM	Classroom 2

BLANCHARD / SANTA PAULA LIBRARY DISTRICT

American Library Association National Convention 2024

Highlights



I was able to attend this year’s ALA Annual Conference in San Diego. It was a great opportunity for professional development. I learned a lot from the workshops. Some workshops provided information about upcoming issues in the library world, such as artificial intelligence tools and ethical concerns. They also discussed how the process of adding materials to the catalog will change in the next few years. The most beneficial workshops I attended were about using social media to engage the community with creative content and how to avoid pitfalls when applying for grants. I plan on putting what I learn into practice soon.

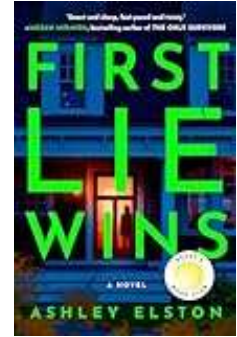
I ran into the California State Library Program Consultant who I work with on our Tierra Sana, Humana Sana grant. I was able to access a wide array of exhibits showcasing new books, technologies, and library services in the huge exhibit halls. Attending the ALA Annual Conference was incredibly valuable for my professional growth. It’s crucial to stay informed about industry advancements and connect with peers to exchange ideas and best practices.

Collection

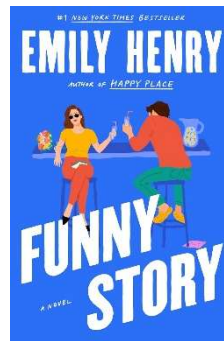
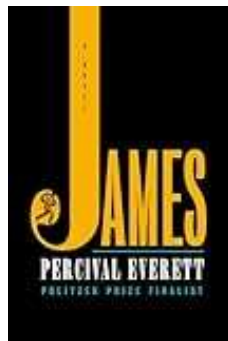
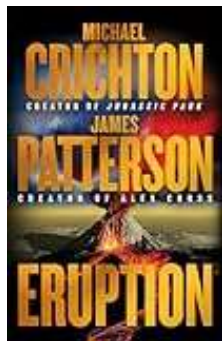
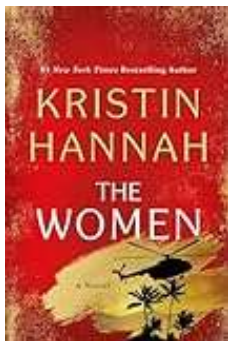
293 adult-oriented items were added to the collection in June 2024.

Adult Materials Added to Collection								
2023-2024	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY	
JULY	9	16	0	0	0	10	5	
AUGUST	44	20	3	0	1	9	5	
SEPTEMBER	47	9	3	0	0	8	3	
OCTOBER	11	62	0	12	0	6	5	
NOVEMBER	66	101	8	3	0	18	7	
DECEMBER	13	70	2	3	0	7	1	
JANUARY	90	79	6	5	0	18	6	
FEBRUARY	107	44	4	3	0	12	4	
MARCH	40	21	1	5	0	9	5	
APRIL	124	177	3	88	1	16	5	
MAY	59	152	3	73	0	11	4	
JUNE	194	47	25	10	0	13	4	

5 of the items with the most checkouts for the past 3 months



5 items with the highest number of hold requests





BLANCHARD
COMMUNITY LIBRARY
SANTA PAULA • CALIFORNIA

LIBRARY BOARD OF TRUSTEES
AGENDA ITEM 9A2

REPORT: Youth Services Report
PREPARED BY: Olivia Escoto

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

1. Family Program-Craig Newton 224

Tuesday, June 11	40 children	20 adults
Tuesday, June 18	68 children	44 adults
Tuesday, June 25	35 children	17 adults



MUSICIAN CRAIG NEWTON
TUESDAY, JUNE 11
4:00 PM
ALL AGES WELCOME!
SING IT AGAIN WITH CRAIG!
Craig Newton uses up to 10 musical instruments in every interactive music program to demonstrate musical styles performed from various times in American History

MAGICIAN SHAWN McMASTER
TUESDAY, JUNE 18TH
4:00 PM
All ages welcome!

INA, THE SUNSHINE STORYTELLER
Story Train Adventure Ride!
You'll laugh, sing, dance and spread your wings as you ride the story train around the globe!
TUESDAY, JUNE 25
AT 4:00 PM

KIDS Book Club
students 4th - 6th grade
Join us for Book Talks, Activities, and Snacks!
Book Distribution & Activity
Monday, June 10
4:00 - 5:00pm
Book Discussion
Monday, June 24
4:00 - 5:00pm

STELLA Díaz NEVER gives UP
ANGELA DOMINGUEZ
Free copies of the book to the first ten readers!

BCL
BLANCHARD COMMUNITY LIBRARY
119 N 8th Street, S.P 805-525-9615

2. Kids Book Club –Ways to Grow Love by Renee Watson 8

Monday, June 10	17 children
Monday, June 24	10 children

3. Storytime

222

a. Bilingual Storytime

June 3	8 children	4 adults
June 10	5 children	3 adults
June 17	3 children	2 adults
June 24	7 children	4 adults

b. Preschool Storytime

June 5	19 children	13 adults
June 12	24 children	12 adults
June 19	29 children	14 adults
June 26	26 children	13 adults

c. Saturday Storytime

June 1	4 children	2 adults
June 15	21 children	9 adults

Bilingual Storytime
Cuentos Bilingües

Mondays at 1:30 pm
Lunes a las 1:30 pm

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

STORYTIME

Wednesdays
at 10:30 am

The banner features a blue background with a colorful paper banner at the top. On the left, there is an illustration of diverse children reading books. On the right, there is an illustration of various forest animals (a bear, a deer, a rabbit, a fox, and a squirrel) gathered around a tree.

Saturday
Storytime
+ Craft

June 1
at 11am

Hello
SUMMER

The banner has a yellow background. It features the text 'Saturday Storytime + Craft' and 'June 1 at 11am' in a playful font. To the right, the words 'Hello SUMMER' are written in a large, hand-drawn style with a sun icon.

Saturday
Storytime
+ Craft

June 15
at 11am

HAPPY
FATHER'S
DAY

The banner has a light blue background. It features the text 'Saturday Storytime + Craft' and 'June 15 at 11am' in a playful font. To the right, the words 'HAPPY FATHER'S DAY' are written in a large, stylized font with radiating lines.

4. Family Movie

18

June 12	14 children	4 adults
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FAMILY MOVIE!

Disney Pixar
KUNG FU PANDA 4

Wednesday, June 12
4:00 pm

All Ages welcome!
Free Popcorn!

Blanchard Community Library 119 N 6th Street, S.P. 805-525-3415

The banner features a green background with a large illustration of Po the panda and other characters from the movie. Text includes 'FAMILY MOVIE!', 'Disney Pixar KUNG FU PANDA 4', 'Wednesday, June 12 4:00 pm', 'All Ages welcome! Free Popcorn!', and the library's name and address.

5. Reading with Paws

68

June 3	11 children	6 adults
June 10	13 children	4 adults
June 17	9 children	4 adults
June 24	14 children	7 adults

Reading with Paws

Mondays
5:00 - 6:00 pm



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



6. Kids Art Event/Santa Paula Society of the Art

13

7. Let's go scuba diving for world ocean day:
Live underwater Stream.

10

June 7 7 children 3 adults



8. Teen Programming

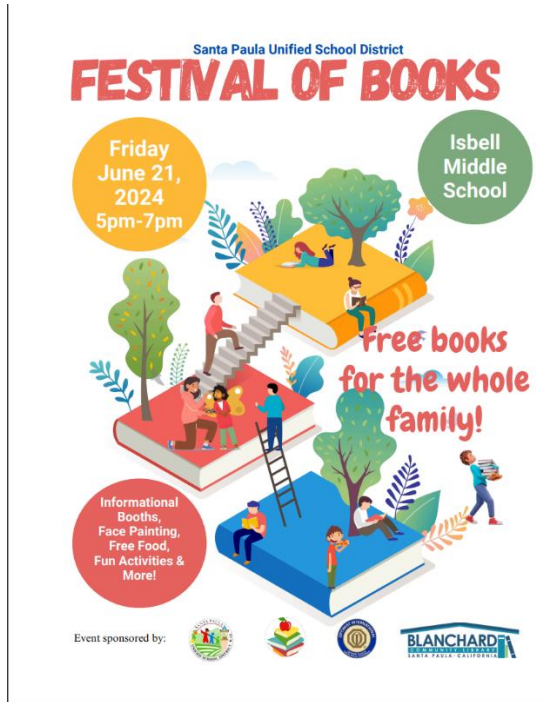
20

Science lab: Teen Workshop
June 6 20 teens



7. Festival of Books Tuesday, June 21

400



New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD/Blu-Ray	Total
July	31	12	5	2	47	97
August	32	7	13	8	19	79
September	61	52	12	2	0	127
October	90	7	3	0	0	100
November	59	10	3	1	1	74
December	60	18	3	0	2	83
January	64	23	2	0	0	89
February	27	7	4	1	2	41
March	86	30	3	0	32	151
April	49	106	43	6	34	238
May	45	52	15	2	32	146
June	29	11	3	0	9	52

Discards	Adult Fic	Adult NF	DVD	YA	Juv Fic	Juv NF	Total
July	114	149	4	0	42	25	334
August	75	40	2	5	25	20	365
September	126	210	0	21	17	39	413
October	23	201	0	0	8	58	290
November	4	124	0	0	23	155	306
December	41	219	0	0	316	146	722
January	63	251	5	0	309	205	833
February	15	18	0	1	24	26	84
March	14	19	4	0	35	25	97
April	5	0	8	0	2	2	17
May	1	0	21	0	12	5	39
June	7	2	1	0	0	0	10

Circulation	Jan.	Feb.	Mar.	Apr.	May	June
YA Fic	126	130	100	71	92	158
YA NF	7	10	15	7	14	21
YA Fic SP	1	0	2	1	1	1
YA NF SP	0	0	1	0	0	0
JUV Fic	1108	1150	1268	1219	1181	1932
JUV NF	348	378	401	491	417	593
JUV Fic SP	56	81	112	83	99	154
JUV NF SP	25	15	21	23	21	34
J BKCD	1	1	4	2	2	6
J DVD/BLURA	92	46	61	49	39	109
J MAGAZINE	4	0	4	2	0	7
TOTAL	1,768	1,811	1,989	1,948	1,866	3,015



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A3

REPORT: Adult Learning Center Report

MEETING DATE: July 23, 2024

PREPARED BY: Misty Finch

LOCATION: Blanchard Library

Adult Literacy Services

Adult Literacy Tutoring:

In June, adult literacy tutors and learners dedicated a total of 291 hours practicing reading, writing, and conversational English skills.

New Adult Tutoring:

Julia R. is a new tutor who recently came back home to Santa Paula for the summer. She is a psychology student at the California University of Santa Cruz. She was paired with Jessica C. an adult learner who works at a plastics factory and would like to improve her command of English so she can apply for different jobs.

BEST Virtual Book Discussion with Tricia Lemmon:

Participants of our weekly *Best Virtual Book Discussion* are currently reading, *Freedom Train – The Story of Harriet Tubman* written by Dorothy Sterling

Family Literacy Services:

Lectures para toda la vida (Lifelong Readers) is a new family literacy program that was launched on June 15, 2024. In this program, adult learners and families practiced reading a story together in English with the help of literacy tutors and staff. They also had the opportunity to participate in a literacy-focused activity after the reading. Four weekly sessions were hosted this month, with program themes including ocean, family, nature, and shapes.

ESL Services:



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BEST offers two classes twice a week to support adult learners with diverse levels of English proficiency. Level One supports adults with little to no English proficiency, and Level Two is tailored for those who want to improve their existing skills. Yoko Mansfield, a certified TESOL instructor, teaches both classes.

June 2024 Statistics:



Adult Literacy Services (ALS)	ESL Services (ESL)	Family Literacy Services (FLS)
Active one-to-one Tutors: 6 Active one-to-one Learners: 8 One-to-One Tutor Hours: 47 One-to-One Learner Hours: 29 <u>Small Groups: Book Discussion</u> Volunteer Facilitator: 1 Book Discussion Adult Learners: 6 Book Discussion Learner Hours: 26	Active One-to-One Tutors: 2 Active One-to-One Learners: 6 One-to One Tutors Hours: 42 One-to-one Learner Hours: 42 <u>ESL Classes</u> Total Adult Learners: 12 Total Adult Learner Hours: 105	<u>Lectores para toda la vida</u> Participants: 21



LIBRARY BOARD OF TRUSTEES AGENDA ITEM 9A4

REPORT: Library Director's Report
PREPARED BY: Justin Formanek

MEETING DATE: July 23, 2024
LOCATION: Blanchard Library

LIBRARY DIRECTOR'S ACTIVITIES

- June 3** Meeting with AKA Architects re: Community Hall
- June 5** Monthly project check-in with SoCal Regional Energy Network
- June 10** Streamline Design & Review Meeting
- June 20** REFORMA Board meeting
- June 28 – July 1** .. Attended ALA Annual Conference in San Diego

OUR LIBRARY IN THE NEWS

FRIDAY, JUN 14, 2024 NEWS

Check out seeds at Santa Paula Seed Library

Special to the Santa Paula Times
The Santa Paula Seed Library, in partnership with Poder Popular and Leap Lab: The Ventura County Science Center, is open. Residents are invited to bring their seeds to contribute to the library's collection, which will be available for loan to anyone interested in growing their own produce. The library is at 119 N. Eighth St., Santa Paula.

This initiative is part of the "Tierra Sana, Humana Sana" project, which aims to bring more community-based environmental resources to Blanchard Community Library, including growing organic food and future exhibits on reducing plastic pollution. The seed library will offer a unique opportunity for residents to contribute to and benefit from this new community resource.

"This project is a wonderful example of collaboration and community engagement," said Maria Jimenez, director of the nonprofit organization, Poder Popular, which recently became designated as a green business. "By working together, we can create a healthier, more sustainable future for Santa Paula."

The seed library offers a wide variety of seeds, including vegetables, fruits, herbs, and flowers. Patrons can "check out" seeds for their gardens, grow them, and then "return" seeds from their harvest to replenish the library's collection.

"We are excited to launch the Santa Paula Seed Library and to see the positive impact it will have on our community," said Library Director Justin Formanek. "This project is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian."

For more information about the Santa Paula Seed Library, contact Formanek at 805-525-3615.

— Library Director Justin Formanek

"We are excited to launch the Santa Paula Seed Library and to see the positive impact it will have on our community."

6 Pack Deal
Buy 6 Messages and get the 7th Message FREE!
One Hour \$60.00
GIFT CERTIFICATES AVAILABLE
Call 805-525-1132

2024 ALA CONFERENCE



UPDATES

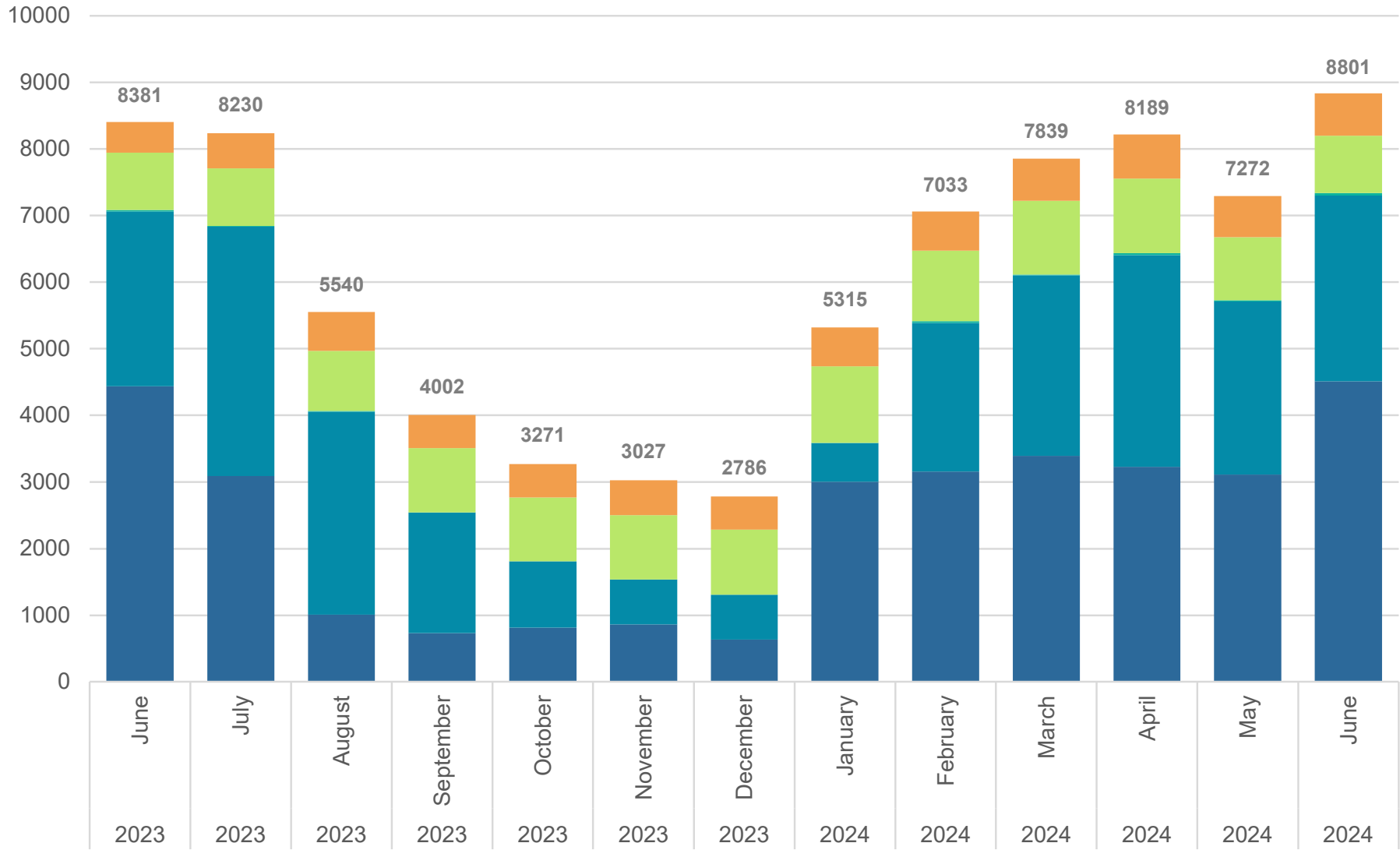
- 2024 Elections Update
- Vacation
- Attachments — Library Statistics for June 2024
- ALA Conference



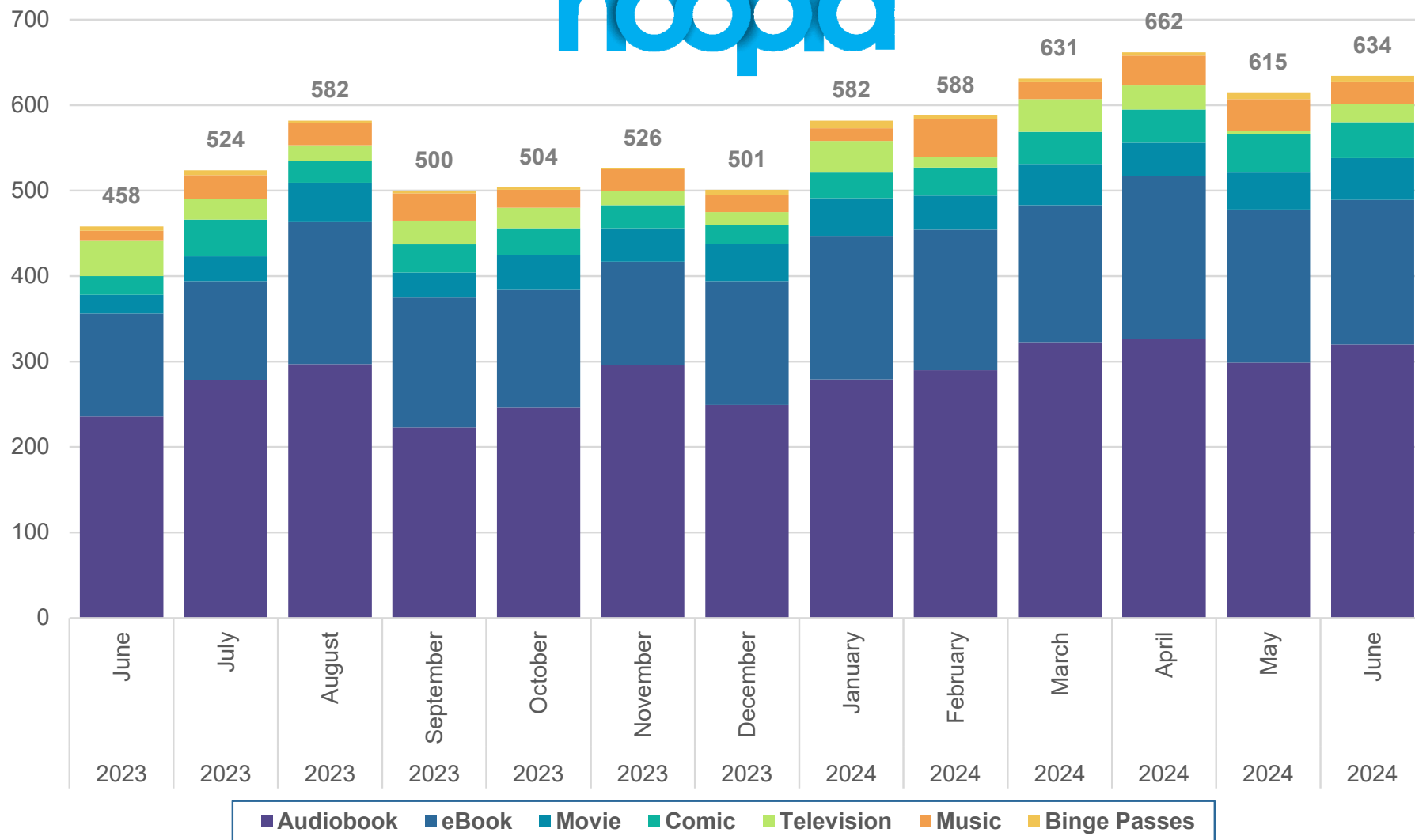
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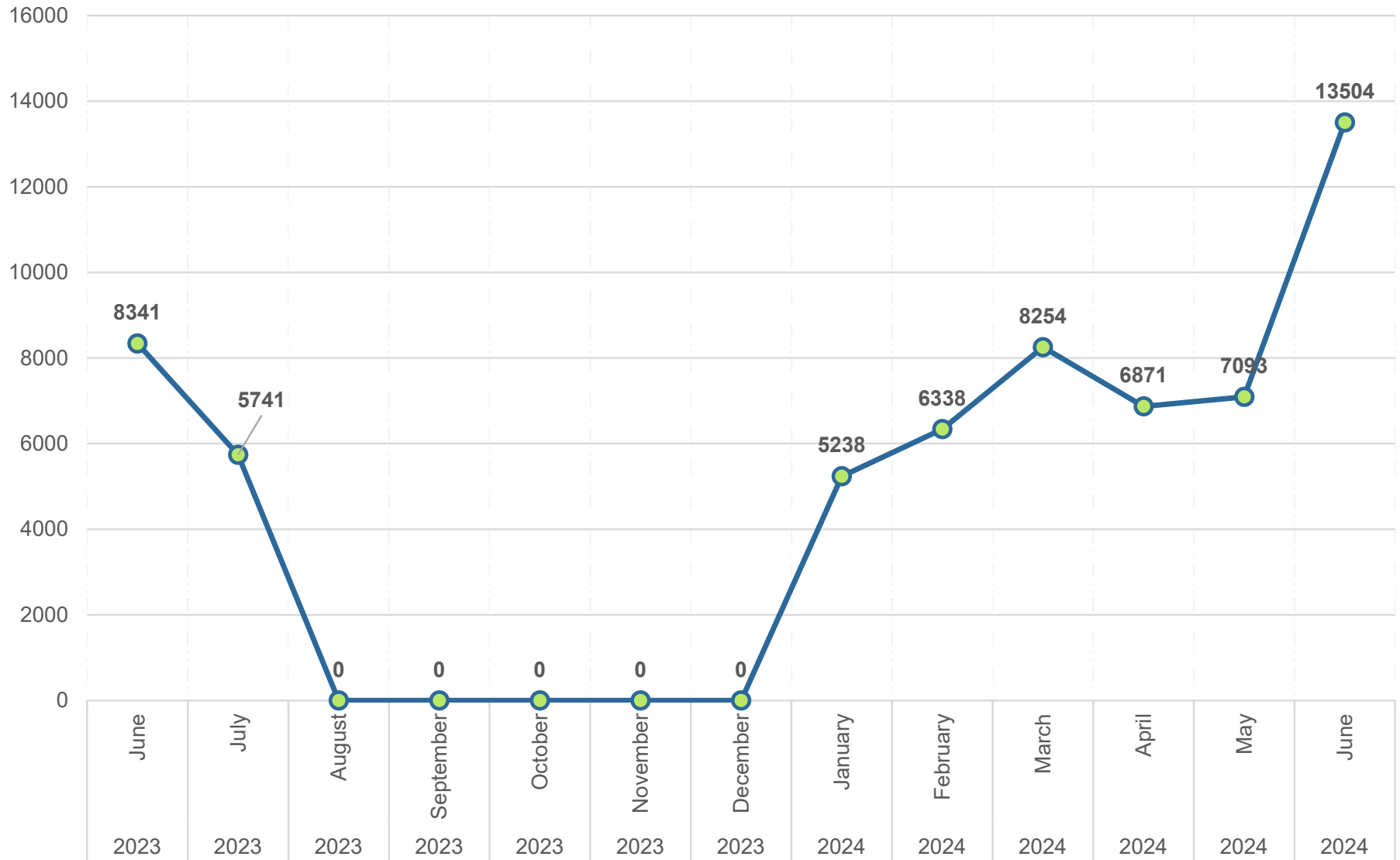
TOTAL CIRCULATION



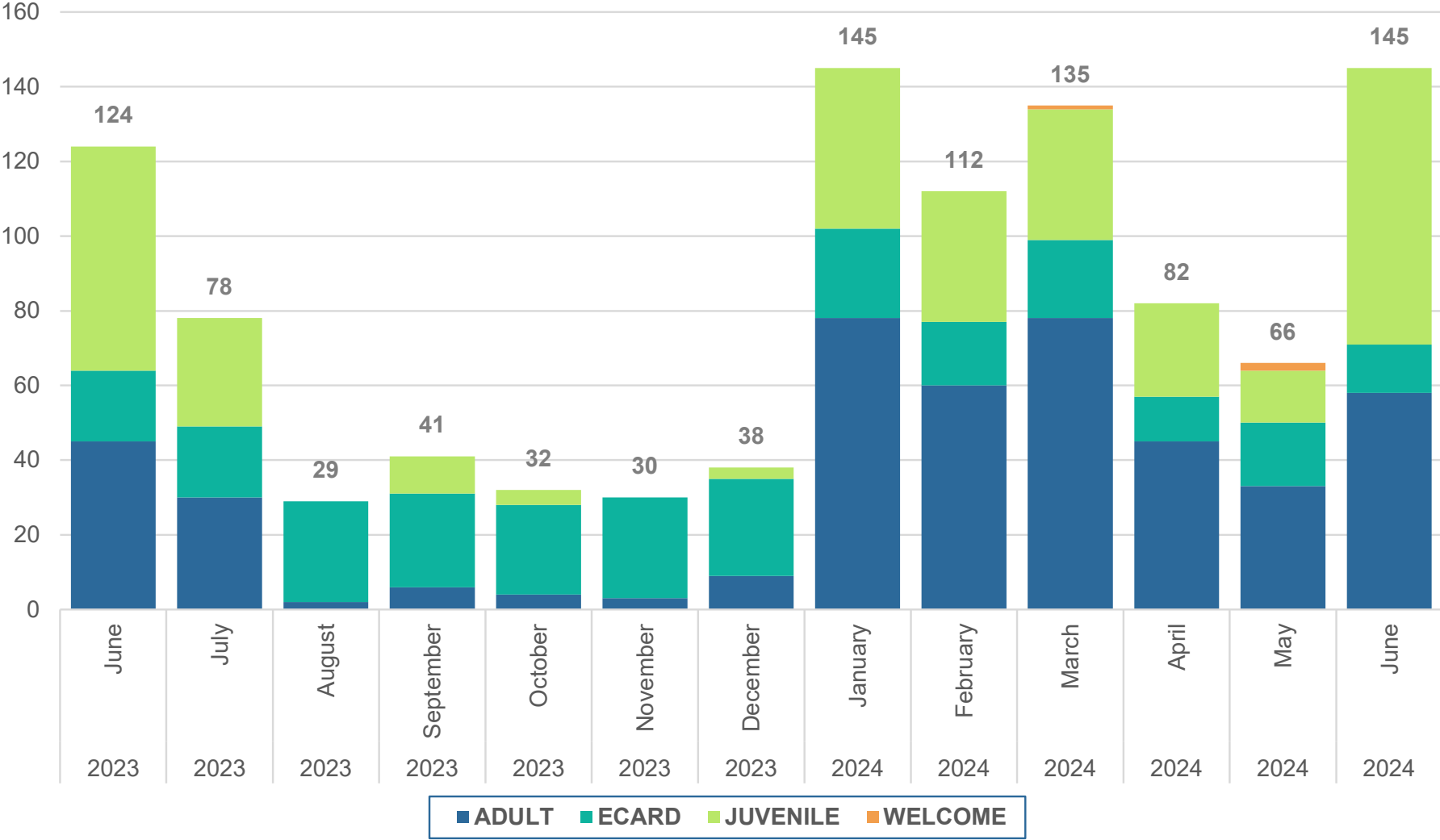
■ 1ST CIRC
 ■ RENEWAL
 ■ PERIODICALS
 ■ OVERDRIVE
 ■ HOOPLA



PATRON COUNT



NEW LIBRARY CARDS





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

MONTH: June 2024

HOURS WORKED BY VOLUNTEERS: 144.25 Hours worked in June

SPECIAL EVENTS:

- A number of FOL Board members and volunteers participated in the School District book fair which was held at Isbell school this year on June 21st.
- Approved a donation of \$4,100 to the Library for the summer reading program and other children's programming.

EARNINGS: We raised \$724.21 in June from the Back Stacks book sales.