

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, May 24, 2022 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

MEMBERS OF THE PUBLIC MAY PARTICIPATE

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

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

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

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

D. APPROVAL OF MINUTES

- a. Approval of Minutes: Meeting of April 26, 2022

E. REPORTS

- a. Financial Reports—April 2022
- b. Friends of the Library

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Update on Library Renovation (information, discussion, possible action)
- b. Update on Changes in Black Gold Library Cooperative Structure (information, discussion, possible action)

## H. NEW BUSINESS

- a. Resolution Requesting Consolidation with the Other Elections to Be Held on November 8, 2022 (information, discussion, possible action)
- b. Resolution Establishing the District's Policy of Resolving a Tie Vote By Lot (information, discussion, possible action)
- c. 2022-23 Contract for the District Director (information, discussion, possible action)
- d. Draft of the 2022-2023 Budget (information)
- e. Approval of Gann Spending Limit and Consideration Whether to Sponsor a Ballot Measure Regarding the Spending Limit (information, discussion, possible action)

## I. 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
  - iii. Strategic Plan Teams
    1. Visioning/Strategic Plan
    2. Fundraising/Grants

## J. FUTURE AGENDA ITEMS

## K. UPCOMING MEETING DATES

Regular Meeting June 28, 2022

## L. ADJOURNMENT

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

REGULAR MEETING OF MAY 24, 2022  
E. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Regular Meeting of April 26, 2022

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April, 26, 2022**

**A. CALL TO ORDER**---The Meeting was called to order at 6:07 PM by Board President Ron Merson. Trustees Christina Eilar, Laura Phillips, Ricardo Reyes, and Miriam Zamora were in attendance. District Director Ned Branch was present.

**C. APPROVAL OF THE ORDER OF AGENDA**- Unanimously approved (Phillips/Zamora 5-0) with the following amendments:

- a. Remove item B - Presentation of the annual Donation from the Blanchard Library Endowment Committee, which was completed at the last meeting.
- b. Move item F., c. up to the beginning of the Reports section.

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

**E. APPROVAL OF MINUTES**---The Minutes of the Regular Meeting on March 22, 2022 were unanimously approved. (Eilar/Phillips 5-0).

**F. REPORTS** ---

- a. Justin Formanek and Olivia Escoto gave a brief explanation of the purpose of and guidelines for the book weeding process. A discussion followed. Discards are primarily non-circulating or irrelevant titles (eg. outdated computer program manuals). All acknowledged the uniqueness of the Blanchard Community Library.
- b. Director Branch presented the Financial Reports for review. Received and filed. (Zamora/Phillips 5-0)
  - i. Variances are the same as previous months.
- c. Friends of the Library (FOL) - Trustee Phillips: FOL is donating books for family events; First Saturday sale will be May 7; May sale will be ½ price collectible books

**G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS** ---

- a. Trustee Merson stated that the Optimist Club has donated the use of its popcorn machine for library events and made donations for the summer reading program. The Optimist Club will also be offering refreshments at the Folklorico event on May 3.
- b. Trustee Phillips reported that library cards and brochures will be offered at the May 4 Senior Health Fair at the Senior Center.

**H. OLD BUSINESS**--- Director Branch

- a. Library Renovation Update –
  - i. The board discussed colors and drawings presented by Director Branch. A detailed furniture plan will be presented by the furniture rep at a later date.
  - ii. Trustees requested that brighter colors be used for accents and wayfinding as part of the interior renovations. Yellow, green, and blue were selected as accent colors. No changes were made to the proposed carpet and tile.
  - iii. Trustee Zamora stated that the cottage is a unique and special place for the children and requested that it be incorporated into the new layout. Director Branch responded that the cottage takes up a lot of space and it is dangerous as people could hit their heads on the eaves, but options would be reviewed.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April, 26, 2022**

- iv. Director Branch stated that a smaller scale puppet theater will be incorporated into the renovations. Alternate locations for the smaller statues are being explored.
  - v. Trustee Zamora requested that the computers in the children's area be moved to an area that is less visible from the easy reader and picture book sections, as the current location may discourage young children from selecting books. Trustee Reyes requested more computers. Director Branch responded that alternate locations would be reviewed.
  - vi. The grant application for the HVAC work was filed on March 21. A response may be received as early as late spring.
- b. Black Gold patrons no longer have access to the Santa Barbara and San Luis Obispo catalogs. The libraries will officially be out of the system on July 30. Per the current budget, Blanchard's Black Gold fees for 2022-2023 will not increase.
- c. The new ILS is up and running.

**I. NEW BUSINESS** ---

- a. Trustee Eilar distributed Strategic Planning Mission and Vision statements developed at the meeting held on April 2. Trustees discussed and gave feedback on the options.

**J. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION** –

Title: District Director - Trustees went into closed session at 8:25.

**K. REPORT OUT OF CLOSED SESSION** –

Director gave feedback on evaluations and reviewed goals for the year. Trustees returned from closed session at 8:51pm.

**L. REPORTS (continued)**

a. Staff Reports

- i. Public services - Updates were reviewed.

- ii. Facilities Report –

- 1. An ad hoc committee has been formed to discuss the new development agreement for the Harvest development. Director Branch will meet with the committee to discuss development impact fees.
- 2. Approximately 800 new units will be coming to Santa Paula over the next few years.
- 3. Vanessa Bechtel will assist in providing introductions to foundations that may donate to the library.

- iii. District Director's Report -

- 1. Statistics were reviewed.
- 2. Status of library operations – Hours of operation are being reviewed. Director Branch will review results of the survey currently available at the library for

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April, 26, 2022**

patrons to provide feedback on hours of operation. A trial schedule change is a possible option.

3. The possibility of installing an electronic sign was discussed.

**b. Board Committees**

i Finance --- None

ii Human Resources --- The Director evaluation needs to be updated.

iii Strategic Plan Teams -

1. Visioning/Strategic Plan - The next community discussion will be held on May 7.

2. Fundraising/Grants - None

**FUTURE AGENDA ITEMS**--- The Board agreed to include the following future Agenda items: Preliminary budget, review of building projects, options for the doll collection.

**UPCOMING MEETING DATE**--- The next regular meeting will be May 24, 2022 at 6:00 PM.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 9:21 PM. (Zamora/Reyes 5-0)

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**Library Board Clerk**

**ATTEST:**

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**District Director**

REGULAR MEETING OF MAY 24, 2022  
F(a). REPORTS: FINANCIAL REPORTS

1. Receive and file April 2022 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**BUDGET VARIATIONS AND SUMMARIES**

YTD as of April 2022 - Month 10 of 12

**SIGNIFICANT VARIANCES FROM BUDGET**

		ACTUAL	BUDGET		
<b>Income</b>	Property Tax	\$ 842,369	\$ 817,230	3.1%	Unbudgeted parcel taxes received-possibly delinquent
	Grants	\$ 94,147	\$ 69,323	35.8%	Larger than expected State Library Literacy grant. ZIP books grant.
	Donations- YTD	\$ 27,244	\$ 35,900	-24.1%	
<b>Expense</b>	Salaries & Benefits	\$ 495,554	\$ 562,200	-11.9%	One staff member on maternity leave for four months
	Computer Services	\$ 63,605	\$ 74,100	-14.2%	Hoopla no longer categorized as Computer Services
	Collection Development	\$ 53,252	\$ 39,800	33.8%	Hoopla transferred from Computer Services to Databases. WiFi hotspots higher than budgeted. Zip books was unbudgeted expense.
	Programs	\$ 4,838	\$ 26,400	-81.7%	Delay in resuming congregate programs due to COVID
	Promotion & Public Relations	\$ 1,882	\$ 4,833	-61.1%	
	Insurance	\$ 20,290	\$ 18,400	10.3%	September amortization expense posted twice. Actual expense is \$1,844 higher. Will even out in April.
	Payroll Processing	\$ 2,977	\$ -		New payroll service previously paid as part of now-discontinued accounting service.
	Professional Services	\$ 19,427	\$ 27,200	-28.6%	Have not received final bills from auditors and from actuary. Accounting service brought in house reduced expense.
	Building Maintenance	\$ 11,357	\$ 16,300	-30.3%	Few repairs. Repairs don't happen often but when they do, they tend to be expensive.
	Utilities	\$ 32,898	\$ 30,000	9.7%	Summertime cooling costs. Budget is based on monthly average, not actual usage. Over budget

**BUDGET SUMMARY**

	20-21 YTD Actual	21-22 YTD Actual	21-22 YTD Budget	YTD Variance	21-22 Annual Budget
Income	\$ 901,453	\$ 966,232	\$ 923,493	4.6%	\$ 993,873
Expense	\$ 798,924	\$ 735,644	\$ 836,033	-12.0%	\$ 992,800
Other					
Income	\$ -	\$ -	\$ -		\$ -
Expense	\$ -	\$ -			



**Blanchard/Santa Paula Library District**  
**Balance Sheet**  
 As of April 30, 2022

	Apr 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010.10 · General Fund	75,652.40
Payroll (Checking Account - Payroll)	1,291.71
Literacy	22,690.25
1020 · Book Trust Account	23,333.74
1010.20 · County Accounts	1,290,520.92
Investment Accounts	395,716.71
Building Fund	
1010.40 · Santa Paula City	222,037.59
Blake	35,315.51
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	2,172,251.23
Other Current Assets	14,401.47
Total Current Assets	2,186,652.70
Fixed Assets	768,837.97
<b>TOTAL ASSETS</b>	<b>2,955,490.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	27,382.02
Credit Cards	1,716.31
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	5,009.60
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	43,264.58
Total Current Liabilities	72,362.91
Total Liabilities	72,362.91
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	1,558,949.88
Net Income	266,054.52
Total Equity	2,883,127.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,955,490.67</b>

## Blanchard/Santa Paula Library District Profit & Loss Budget Performance April 2022

	Apr 22	Budget	Jul '21 - Apr 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Property Taxes	200,288.45	231,000.00	842,369.32	817,230.00	883,230.00
4700 · Grants					
California State Library Grants	965.00		94,147.00	0.00	0.00
4705 · Other Grants	0.00	0.00	0.00	0.00	0.00
4700 · Grants - Other	0.00	0.00	0.00	69,323.00	69,323.00
<b>Total 4700 · Grants</b>	<b>965.00</b>	<b>0.00</b>	<b>94,147.00</b>	<b>69,323.00</b>	<b>69,323.00</b>
4600 · Donations	45.00	17,090.00	27,244.00	35,900.00	40,080.00
4800 · Library Services	924.15	120.00	2,226.76	1,040.00	1,240.00
4900 · Miscellaneous Income	21.25		242.63		
Interest Income	0.29		2.18		
<b>Total Income</b>	<b>202,244.14</b>	<b>248,210.00</b>	<b>966,231.89</b>	<b>923,493.00</b>	<b>993,873.00</b>
<b>Gross Profit</b>	<b>202,244.14</b>	<b>248,210.00</b>	<b>966,231.89</b>	<b>923,493.00</b>	<b>993,873.00</b>
<b>Expense</b>					
*Reconciliation Discrepancies	0.00		0.00		
<b>Salaries &amp; Employee Benefits</b>					
Salaries	41,076.43	44,320.00	355,931.42	414,460.00	503,100.00
Payroll Tax	3,312.29	3,640.00	28,888.34	34,800.00	42,080.00
Retirement	5,849.73	6,180.00	57,410.01	61,440.00	73,800.00
Health Insurance	5,323.16	4,930.00	51,962.73	49,300.00	59,160.00
Insurance- Workers Comp.	144.19	170.00	1,361.96	2,200.00	2,540.00
Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Salaries &amp; Employee Benefits</b>	<b>55,705.80</b>	<b>59,240.00</b>	<b>495,554.46</b>	<b>562,200.00</b>	<b>680,680.00</b>
<b>Services</b>					
Computer Services	14,484.30	17,010.00	63,604.82	74,100.00	76,120.00
Collection Development					
AV Materials	915.33	400.00	4,383.46	4,000.00	4,800.00
Books	1,073.03	2,180.00	26,526.50	21,800.00	26,160.00
Databases	2,430.00	690.00	10,647.92	6,900.00	8,280.00
WiFi Hot Spots	1,515.58	500.00	8,331.95	5,000.00	6,000.00
Periodicals	97.04	210.00	3,282.20	2,100.00	2,520.00
Collection Development - Other	80.00	0.00	80.00	0.00	0.00
<b>Total Collection Development</b>	<b>6,110.98</b>	<b>3,980.00</b>	<b>53,252.03</b>	<b>39,800.00</b>	<b>47,760.00</b>
Library Supplies	35.54	170.00	1,886.35	1,700.00	2,040.00
Memberships & Dues	265.33	420.00	3,613.64	4,200.00	5,040.00
Programs					
Adult Programs	120.11	380.00	633.49	3,800.00	4,560.00
Young Adult Programs	0.00	420.00	264.61	4,200.00	5,040.00
Children's Programs	153.84	1,170.00	2,149.16	11,700.00	14,040.00
Literacy Programs	-2,662.44	670.00	1,791.00	6,700.00	8,040.00
Programs - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Programs</b>	<b>-2,388.49</b>	<b>2,640.00</b>	<b>4,838.26</b>	<b>26,400.00</b>	<b>31,680.00</b>
Promotion & Public Relations	47.98	483.34	1,881.78	4,833.32	5,800.00
Travel and Meetings	0.00	180.00	41.98	1,800.00	2,160.00
Services - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Services</b>	<b>18,555.64</b>	<b>24,883.34</b>	<b>129,118.86</b>	<b>152,833.32</b>	<b>170,600.00</b>
<b>Administration</b>					
Advertising	530.95	30.00	530.95	300.00	360.00

**Blanchard/Santa Paula Library District**  
**Profit & Loss Budget Performance**  
**April 2022**

	Apr 22	Budget	Jul '21 - Apr 22	YTD Budget	Annual Budget
Bank Charges	61.93	40.00	652.13	400.00	480.00
Insurance	1,844.52	1,840.00	20,289.72	18,400.00	22,080.00
Miscellaneous	0.00		130.20		
Office Expenses (Office expenses)	740.46	1,170.00	8,474.82	11,700.00	14,040.00
Payroll Processing	251.06		2,976.58		
Professional Services					
Accounting Fees	0.00	920.00	1,751.00	9,200.00	11,040.00
Audit Services	0.00		9,750.00	12,000.00	12,000.00
Collection Services	53.70		268.50		
Grant Writing	0.00	0.00	0.00	1,000.00	1,000.00
Legal Fees	0.00	500.00	7,658.43	5,000.00	6,000.00
Professional Services - Other	0.00	0.00	0.00	0.00	0.00
Total Professional Services	53.70	1,420.00	19,427.93	27,200.00	30,040.00
Public & Legal Notices	0.00		80.20		
Staff Development & Recognition	0.00	170.00	397.47	1,700.00	2,040.00
Strategic Planning	0.00		1,004.90	3,000.00	3,000.00
Telephone Expense	317.05	360.00	3,180.51	3,600.00	4,320.00
Administration - Other	0.00	0.00	0.00	0.00	0.00
Total Administration	3,799.67	5,030.00	57,145.41	66,300.00	76,360.00
Facilities					
Janitorial Services & Supplies	800.12	840.00	9,570.72	8,400.00	10,080.00
Repairs & Maintenance	697.80	1,990.00	11,356.78	16,300.00	19,080.00
Utilities (Utilities)	3,351.90	3,000.00	32,897.92	30,000.00	36,000.00
Facilities - Other	0.00	0.00	0.00	0.00	0.00
Total Facilities	4,849.82	5,830.00	53,825.42	54,700.00	65,160.00
Total Expense	82,910.93	94,983.34	735,644.15	836,033.32	992,800.00
Net Ordinary Income	119,333.21	153,226.66	230,587.74	87,459.68	1,073.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Income)	0.00		5,418.83		
Library Impact Fees	14,299.31		30,047.95		
Total Other Income	14,299.31		35,466.78		
Other Expense					
Extraordinary Expenses	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	14,299.31	0.00	35,466.78	0.00	0.00
Net Income	133,632.52	153,226.66	266,054.52	87,459.68	1,073.00

**Blanchard/Santa Paula Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2021 through April 2022**

05/16/22

Accrual Basis

	Jul '21 - Apr 22	Jul '20 - Apr 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	842,369.32	803,967.18	38,402.14	4.8%
4700 · Grants				
California State Library Grants	94,147.00	63,182.76	30,964.24	49.0%
4705 · Other Grants	0.00	9,753.00	-9,753.00	-100.0%
Total 4700 · Grants	94,147.00	72,935.76	21,211.24	29.1%
4600 · Donations	27,244.00	21,540.82	5,703.18	26.5%
4800 · Library Services	2,226.76	825.87	1,400.89	169.6%
4900 · Miscellaneous Income	242.63	1,746.74	-1,504.11	-86.1%
Interest Income	2.18	436.68	-434.50	-99.5%
Total Income	966,231.89	901,453.05	64,778.84	7.2%
Gross Profit	966,231.89	901,453.05	64,778.84	7.2%
Expense				
*Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Salaries & Employee Benefits				
Salaries	355,931.42	414,105.24	-58,173.82	-14.1%
Payroll Tax				
FICA	26,973.00	31,611.64	-4,638.64	-14.7%
FUTA	79.60	607.01	-527.41	-86.9%
SUI & ETT Taxes	1,835.74	1,629.11	206.63	12.7%
Total Payroll Tax	28,888.34	33,847.76	-4,959.42	-14.7%
Retirement	57,410.01	54,296.81	3,113.20	5.7%
Health Insurance	51,962.73	49,709.08	2,253.65	4.5%
Insurance- Workers Comp.	1,361.96	1,787.77	-425.81	-23.8%
Total Salaries & Employee Benefits	495,554.46	553,746.66	-58,192.20	-10.5%
Services				
Computer Services	63,604.82	66,290.70	-2,685.88	-4.1%
Collection Development				
AV Materials	4,383.46	3,934.23	449.23	11.4%
Books	26,526.50	24,656.64	1,869.86	7.6%
Databases	10,647.92	12,282.92	-1,635.00	-13.3%
WiFi Hot Spots	8,331.95	5,274.72	3,057.23	58.0%
Periodicals	3,282.20	1,808.71	1,473.49	81.5%
Collection Development - Other	80.00	120.00	-40.00	-33.3%
Total Collection Development	53,252.03	48,077.22	5,174.81	10.8%
Library Supplies	1,886.35	2,549.94	-663.59	-26.0%
Memberships & Dues	3,613.64	2,146.32	1,467.32	68.4%
Programs				
Adult Programs	633.49	602.63	30.86	5.1%
Young Adult Programs	264.61	850.74	-586.13	-68.9%
Children's Programs	2,149.16	5,145.21	-2,996.05	-58.2%
Literacy Programs	1,791.00	3,133.25	-1,342.25	-42.8%
Total Programs	4,838.26	9,731.83	-4,893.57	-50.3%
Promotion & Public Relations	1,881.78	13,355.65	-11,473.87	-85.9%
Travel and Meetings	41.98	51.25	-9.27	-18.1%
Total Services	129,118.86	142,202.91	-13,084.05	-9.2%
Administration				
Advertising	530.95	135.00	395.95	293.3%
Bank Charges	652.13	473.99	178.14	37.6%

**Blanchard/Santa Paula Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2021 through April 2022**

	Jul '21 - Apr 22	Jul '20 - Apr 21	\$ Change	% Change
Insurance	20,289.72	16,253.80	4,035.92	24.8%
Miscellaneous	130.20	0.00	130.20	100.0%
Office Expenses (Office expenses)	8,474.82	5,990.53	2,484.29	41.5%
Payroll Processing	2,976.58	277.40	2,699.18	973.0%
Professional Services				
Accounting Fees	1,751.00	7,990.00	-6,239.00	-78.1%
Audit Services	9,750.00	12,020.00	-2,270.00	-18.9%
Collection Services	268.50	985.75	-717.25	-72.8%
Legal Fees	7,658.43	7,987.50	-329.07	-4.1%
Total Professional Services	19,427.93	28,983.25	-9,555.32	-33.0%
Public & Legal Notices	80.20	477.40	-397.20	-83.2%
Staff Development & Recognition	397.47	482.87	-85.40	-17.7%
Strategic Planning	1,004.90	0.00	1,004.90	100.0%
Telephone Expense	3,180.51	3,204.50	-23.99	-0.8%
Total Administration	57,145.41	56,278.74	866.67	1.5%
Facilities				
Janitorial Services & Supplies	9,570.72	8,821.05	749.67	8.5%
Repairs & Maintenance	11,356.78	11,642.77	-285.99	-2.5%
Utilities (Utilities)	32,897.92	26,231.45	6,666.47	25.4%
Total Facilities	53,825.42	46,695.27	7,130.15	15.3%
Total Expense	735,644.15	798,923.58	-63,279.43	-7.9%
Net Ordinary Income	230,587.74	102,529.47	128,058.27	124.9%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	5,418.83	4,014.25	1,404.58	35.0%
Library Impact Fees	30,047.95	36,552.63	-6,504.68	-17.8%
Total Other Income	35,466.78	40,566.88	-5,100.10	-12.6%
Net Other Income	35,466.78	40,566.88	-5,100.10	-12.6%
Net Income	266,054.52	143,096.35	122,958.17	85.9%

**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
April 2022**

Type	Num	Date	Name	Memo	Account	Class	Amount
<b>Deposit</b>		<b>04/04/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>50.00</b>
				Deposit	4804 · Printing & Copying		-50.00
TOTAL							-50.00
<b>Deposit</b>		<b>04/11/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>269.35</b>
				Circulation D...	4601 · Friends of the Library	Friends of the Library	-45.00
				Circulation D...	4801 · Books Lost & Paid	General Fund	-224.35
TOTAL							-269.35
<b>Deposit</b>		<b>04/15/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>308.70</b>
				Cash from c...	4804 · Printing & Copying	General Fund	-308.70
TOTAL							-308.70
<b>Deposit</b>		<b>04/15/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>3,153.00</b>
			State of California	Deposit	Literacy Programs	Programs:Adult Prog...	-3,153.00
TOTAL							-3,153.00
<b>Deposit</b>		<b>04/20/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>75,000.00</b>
				Deposit	1010.20 · County Accounts	General Fund	-75,000.00
TOTAL							-75,000.00
<b>Deposit</b>		<b>04/21/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>341.10</b>
				Deposit	4804 · Printing & Copying		-341.10
TOTAL							-341.10
<b>Deposit</b>		<b>04/29/2</b>		<b>Deposit</b>	<b>1010.10 · General Fund</b>		<b>21.25</b>
			State of California	Tammy Ferg...	4904 · Restitution	General Fund	-21.25
TOTAL							-21.25

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail April 2022

Num	Date	Name	Memo	Account	Paid Amount
dr	04/21/2022	Merchant		1010.10 · General Fund	
				Credit Card Fees	-61.93
TOTAL					-61.93
EFT	04/05/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 02-20-22 - 03-05-22	1010.10 · General Fund	
			Classic retirement contribution 02-20-22 - 03-05-22	CALPERS (Payee Accou...	-191.69
TOTAL					-191.69
EFT	04/05/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 02-20-22 - 03-05-22	1010.10 · General Fund	
			Classic retirement contribution 02-20-22 - 03-05-22	CALPERS (Payee Accou...	-1,475.56
TOTAL					-1,475.56
EFT	04/06/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 03-06-22 - 03-19-22	1010.10 · General Fund	
			Classic retirement contribution 03-06-22 - 03-19-22	CALPERS (Payee Accou...	-1,295.24
TOTAL					-1,295.24
EFT	04/08/2022	Calif. Public Employees' Retirement System	April 2022 Health Insurance	1010.10 · General Fund	
			April 2022 Health Insurance	PERS Group Health Insur...	-3,219.22
			April 2022 Health Insurance	Annuitant Health Insurance	-2,333.25
TOTAL					-5,552.47
EFT	04/20/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 03-06-22 - 03-19-22	1010.10 · General Fund	
			Classic retirement contribution 03-06-22 - 03-19-22	CALPERS (Payee Accou...	-389.53
TOTAL					-389.53
EFT	04/20/2022	Calif. Public Employees' Retirement System	Classic retirement contribution 03-06-22 - 03-19-22	1010.10 · General Fund	
			Classic retirement contribution 03-06-22 - 03-19-22	CALPERS (Payee Accou...	-1,294.73
TOTAL					-1,294.73
11403	04/06/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1RV3-64J...	03/27/2022		1RV3-64JQ-CT9V	Supplies	-161.84
1QCR-L1H...	03/25/2022		1QCR-L1HM-KNRD	Adult Programs	-234.66
TOTAL					-396.50
11404	04/06/2022	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2036535625	03/16/2022			General	-252.20
2036535624	03/16/2022			General	-207.93
2036535626	03/16/2022			General	-134.88
2036535628	03/16/2022			Children's Books	-20.54
2036535627	03/16/2022			Children's Books	-48.51
2036588972	03/17/2022			General	-22.30
2036588969	03/17/2022			General	-99.18
2036588970	03/17/2022			General	-66.15
2036588968	03/17/2022			General	-168.92
2036588971	03/17/2022			General	-39.80
TOTAL					-1,060.41
11405	04/06/2022	Boyd & Associates	9030	1010.10 · General Fund	
260963	04/01/2022		04-01-22 - 06-30-22	Security	-206.70
TOTAL					-206.70
11406	04/06/2022	Business Card	Credit Card Charges 02-17-22 - 03-16-22	1010.10 · General Fund	
02-17-22 -...	03/13/2022		Credit Card Charges 02-17-22 - 03-16-22	Bank of America Platinu...	-851.33

## Blanchard/Santa Paula Library District Monthly General Fund Check Detail April 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-851.33
11407	04/06/2022	Edison	700501221979	1010.10 · General Fund	
02/17/22 - ...	03/21/2022		02/17/22 - 03/20/22	Electricity	-1,796.29
TOTAL					-1,796.29
11408	04/06/2022	iRead	INV. 209806	1010.10 · General Fund	
209806	02/03/2022		INV. 209806	Children's Books	-712.54
TOTAL					-712.54
11409	04/06/2022	Midwest Tape	2000009658	1010.10 · General Fund	
501822937	03/15/2022		INV. 501822937	Adult AV	-70.58
501857430	03/21/2022		INV. 501857430	Adult AV	-41.92
501885519	03/28/2022		INV. 501885519	Adult AV	-258.16
TOTAL					-370.66
11410	04/06/2022	Ms. Ortega, Irene	Milages	1010.10 · General Fund	
Miles	03/31/2022		120 miles x .585	Miscellaneous	-70.20
TOTAL					-70.20
11411	04/06/2022	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
April 2022	04/01/2022		Monthly health insurance reimbursement	PERS Group Health Insur...	-565.33
TOTAL					-565.33
11412	04/06/2022	Quadient Finance USA, Inc		1010.10 · General Fund	
March 2022	03/20/2022			Postage	-50.00
TOTAL					-50.00
11413	04/06/2022	Sparkletts	26410174648715	1010.10 · General Fund	
4648715-0...	03/24/2022		4648715-032422	Office Expense	-96.09
TOTAL					-96.09
11414	04/06/2022	T-Mobile	968719262	1010.10 · General Fund	
02-21-22 - ...	03/20/2022			WiFi Hot Spots	-337.38
TOTAL					-337.38
11415	04/06/2022	Uline	18175264	1010.10 · General Fund	
146888764	03/28/2022		INV. 146888764	Janitorial Services & Sup...	-598.56
TOTAL					-598.56
11416	04/07/2022	Ned Branch	Mileage Reimbursment	1010.10 · General Fund	
Mileages	04/04/2022		Mileage Reimbursment	PERS Group Health Insur...	-158.30
TOTAL					-158.30
11417	04/22/2022	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1TD1-NV7...	02/25/2022		1TD1-NV7M-HXPJ	Children's Books	-6.16
13X4-7FY...	04/11/2022		13X4-7FYF-HNXQ	Children's Books	-52.57
1YGK-TMF...	04/05/2022		1YGK-TMFD-QTRV	Adult Programs	-25.95
TOTAL					-84.68
11418	04/22/2022	Anita McLaughlin	VOID: Varnish for the Mural -	1010.10 · General Fund	



## Blanchard/Santa Paula Library District Monthly General Fund Check Detail April 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					0.00
11419	04/22/2022	Athens Enviromental	A20004977	1010.10 · General Fund	
12060364	04/01/2022		INV. 12060364	Trash	-218.28
TOTAL					-218.28
11420	04/22/2022	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2036626342	03/30/2022			General	-237.52
2036626344	03/30/2022			General	-33.83
2036626343	03/30/2022			General	-35.55
TOTAL					-306.90
11421	04/22/2022	Business Card	Credit Card Charges 03-17-22 - 04-16-22	1010.10 · General Fund	
03-17-22 - ...	04/04/2022		Credit Card Charges 03-17-22 - 04-16-22	Bank of America Platinu...	-2,645.48
TOTAL					-2,645.48
11422	04/22/2022	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
02-24-22 - ...	03/29/2022		02-24-22 - 03-24-22	Water and Sewer	-392.88
TOTAL					-392.88
11423	04/22/2022	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
02-24-22 - ...	03/29/2022		02-24-22 - 03-24-22	Water and Sewer	-91.70
TOTAL					-91.70
11424	04/22/2022	Commercial Business Intelligence, Inc	Investigative Service -Skiptrace	1010.10 · General Fund	
Service Ap...	04/13/2022		Investigative Service -Skiptrace	Collection Development	-80.00
TOTAL					-80.00
11425	04/22/2022	Kelly Cleaning & Supplies	April 2022	1010.10 · General Fund	
589696596	04/01/2022		April 2022	Janitorial Services & Sup...	-700.00
TOTAL					-700.00
11426	04/22/2022	Landscape Valley	March 2022	1010.10 · General Fund	
March 2022	04/11/2022			Grounds Maintenance	-305.00
TOTAL					-305.00
11427	04/22/2022	Midwest Tape	2000009658	1010.10 · General Fund	
501924034	04/04/2022		INV. 501924034	Children's AV	-476.23
TOTAL					-476.23
11428	04/22/2022	RJP Higgins & Associates	INV. 330771 - Postage	1010.10 · General Fund	
330771	04/12/2022		INV. 330771 - Postage	Postage	-23.54
TOTAL					-23.54
11429	04/22/2022	Santa Paula Craftsman	Chair	1010.10 · General Fund	
April 2022	04/05/2022		Repairs on chairs	Repairs & Maintenance	-64.00
TOTAL					-64.00
11430	04/22/2022	SoCalGas	151-414-1668-3	1010.10 · General Fund	
03-07-22 - ...	04/07/2022		03-07-22 - 04-05-22	Gas	-157.13

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
April 2022

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL					-157.13
11431	04/22/2022	Unique Management Services, Inc.	538	1010.10 · General Fund	
6099926	04/03/2022			Collection Services	-53.70
TOTAL					-53.70

REGULAR MEETING OF MAY 24, 2022  
G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MAY 24, 2022

I(a) NEW BUSINESS: RESOLUTION REQUESTING CONSOLIDATION WITH THE OTHER ELECTIONS TO BE HELD ON NOVEMBER 8, 2022

Two of the Trustee positions will be on the November 8, 2022, ballot. In the past, the District has requested consolidation with the other elections to be held that day. The alternative is to conduct our own election, which would be far more expensive than consolidation.

RECOMMENDATION: Staff recommends the Board approve the attached resolution and authorize the District Director to take the necessary steps to consolidate the District's election with other elections conducted by the County on November 8, 2022.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

**RESOLUTION 2021-22:03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT REQUESTING THAT ITS  
GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 8, 2022, BE  
CONSOLIDATED WITH OTHER ELECTIONS CALLED TO BE HELD ON  
THE SAME DAY IN THE SAME TERRITORY.**

**WHEREAS**, an election shall be conducted for the Blanchard/Santa Paula Public Library District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code November 8, 2022, for the purpose of electing two candidates to the Library District Board; and

**WHEREAS**, the Board of Trustees wishes the Elections Division of the Office of the County Clerk to conduct said election; and

**WHEREAS**, pursuant to Section 10400 et seq. of the Elections Code, said election may be consolidated with other elections to held on the same day; and

**WHEREAS**, a tie vote in the election shall be decided by lot pursuant to Section 15651 of the Elections Code; and

**WHEREAS**, the Board of Trustees requests that this District's General Election be consolidated with any other election which may be held on the same date and in the same territory;

**NOW, THEREFORE BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES AS FOLLOWS:**

That the General District Election of this District is to be held on November 8, 2022, and consolidated with any other elections to be held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et seq. of the Elections Code; and

That the consolidated election will be held and conducted in the manner prescribed in Section 10418 of the Elections Code; and

That a tie vote in the election shall be decided by lot pursuant to Section 15651 of the Elections Code; and

That, pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

**PASSED, APPROVED, AND ADOPTED** this 24<sup>th</sup> day of May, 2022.

**ATTEST:**

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Library Board President

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Library Board Clerk

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District Director

REGULAR MEETING OF MAY 24, 2022

I(b) NEW BUSINESS: RESOLUTION ESTABLISHING THE DISTRICT’S POLICY OF RESOLVING A TIE VOTE BY LOT

Ventura County Elections Division requires the District to adopt a policy regarding breaking the tie in the case that two or more candidate receive the same number of votes.

RECOMMENDATION:

Staff recommends the Board approve the attached resolution to decide a tie vote occurring in the District’s trustee elections.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

RESOLUTION NO 2021-2022: 04

RESOLUTION OF THE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT  
ESTABLISHING THE DISTRICT'S POLICY OF RESOLVING A TIE  
VOTE BY LOT WHEN TWO OR MORE CANDIDATES FOR OFFICE OF  
TRUSTEE RECEIVE AN EQUAL AND THE GREATEST NUMBER OF  
VOTES

WHEREAS, Section 15651 of the Elections Code of the State of California authorizes the legislative body of a district to adopt provisions for resolving a tie vote involving those candidates who receive an equal and the highest number of votes for elective office "by lot" or by special runoff election; and

WHEREAS, special elections are expensive and planning for an unexpected special runoff election is difficult and impractical; and

WHEREAS, the Board of Trustees finds it is in the best interest of the District to determine tie votes "by lot" instead of special runoff election; and

WHEREAS, this Resolution supersedes any other District resolution governing the procedure for determining the outcome of a tie vote in a District election,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Blanchard/Santa Paula Library District hereby establishes that in the event that any two (2) or more candidates receive an equal and the highest number of votes for a District office, the winner shall be determined "by lot" in accordance with provisions of Section 15651 of the Elections Code of the State of California. Upon a tie vote, the Board of Trustees shall summon those candidates receiving the equal number of votes at a time and place designated by the Board of Trustees. The District Director shall, at that time and place, determine the winner by coin toss.

**PASSED AND ADOPTED** by the Board of Trustees of the Blanchard/Santa Paula Library District at a regular meeting held on the 24th day of May, 2022; moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, and upon roll call was carried by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Miriam Zamora  
Clerk of the Board of Trustees

\_\_\_\_\_  
Ron Merson  
President of the Board of Trustees



REGULAR MEETING OF MAY 24, 2022

I(c) NEW BUSINESS: 2022-23 CONTRACT FOR THE DISTRICT DIRECTOR

The current contract between the District and the District Director will expire on June 30, 2022. Until a new contract is signed, the existing contract will renew for one month at a time.

RECOMMENDATION:

Staff recommends the Board President appoint an ad hoc committee to negotiate a new contract for the District Director to be presented to the full Board for approval at the June meeting.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF MAY 24, 2022  
I(d) NEW BUSINESS: DRAFT OF 2022-23 BUDGET

A draft of the budget for 2022-23 is attached. This is a discussion item only. There is no recommendation at this time.

MAJOR CHANGES FROM PREVIOUS YEAR

Revenues

- Secured property tax projection was increased based on a 2% annual increase in the 1% property tax;
- Increase in Redevelopment Pass Through and Residual property tax based on 2020-21 RDA funding received in January and projected for June.

Expenses

- Payroll increase in January 2022 (see Wage Increase Analysis attached);
- Increase in business insurance package;
- Unfunded Accrued Liability increase from CalPERS

REGULAR MEETING OF MAY 24, 2022  
I(d) NEW BUSINESS: DRAFT OF 2022-23 BUDGET

A draft of the budget for 2022-23 is attached. This is a discussion item only. There is no recommendation at this time.

MAJOR CHANGES FROM PREVIOUS YEAR

Revenues

- Property tax projection was increased based on a 4% annual increase, which includes the annual escalator and a projection of the number of new parcels to be taxed.
- Literacy grants for Adult Literacy, Family Literacy are expected to decrease slightly based on information from the State Library.

Expenses

- Payroll increase in January 2024
- Increase in eContent because of Hoopla
- Unfunded Accrued Liability increase from CalPERS

COMPARISON OF 2021-22 APPROVED BUDGET AND 2022-23 DRAFT BUDGET

		2021-22 BUDGET	2022-23 BUDGET	NET CHANGE	PERCENTAGE CHANGE
<b>REVENUE</b>					
	Pro Tx Curr Secured	\$408,000	\$432,000	\$24,000	5.9%
	Pro Tx Curr Unsecured	\$7,000	\$7,000	\$0	
	Pro Tx Curr Supplemental	\$6,000	\$6,000	\$0	
	Pro Tax Prior Secured	\$0	\$0	\$0	
	Pro Tx Prior Unsecured	\$0	\$0	\$0	
	Pro Tx Prior Supplemental	\$0	\$0	\$0	
	Penalties	\$930	\$930	\$0	
	Interest	\$6,000	\$6,000	\$0	
	HOPTR	\$1,300	\$1,300	\$0	
	RDA Pass Through	\$140,000	\$140,000	\$0	
	Special Assessment	\$314,000	\$327,000	\$13,000	4.1%
		\$883,230	\$920,230	\$37,000	4.2%
	Endowment	\$15,000	\$15,000	\$0	
	Donations	\$25,080	\$25,080	\$0	
	Grants	\$69,323	\$5,700	\$5,468	7.9%
	CLLS Adult Literacy		\$29,931		
	CLLS Family Literacy		\$29,160		
	CLLS ESL		\$10,000		
	Fines & fees	\$0	\$0	\$0	
	Printing	\$1,200	\$1,200	\$0	
<b>TOTAL REVENUE</b>		<b>\$993,833</b>	<b>\$1,036,301</b>	<b>\$42,468</b>	<b>4.3%</b>
<b>Payroll &amp; Benefits</b>					
	Salaries	\$503,100	\$562,080	\$58,980	11.7%
	PERS Retirement	\$25,440	\$27,120	\$1,680	6.6%
	Unfunded Accrued Liability	\$48,360	\$59,040	\$10,680	22.1%
	FICA 0.077	\$38,580	\$43,080	\$4,500	11.7%
	PERS Group Health	\$34,080	\$34,080	\$0	0.0%
	PERS Group Health Annuitants	\$25,080	\$30,000	\$4,920	19.6%
	SUI	\$3,500	\$3,500	\$0	0.0%
	PERS 457 Plan	\$0	\$0	\$0	
	Insurance--Workers Comp	\$2,540	\$3,140	\$600	23.6%
		\$680,680	\$762,040	\$81,360	12.0%
<b>Services</b>					
	Communications	\$0	\$0	\$0	
	Computer services	\$3,000	\$3,000	\$0	
	Service Agreements	\$9,120	\$10,320	\$1,200	13.2%
	Publicity	\$5,800	\$5,800	\$0	
	Collection development				
	Books				
	Young adult books	\$3,000	\$3,000	\$0	
	General	\$16,560	\$16,560	\$0	
	Children's books	\$6,600	\$6,600	\$0	
	A/V materials				
	Young adult	\$600	\$600	\$0	
	General	\$3,000	\$3,000	\$0	
	Children's	\$1,200	\$1,200	\$0	
	eContent		\$12,000	\$12,000	
	Databases	\$8,280	\$600	-\$7,680	-92.8%
	Periodicals	\$2,520	\$2,520	\$0	

WiFi Hotspots	\$6,000	\$9,600	\$3,600	60.0%
Library supplies				
Book binding/mending	\$2,040	\$2,040	\$0	
Library materials--other	\$0	\$0	\$0	
Memberships & dues	\$5,040	\$5,040	\$0	
Network services	\$64,000	\$64,000	\$0	
Over/short				
Programs				
Literacy	\$8,040	\$8,040	\$0	
Adults	\$4,560	\$4,560	\$0	
Children's	\$14,040	\$14,040	\$0	
Teens & Young adults	\$5,040	\$5,040	\$0	
Travel & meetings	\$2,160	\$2,160	\$0	
<b>Total Services</b>	<b>\$170,600</b>	<b>\$179,720</b>	<b>\$9,120</b>	<b>5.3%</b>
<b>Administrative</b>				
Advertising	\$360	\$360	\$0	
Bank charges	\$480	\$480	\$0	0.0%
Computer services	\$2,520	\$2,520	\$0	0.0%
Office expense	\$7,560	\$7,560	\$0	0.0%
Postage	\$1,200	\$1,200	\$0	0.0%
Professional services				
Legal	\$6,000	\$6,000	\$0	0.0%
Accounting	\$11,040	\$11,040	\$0	0.0%
Audit	\$12,000	\$13,000	\$1,000	8.3%
Grant Writing	\$1,000	\$1,000	\$0	0.0%
Insurance	\$22,080	\$26,280	\$4,200	19.0%
Printing	\$2,760	\$2,760	\$0	0.0%
Telephone expense	\$4,320	\$4,320	\$0	0.0%
Staff development & recognition	\$2,040	\$2,040	\$0	0.0%
Strategic Planning	\$3,000	\$3,000	\$0	0.0%
<b>Total</b>	<b>\$76,360</b>	<b>\$81,560</b>	<b>\$5,200</b>	<b>6.8%</b>
<b>Facilities</b>				
Janitorial services & supplies	\$10,080	\$10,080	\$0	
Grounds maintenance	\$5,040	\$5,040	\$0	
Building security	\$1,560	\$1,560	\$0	
Buidling maintenance	\$12,480	\$12,480	\$0	
Utilities				
City of Santa Paula	\$6,000	\$6,000	\$0	
SoCal Edison	\$26,520	\$26,520	\$0	
The Gas Co.	\$1,200	\$1,200	\$0	
Trash	\$2,280	\$2,280	\$0	
<b>Total</b>	<b>\$65,160</b>	<b>\$65,160</b>	<b>\$0</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$992,800</b>	<b>\$1,088,480</b>	<b>\$95,680</b>	<b>9.6%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$1,033</b>	<b>-\$52,179</b>	<b>-\$53,212</b>	<b>-5151.2%</b>
<b>Extraordinary Expenses</b>				
Equipment replacement reserve	\$18,000	\$18,000	\$0	
Legal	\$0	\$0	\$0	
	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-\$16,967</b>	<b>-\$70,179</b>	<b>-\$53,212</b>	<b>313.6%</b>
<b>REIMBURSEMENT FROM DIF FUND</b>	<b>\$25,000</b>	<b>\$30,000</b>	<b>\$5,000</b>	<b>20.0%</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>\$8,033</b>	<b>-\$40,179</b>	<b>-\$48,212</b>	<b>-600.2%</b>

REGULAR MEETING OF MAY 24, 2022

I(e) NEW BUSINESS: APPROVAL OF GANN SPENDING LIMIT AND CONSIDERATION WHETHER TO SPONSOR A BALLOT MEASURE REGARDING THE SPENDING LIMIT

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 2022-23 fiscal year is \$1,012,467. The appropriations funded by taxes are projected to be \$907,230 which is less than the appropriations limit.

In the past, the district has sponsored a ballot measure authorizing the district to exceed its spending limit every four years. Because the spending limit exceeds the anticipated tax revenues by more than 10% and it is unlikely that tax revenues will grow at a rate exceeding the annual adjusted limit over the next four years, it is not necessary to request voter approval for to exceed the limit.

RECOMMENDATION: Adopt an appropriations limit of \$1,012,467 for the 2022-23 fiscal year.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

## GANN SPENDING LIMIT (1986-87 BASE YEAR)

	B PRICE FACTOR <sup>(1)</sup>	A PRICE FACTOR <sup>(1)</sup>	B VENTURA COUNTY POPULATI ON CHANGE <sup>(1)</sup>	C POPULATI ON CHANGE RATIO 1+(D/100)	D ADJUSTM ENT FACTOR A x C	1986-87 Base Year
1986-87		1.023	2.2	1.022	1.045506	\$ 187,563
1987-88		1.0304	2.39	1.0239	1.055027	\$ 197,884
1988-89		1.0393	2.84	1.0284	1.068816	\$ 211,502
1989-90		1.0498	2.88	1.0288	1.080034	\$ 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	1.07535	\$ 264,277
1992-93	-0.64	0.9936	3.08	1.0308	1.024203	\$ 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	1.01838	\$ 287,590
1995-96	4.72	1.0472	1.72	1.0172	1.065212	\$ 306,344
1996-97	4.67	1.0467	0.95	1.0095	1.056644	\$ 323,696
1997-98	4.67	1.0467	0.47	1.0047	1.051619	\$ 340,405
1998-99	4.15	1.0415	1.53	1.0153	1.057435	\$ 359,956
1999-2000	4.53	1.0453	1.24	1.0124	1.058262	\$ 380,928
2000-01	4.91	1.0491	1.46	1.0146	1.064417	\$ 405,466
2001-02	7.82	1.0782	1.86	1.0186	1.098255	\$ 445,305
2002-03	-1.27	0.9873	2.02	1.0202	1.007243	\$ 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	1.050667	\$ 490,387
2005-06	5.26	1.0526	1.07	1.0107	1.063863	\$ 521,704
2006-07	3.96	1.0396	0.82	1.0082	1.048125	\$ 546,811
2007-08	4.42	1.0442	1.01	1.0101	1.054746	\$ 576,747
2008-09	4.29	1.0429	1.16	1.0116	1.054998	\$ 608,467
2009-10	0.62	1.0062	1.03	1.0103	1.016564	\$ 618,546
2010-11	-2.54	0.9746	1.25	1.0125	0.986783	\$ 610,370
2011-12	2.51	1.0251	0.83	1.0083	1.033608	\$ 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	1.058874	\$ 697,440
2014-15	-0.23	0.9977	0.79	1.0079	1.005582	\$ 701,333
2015-16	3.82	1.0382	0.66	1.0066	1.045052	\$ 732,930
2016-17	5.37	1.0537	0.7	1.007	1.061076	\$ 777,694
2017-18	3.69	1.0369	0.41	1.0041	1.041151	\$ 809,697
2018-19	3.67	1.0367	0.36	1.0036	1.040432	\$ 842,435
2019-20	3.85	1.0385	-0.18	0.9982	1.036631	\$ 873,294
2020-21	3.73	1.0373	-0.38	0.9962	1.033358	\$ 902,426
2021-2022	5.73	1.0573	-0.7	0.993	1.049899	\$ 947,456
2022-23	7.55	1.0755	-0.64	0.9936	1.068617	\$ 1,012,467

REGULAR MEETING OF MAY 24, 2022  
K(a)(i) REPORTS: PUBLIC SERVICES



## APRIL 2022 ADULT SERVICES REPORT

### Programs & Services



#### ***Computer Classes for Seniors***

In March, the library was awarded an Inspiration Grant via the California State Library to fund the proposed project, “Bridging the Digital Divide.” The purpose of this project is to increase opportunities for technological access within the library and the community beyond.

As part of the programs and services to be funded through this grant, the library offered basic Computer Classes for Seniors through a partnership with the Santa Paula Senior Center. Our initial class was limited to six students, and taught by a retired Boeing engineer. Instruction was originally held at the Senior Center, but unstable internet connection on site required relocation to the library.

A second session will begin in July and will run for eight weeks. Additional services provided through grant funding will follow.

#### ***Third Thursday Night Movies***

Our Third Thursday Movie Nights have returned! Our first showing was the 2021 take on the 1937 Agatha Christie novel, *Death on the Nile*. Regular screenings of new movies will continue with each month, with classic movie matinees resuming this summer.

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes for Seniors	Instruction	Adult	6	11-Apr	1:00 PM	2:00 PM	Senior Center
Computer Classes for Seniors	Instruction	Adult	5	15-Apr	1:00 PM	2:00 PM	Senior Center
Computer Classes for Seniors	Instruction	Adult	5	18-Apr	1:00 PM	2:00 PM	Senior Center
Death on the Nile [PG-13]	Movie	Adult	3	21-Apr	6:00 PM	8:00 PM	Hardison
Computer Classes for Seniors	Instruction	Adult	5	22-Apr	1:00 PM	2:00 PM	Senior Center
Computer Classes for Seniors	Instruction	Adult	5	25-Apr	1:00 PM	2:00 PM	Senior Center
Computer Classes for Seniors	Instruction	Adult	5	29-Apr	1:00 PM	2:00 PM	Senior Center

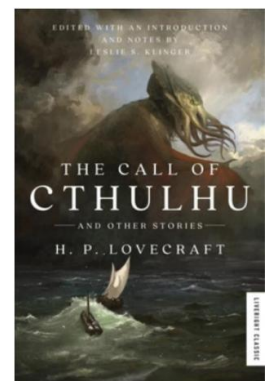
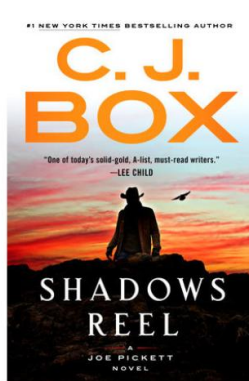
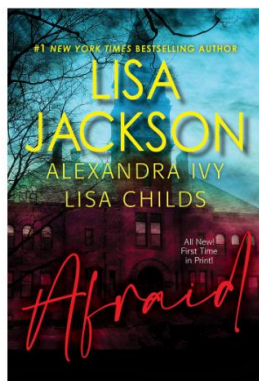
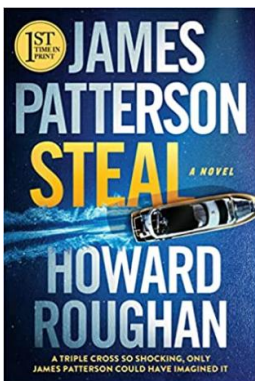
## Collection

86 adult-oriented items were added to the collection in March 2022.

*Note that acquisition and circulation numbers are lower than normal due to alterations in service to facilitate the transition to a new integrated library system.*

2022	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	17	5	0	0	0	49	3
AUGUST	48	62	3	6	0	69	3
SEPTEMBER	23	8	1	0	4	28	6
OCTOBER	56	66	4	9	1	19	6
NOVEMBER	49	60	7	4	0	3	1
DECEMBER	34	26	2	7	3	17	7
JANUARY	60	24	2	7	2	9	2
FEBRUARY	62	28	1	3	3	20	9
MARCH	90	119	10	22	0	21	9
APRIL	48	20	5	3	0	10	0

Five of the most popular items added this month were...



Youth Services Report  
April 2022

Easter/Spring Craft: 138



**Bulletin board:** children were invited to decorate an egg/paper plate and share an eggcellent book to display on the bulletin board 8



**Programs: Dia de los Ninos Celebration 100**

Families enjoyed a bilingual puppet show thanks to a state funded grant from the State Library, and free books from books4classrooms.org and the Friends of the Library.

Día de los Niños is a project of the Southern California Library Cooperative, 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.

**¡Celebra Día de los Niños!  
Celebrate Children's Day!**

**Martes  
26 de Abril  
4:30 PM**

**Tuesday  
April 26  
4:30 PM**



With a special bilingual puppet show from Franklin Haynes Marionettes!  
¡Con un fiesta especial de marionetas bilingües de Franklin Haynes Marionettes!

**Outreach/Class visits: 45 students, 8 parents, 2 teachers**

1<sup>st</sup> graders from Grace Thille Elementary School visited the library for a tour and received bookmarks, library card applications and flyers for our upcoming Cinco de Mayo Celebration.

## Social Media/New Books

New children's picture books added this week!  
 The library is open  
 Monday-Thursday 12:00 - 7:00pm  
 Saturday 10:00 - 2:00pm... See more



117 People reached 4 Engagements -1.1x average Distribution score [Boost post](#)

4

New Young Adult and Teen books are all ready to be checked out!  
 Call the library 805-525-3615 or log onto our online catalog to reserve your next read. [https://sp.blackgold.org/?browseCategory=sp\\_new](#)



110 People reached 5 Engagements [Boost post](#)

**Blanchard Community Library**  
 Published by Olivia Escoto · April 28 at 1:44 PM · [https://sp.blackgold.org/?browseCategory=sp\\_new](#)



171 People reached 12 Engagements [Boost post](#)

You and 6 others

1 Share

New Patron Registrations	Adult	Juvenile	Total
December	41	15	56
January	46	8	54
February	48	18	66
March	45	24	69
<b>April 1-21</b>	<b>37</b>	<b>10</b>	<b>47</b>

Circulation-JUV/YA	Juvenile Fiction	Juvenile Non-Fiction	Total
December	780	170	950
January	1000	252	1252
February	963	271	1234
March	1,483	376	1859
<b>April 25-30</b>	<b>306</b>	<b>100</b>	<b>406*</b>

New Books	YA	YA Non-Fic	Juv Fic	Juv Non-Fic	J DVD	J BKCD	Total
December	7	0	52	45	4	0	108
January	24	1	87	3	9	0	124
February	11	3	45	33	20	0	112
March	19	0	83	9	2	1	114
<b>April</b>	<b>4</b>	<b>1</b>	<b>44</b>	<b>25</b>	<b>44</b>	<b>0</b>	<b>118</b>

Circulation *April 25-30 KOHA	Adult Fic	Adult NF	LP	BKCD	DVD/BLURAY	MusicCD	Magazines	Hotspots	Kindles & Laptop Kiosk	Laptops
	60	62	3	8	27	0	2	5	12	3
	Juvenile Fic	Juvenile NF	Teen Fic	Teen NF	J BKCD	J DVD/BLURAY	J Music CD	J Magazine	<b>Total</b>	
	292	100	14	0	0	11	0	0	<b>599</b>	

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Total
January	357	40	0	0	0	<b>397</b>
February	0	424	0	0	0	<b>424</b>
March	0	546	0	0	0	<b>546</b>
April	0	59	0	0	0	<b>59</b>

## April 2022 BEST Learning Center Library Board Report

### Adult Literacy Services

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

In April adult literacy tutors and learners spent a combined total of 182 hours practicing reading and writing skills.

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

Participants of our weekly *Best Virtual Book Discussion* read abridged versions of two classic novels including *Animal Farm* by George Orwell and *The Merry Adventures of Robin Hood*.

### English as a Second Language

#### **(ESL) Services:**

BEST Adult Learning Center launched two new ongoing ESL programs this month. Both programs are made possible through grant funding awarded by California Library Literacy Services (CLLS). ELL adults can now enroll in Beginning ESL class taught by TESOL certified instructor, Yoko Manfield twice a week and a weekly English Conversation Club facilitated by former BEST Adult Learning Center director, Wendy Batstone. BEST is delighted to enhance ESL offerings at the library to help support Santa Paula's vast population of ELL adult learners who want to improve their English language proficiency.



### Family Literacy Services:

#### **Families Connect**

BEST hosted 4 *Families Connect* sessions in April. *Families Connect* promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities.

#### **Families Connect Sessions in April comprised of the following;**

- 4/4: National Library Week
- 4/11: Little White Rabbit
- 4/18: Earth Day
- 4/25: Getting into Shape

*Families Connect April Sessions and Statistics on page 2*

## Statistics

### Adult Literacy Services

One-To-One Tutoring (ALS)	Adult Literacy Small Groups
Active Tutors: 9 Active Learners: 9 Total Tutor Hours: 100 hrs. Total Adult Learner Hours: 82 hrs. Total Tutoring Hours: 182 hrs.	BEST Virtual Book Discussion: Total participants: 23

### Family Literacy Services

Families Connect
Total participants: 42

### ESL Services

Beginning ESL Classes	English Conversation Club
Total participants: 48	Total participants: 27

REGULAR MEETING OF MAY 24, 2022  
K(a)(ii) REPORTS: FACILITIES

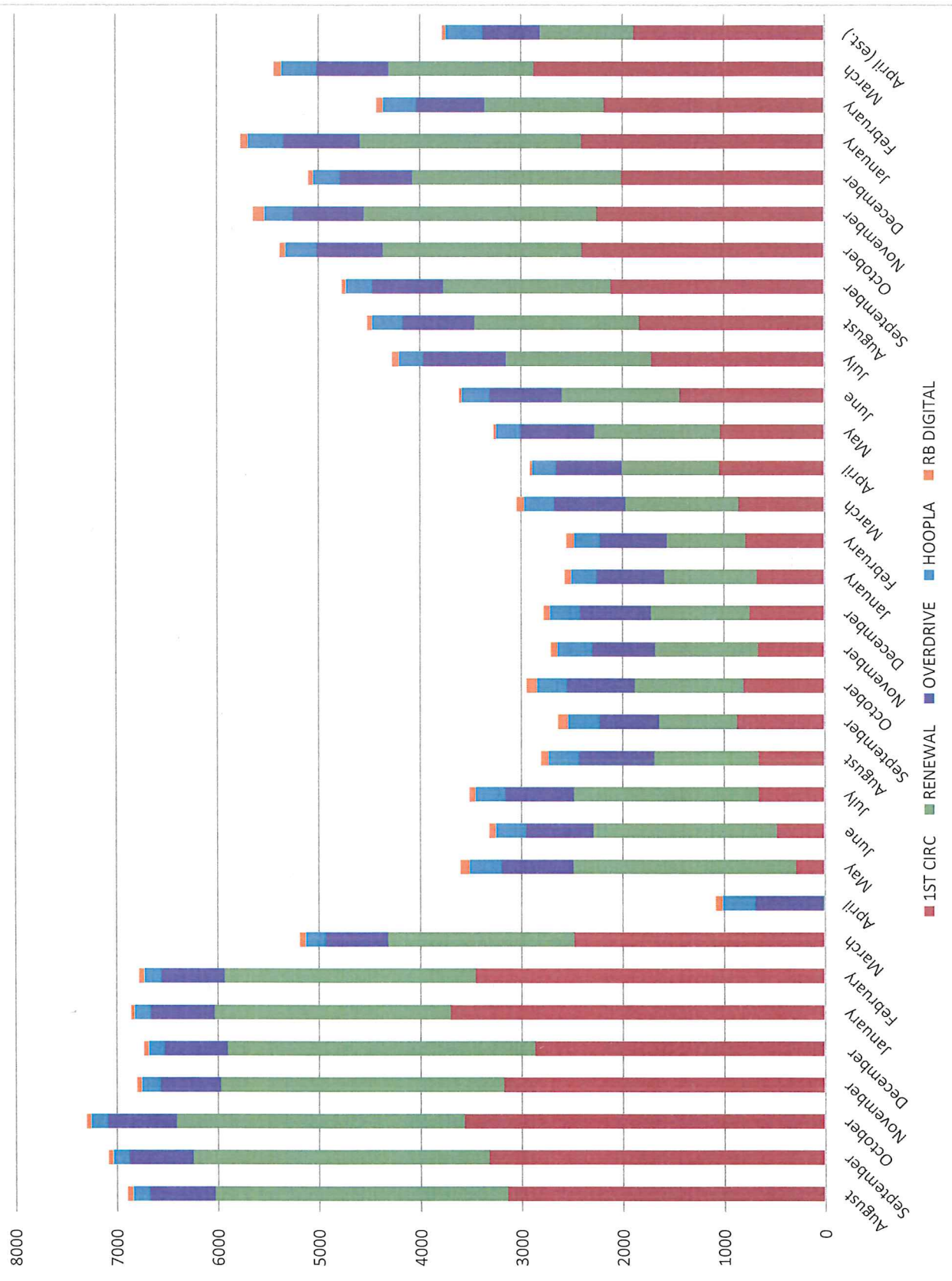
REGULAR MEETING OF MAY 24, 2022

K(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination.



# TOTAL CIRCULATION



# hOOPLA

