

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, May 28, 2019, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. PRESENTATIONS
None
- D. PUBLIC COMMENT

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

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

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

- E. CONSENT CALENDAR
 - a. Approval of Minutes: Regular Meeting of April 23, 2019
- F. REPORTS
 - a. Financial Reports
 - b. Friends of the Library
- G. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- H. OLD BUSINESS
 - a. Draft 2019-20 Budget (information, discussion, possible action)
 - b. Update on Art Committee Recommendations for Disposition of Items (information, discussion, possible action)

I. NEW BUSINESS

- a. Resolution Requesting a Contrafund Advance for 2019-20 (information, discussion, possible action)
- b. Resolution to Levy Parcel Tax for 2019-20 (information, discussion, possible action)
- c. 2018-19 Audit Engagement (information, discussion, possible action)
- d. Website Development Proposal from Dodos Designs (information, discussion, possible action)

J. REPORTS (CONTINUED)

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

K. FUTURE AGENDA ITEMS

L. UPCOMING MEETING DATES

Regular Meeting June 25, 2019

M. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

REGULAR MEETING OF MAY 28, 2019
D. CONSENT CALENDAR

1. Approval of Minutes
 - a. Regular Meeting of April 23, 2019

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 23, 2019

CALL TO ORDER---The Meeting was called to order at 5:30 p.m. by Board President Tim Hicks. Board members Nancy Nasalroad and Laura Phillips were in attendance. A quorum was established. Trustee Daniel Sandoval was absent. Trustee Maureen Coughlin arrived at 5:40 p.m. during the financial report. District Director Ned Branch and Steve McFadden C.P.A. were present.

APPROVAL OF THE ORDER OF AGENDA---Unanimously approved (Phillips/Nasalroad, 3-0).

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

CONSENT CALENDAR---The *Minutes* of the Regular Meeting of March 26, 2019, were unanimously approved as corrected (Phillips/Nasalroad, 3-0).

REPORTS---Steve McFadden presented the *Financial Statements and Budget*. Mr. McFadden pointed out that the Library is clearly well above Budget. A Building Fund line will be added at the bottom of the Comparative Statement schedule. The FLAIR cd will be closed in the Fall. The Financial statements were received and filed (Coughlin/Nasalroad, 4-0). Laura Phillips reported for the *Friends* that the Senior Festival will be held at the Senior Center May 22nd and the May Book Sale will feature collectible books at half price.

BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS---The Library booth at the city Easter egg hunt gave out more than 100 books. Trustee Coughlin and Director Branch sent out thank you notes for Open House and Building Fund donations.

UNFINISHED BUSINESS--- Staff is working on the *2019-20 Budget*, while Wendy Batstone and Jeri Meade are compiling Budget's for Literacy and Volunteers. The Library will be about 5% over budget in Salaries/Wages though some hours will be covered by the Family Literacy grant. Utilities is on budget but Facilities is over budget after some maintenance and repair expenditures.

NEW BUSINESS--- The Board discussed and voted on *requests from the Art Committee* to

1. Establish a Permanent Collection to include some Chris Lemon, Botke, Shively, the Yosemite Book and other pieces to be recommended in the future.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 23, 2019

2. To assign to a Temporary Collection, to be sold or auctioned, either directly or through a subcontractor: The Lennart Anderson, the Paul Grimm painting, the Ansel Adams. The Kyoto incense burner was removed from the list of items to be sold.
3. To return most Chris Lemon art to the Lemon family
4. To return artwork owned by other city entities to the proper organizations
5. To authorize John Nichols and Director Branch to hire a restorer for the Yosemite book.
6. Money from artwork sales will be allocated to preserve, store, display and restore artwork. Any excess will be deposited into the General Fund.

Discussion opened (Phillips/Nasalroad, 4-0) Unanimously approved (Coughlin/Nasalroad, 4-0).

REPORTS CONT. ---

Literacy Program: BEST. Six members of BEST completed a full weekend of communication and presentation skills and will present their speeches at the Library on Thursday, May 2.

Public Services: The first Family Game Night, the Computer classes and the movie Green Book all had strong attendance. The Saturday story hour had 158 attendees in only two sessions.

Volunteer Coordinator: Jeri Meade gave a ‘thank you’ treat to all the Library volunteers for National Volunteer Appreciation Week. In ten months, volunteers have saved the Library over \$60,000 in hourly wages if the pay was estimated at \$15 per hour.

Director’s Report: Director Branch reported that the surveillance cameras are not yet installed, the Ventura bookmobile will serve our Library every other Monday, David Garcia is working on the website, and the third bid arrived for an interior designer with library experience. No formats for the required sexual harassment training are compliant yet. He has found a firm to update the Employee Handbook, especially in three areas: sexual harassment, sick time off and staff approaching the Board HR committee. Santa Paula is trying to have a Business Improvement District approved by property owners. One of their goals will be to hire an ambassador that redirects homeless residents to social services. Ventura is one of the top 50 counties in the country that was under-counted in the last census.

Board Committee Reports:

Finance- none.

MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, April 23, 2019

Human Resources- none.

Strategic Plan Team Reports:

Visioning/Strategic Plan: Trustee Sandoval and Director Branch are scheduling interviews with city groups using the Harwood Institute Process. The State Library will Fund four sessions with a facilitator Cindy Mediavilla. Trustee Phillips wants to be the scribe during the interviews

Fundraising / Grants: Trustee Coughlin shared some fundraising strategies from the Long Beach Library. They raised 70% of their need in a silent phase with major donors found through the city council's connections, people who love the city. The rest was funded by \$25 to \$100 donors.

FUTURE AGENDA ITEMS---The Board agreed to include the following in future Agendas:

Draft Budget

UPCOMING MEETING DATE---The next Meeting will be on Tuesday, May 28, 2019, at 5:30 p.m.

ADJOURNMENT---The Regular Meeting was adjourned at 7:14 p.m. (Nasalroad/Phillips, 4-0)

Library Board Clerk

ATTEST:

District Director

REGULAR MEETING OF MAY 28, 2019
E(a)REPORTS: FINANCIAL REPORTS

1. Receive and file April 2019 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

BLANCHARD COMMUNITY LIBRARY
FINANCIAL STATEMENTS
and Supplementary Schedules

April 30, 2019

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

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BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

April 30, 2019

ASSETS

		CURRENT ASSETS	
CASH		\$1,446,362	
RESTRICTED CASH		<u>316,547</u>	
			\$ 1,762,909
PREPAID EXPENSES		<u>2,614</u>	
TOTAL CURRENT ASSETS			\$ 1,765,523
FIXED ASSETS NET OF			
ACCUMULATED DEPRECIATION			<u>731,111</u>
TOTAL ASSETS			<u><u>\$2,496,634</u></u>

LIABILITIES AND FUND BALANCES

		LIABILITIES	
ACCOUNTS PAYABLE		\$3,043	
ACCRUED PAYROLL EXPENSE		<u>5,889</u>	
TOTAL LIABILITIES			\$8,932
		FUND BALANCES	
GENERAL FUND		1,440,044	
FIXED ASSET FUND		731,111	
RESTRICTED FUNDS		<u>316,547</u>	
TOTAL FUND BALANCE			<u>2,487,702</u>
TOTAL LIABILITIES AND FUND BALANCE			<u><u>\$2,496,634</u></u>

BLANCHARD COMMUNITY LIBRARY

COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED APRIL 30, 2019
MODIFIED ACCRUAL BASIS

	APRIL			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$173,125	\$70		\$768,910	\$710,132	8.28%
LIBRARY OPERATIONS	1,164	417	179.14%	10,253	4,167	146.05%
DONATIONS	4,740	2,083	127.56%	58,936	40,833	44.33%
GRANTS	\$3,500	\$1,000		\$150,460	\$31,000	
	<u>\$182,529</u>	<u>\$3,570</u>	98.04%	<u>\$988,559</u>	<u>\$786,132</u>	25.75%
EXPENSES						
PERSONNEL	\$48,146	\$48,918	-1.58%	\$504,697	\$471,764	6.98%
OPERATIONS	25,129	6,600	280.74%	119,129	131,000	-9.06%
ADMINISTRATIVE	2,606	5,954	-56.23%	47,591	51,542	-7.67%
FACILITIES	5,558	4,704	18.15%	58,186	47,042	23.69%
	<u>\$81,439</u>	<u>\$66,176</u>	23.06%	<u>\$729,603</u>	<u>\$701,348</u>	4.03%
NET INCOME (LOSS)	<u>\$101,090</u>	<u>\$(62,606)</u>		<u>\$258,956</u>	<u>\$84,784</u>	205.43%
NON BUDGETED INCOME (EXPENSES)						
INSURANCE PROCEEDS				13,151		
REIMBURSEMENT DIF		1,667		2,850	\$16,666	
INVESTMENT INTEREST	2,198			3,923		
ELECTIONS				(519)		
BUILDING FUND				1,776		
NET AFTER NON BUDGETED ITEMS	\$ 103,288	\$(62,606)	-80.73%	\$280,137	\$101,450	176.13%

No assurances provided
Notes to the financial statements omitted
Statement of cashflows omitted

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

4/30//2019

COUNTY	\$988,510	
SANTA PAULA CITY	117,089	1
BUILDING FUND	84,276	1
BLAKE	54,247	1
LITERACY	60,935	1
BOOK TRUST	15,679	
GENERAL FUND	71,838	
WELLS FARGO	370,055	
OTHERS	<u>280</u>	
TOTAL CASH	<u>\$1,762,909</u>	
1 Restricted	316,547	
Other Unrestricted	1,446,362	

BLANCHARD COMMUNITY LIBRARY
COMPARATIVE
STATEMENT OF REVENUE AND EXPENSE
MODIFIED ACCRUAL BASIS
FOR THE PERIOD ENDED

	4/30/18	4/30/19	YTD BUDGET	ANNUAL BUDGET
REVENUE				
PROPERTY TAX	\$752,345	\$768,910	\$ 710,132	\$ 740,132
LIBRARY OPERATIONS	11,083	10,253	4,167	5,000
DONATIONS	81,056	58,936	40,833	45,000
GRANTS	39,812	150,460	31,000	31,000
TOTAL REVENUE	<u>\$884,296</u>	<u>\$988,559</u>	<u>\$786,132</u>	<u>\$81,000</u>
EXPENSES				
PERSONNEL				
WAGES	351,505	366,881	340,812	407,333
RETIREMENT	46,863	53,502	49,174	56,141
HEALTH INSURANCE	46,007	52,330	51,960	68,250
PAYROLL TAX	31,994	30,405	28,408	33,866
EMPLOYEE BENEFIT	1,075	1,579	1,410	1,692
	<u>477,444</u>	<u>504,697</u>	<u>471,764</u>	<u>567,282</u>
OPERATIONS				
LIBRARY NETWORK	57,779	56,348	60,000	60,000
PUBLICITY	3,154	1,516	4,333	5,200
MEMBERSHIPS	4,431	4,012	2,500	3,000
ACQUISITIONS	26,325	26,096	33,500	39,800
PROGRAMS	15,603	18,501	22,917	27,500
COMPUTER SERVICE	163	5,745	4,000	4,800
BOOK BINDING	2,503	1,159	1,667	2,000
ADVERTISING	1,766	1,854		
TRAVEL	2,479	3,898	2,083	2,500
	<u>114,203</u>	<u>119,129</u>	<u>131,000</u>	<u>144,800</u>
ADMINISTRATIVE				
ADVERTISING			208	250
BANK CHARGES	240	345	333	400
COMPUTER NETWORK	2,413	4,358		
INSURANCE	8,240	9,113	8,750	10,500
OFFICE EXPENSE	4,974	4,939	4,167	5,000
TELEPHONE	2,968	2,268	3,333	4,000
POSTAGE	620	747	500	600
PRINTING	1,038	3,386	2,250	2,700
PROFESSIONAL FEES	21,206	22,342	30,334	38,000
STAFF DEVELOPMENT	524	93	1,667	2,000
	<u>42,223</u>	<u>47,591</u>	<u>51,542</u>	<u>63,450</u>
FACILITIES				
BUILDING MAINTENANCE	12,119	22,096	11,667	14,000
JANITORIAL	6,714	6,804	6,750	8,100
UTILITIES	29,316	29,286	28,625	34,350
	<u>48,149</u>	<u>58,186</u>	<u>47,042</u>	<u>56,450</u>
TOTAL EXPENSES	<u>682,019</u>	<u>729,603</u>	<u>701,348</u>	<u>775,532</u>
NET INCOME(LOSS)	<u>\$202,277</u>	<u>\$258,956</u>	<u>\$84,784</u>	<u>\$(694,532)</u>
NON BUDGETED INCOME (EXPENSES)				
INSURANCE REIMBURSEMENT		13,151		
REIMBURSEMENT DIF	27,772	2,850	16,666	20,000
INVESTMENT INTEREST	6,877	3,923		
ELECTION COSTS		(519)		
BUILDING FUND		1,776		
NET AFTER NON BUDGETED ITEMS	<u>\$236,926</u>	<u>\$280,137</u>	<u>\$101,450</u>	<u>\$(674,532)</u>

BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF ACCOUNTS PAYABLE

April 30, 2019

Due to Friends of the Library	\$	371
Credit Card		2,667
Others		5
Total	\$	<u>3,043</u>

BLANCHARD COMMUNITY LIBRARY
CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE \$176,201.02
	TRANSACTIONS	
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
10.15.17	INTEREST	483.94
12.11.17	CHECK	(3,491.15)
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	927.07
10.31.18	CHECK	(17,117.00)
		(59,112.28)
		\$117,088.74

BLANCHARD COMMUNITY LIBRARY

ASSET ADDITIONS

IMPROVEMENTS

BATHROOM REMODEL	94,795	From construction in progress
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EQUIPMENT

RFID	29,019	From network charges
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**Blanchard/Santa Paula Library District
General Fund Deposit Detail
April 2019**

11:57 AM
05/21/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		04/01/2019	State of California - Victim ...		General Fund	General Fund	19.32
TOTAL							-19.32
Deposit		04/04/2019			General Fund		117.75
				Circulation desk week of 3/25/19	Fines	General Fund	-111.75
				Circulation desk week of 3/25/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-8.50
				Circulation desk week of 3/25/19	Over/Short	General Fund	0.50
TOTAL							-117.75
Deposit		04/08/2019			General Fund		73.00
					Books Lost & Paid		-73.00
TOTAL							-73.00
Deposit		04/09/2019			General Fund		35.00
					Books Lost & Paid		-35.00
TOTAL							-35.00
Deposit		04/10/2019			General Fund		110.25
				Circulation desk week of 4/1/19	Fines	General Fund	-99.25
				Circulation desk week of 4/1/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-10.00
				Circulation desk week of 4/1/19	Over/Short	General Fund	-1.00
TOTAL							-110.25
Deposit		04/11/2019			General Fund		56.01
					Books Lost & Paid		-56.01
TOTAL							-56.01
Deposit		04/18/2019			General Fund		79.55
				Circulation desk week of 4/8/19	Fines	General Fund	-34.25
				Circulation desk week of 4/8/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-29.65
				Circulation desk week of 4/8/19	Over/Short	General Fund	-15.65
TOTAL							-79.55
Deposit		04/22/2019			General Fund		25.00

**Blanchard/Santa Paula Library District
General Fund Deposit Detail
April 2019**

11:57 AM
05/21/19

Type	Num	Date	Name	Memo	Account	Class	Amount
Sales Receipt	243	04/22/2019	Ridgeview at Vista Glen HOA		1499.10 - Undeposited Funds	General Fund	-25.00
TOTAL							-25.00
Deposit		04/24/2019		Deposit	General Fund		43.95
				Circulation Desk week of 4/15/19	Fines	General Fund	-32.75
				Circulation Desk week of 4/15/19	2510 - Due to Friends of the Library (Money receiv...	Friends of the Library	-7.50
				Circulation Desk week of 4/15/19	Over/Short	General Fund	-3.55
				Circulation Desk week of 4/15/19	Printing & Copying	General Fund	-0.15
TOTAL							-43.95
Deposit		04/29/2019		Deposit	General Fund		3,537.74
			Black Gold Cooperative Libr...	3rd qtr payments	Fines	General Fund	-18.42
			State of California - Victim ...	Deposit	Restitution	General Fund	-19.32
Sales Receipt	244	04/29/2019	ELF/Makerspace		1499.10 - Undeposited Funds	Makerspace Grant	-3,500.00
TOTAL							-3,537.74
Deposit		04/29/2019		Deposit	General Fund		0.00
TOTAL							0.00
Deposit		04/30/2019		Deposit	General Fund		193.90
				Copier funds for February 2019	Printing & Copying	General Fund	-193.90
TOTAL							-193.90
Deposit		04/30/2019		Deposit	General Fund		117.66
				Circulation desk week of 4/22/19	Fines	General Fund	-115.00
				Circulation desk week of 4/22/19	2510 - Due to Friends of the Library (Money receiv...	Over/Short	-1.00
				Circulation desk week of 4/22/19	Over/Short	General Fund	-1.66
TOTAL							-117.66

Blanchard/Santa Paula Library District
General Fund Deposit Detail
April 2019

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		04/01/2019		Deposit	General Fund		19.32
			State of California - Victim R...	Deposit	Restitution	General Fund	-19.32
TOTAL							-19.32
Deposit		04/04/2019		Deposit	General Fund		117.75
				Circulation desk week of 3/25/19	Fines	General Fund	-111.75
				Circulation desk week of 3/25/19	2510 - Due to Friends of the Library (Money receive...	Friends of the Library	-6.50
				Circulation desk week of 3/25/19	Over/Short	General Fund	0.50
TOTAL							-117.75
Deposit		04/08/2019		Deposit	General Fund		73.00
				Deposit	Books Lost & Paid		-73.00
TOTAL							-73.00
Deposit		04/09/2019		Deposit	General Fund		35.00
				Deposit	Books Lost & Paid		-35.00
TOTAL							-35.00
Deposit		04/10/2019		Deposit	General Fund		110.25
				Circulation desk week of 4/1/19	Fines	General Fund	-99.25
				Circulation desk week of 4/1/19	2510 - Due to Friends of the Library (Money receive...	Friends of the Library	-10.00
				Circulation desk week of 4/1/19	Over/Short	General Fund	-1.00
TOTAL							-110.25
Deposit		04/11/2019		Deposit	General Fund		56.01
				Deposit	Books Lost & Paid		-56.01
TOTAL							-56.01
Deposit		04/18/2019		Deposit	General Fund		79.55
				Circulation desk week of 4/8/19	Fines	General Fund	-34.25
				Circulation desk week of 4/8/19	2510 - Due to Friends of the Library (Money receive...	Friends of the Library	-29.65
				Circulation desk week of 4/8/19	Over/Short	General Fund	-15.65
TOTAL							-79.55
Deposit		04/22/2019		Deposit	General Fund		25.00
Sales Receipt	243	04/22/2019	Ridgeview at Vista Glen HOA		1499.10 - Undeposited Funds	General Fund	-25.00
TOTAL							-25.00
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TOTAL							-3,537.74
Deposit		04/29/2019		Deposit	General Fund		0.00
TOTAL							0.00
Deposit		04/30/2019		Deposit	General Fund		193.90
				Copier funds for February 2019	Printing & Copying	General Fund	-193.90
TOTAL							-193.90
Deposit		04/30/2019		Deposit	General Fund		117.66
				Circulation desk week of 4/22/19	Fines		-115.00
				Circulation desk week of 4/22/19	2510 - Due to Friends of the Library (Money receive...		-1.00
				Circulation desk week of 4/22/19	Over/Short		-1.66
TOTAL							-117.66

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail
 April 2019

11:58 AM
 05/21/19

Num	Date	Name	Memo	Account	Paid Amount
	04/02/2019		credit card discount	General Fund	
			credit card discount	Bank Charges	-33.99
TOTAL					-33.99
	04/29/2019		Deposit	General Fund	0.00
TOTAL					0.00
EFT	04/08/2019	Calif. Public Employees' Retire...	PERS Health Insurance for April	General Fund	
			PERS Health Insurance for April	PERS Group Health Insurance	-5,047.28
TOTAL					-5,047.28
EFT	04/08/2019	Calif. Public Employees' Retire...	Cal Pers PEPPA Contribution for pay period...	General Fund	
			Cal Pers PEPPA Contribution for pay period 02...	CALPERS (Payee Account - Employee Dedu...	-1,197.74
TOTAL					-1,197.74
EFT	04/08/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 Pay 2/24/19 TO 03/09/19	General Fund	
			Cal Pers Classic 817 Pay 2/24/19 TO 03/09/19	CALPERS (Payee Account - Employee Dedu...	-311.07
TOTAL					-311.07
EFT	04/09/2019	Blanchard Community Library	Trf for payroll pay date 4/11/19	General Fund	
			Trf for payroll pay date 4/11/19	Payroll (Checking Account - Payroll)	-18,100.00
TOTAL					-18,100.00
EFT	04/15/2019	Calif. Public Employees' Retire...	Cal Pers Classic 817 Pay 03/10/19 TO 03/23/...	General Fund	
			Cal Pers Classic 817 Pay 03/10/19 TO 03/23/19	CALPERS (Payee Account - Employee Dedu...	-275.14
TOTAL					-275.14
EFT	04/15/2019	Calif. Public Employees' Retire...	Cal Pers PEPPA Contribution for pay period...	General Fund	

**Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
April 2019**

11:58 AM
05/21/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Cal Pers PEPRA Contribution for pay period 03...	CALPERS (Payee Account - Employee Dedu...	-1,209.83
					-1,209.83
EFT	04/22/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability Classic 817 Apri...	General Fund	-3,644.85
TOTAL			Unfunded Accrued Liability Classic 817 April 2...	PERS Retirement (Contribution Account - Re...	-3,644.85
EFT	04/22/2019	Calif. Public Employees' Retire...	Unfunded Accrued Liability PEPRA April 2...	General Fund	-52.30
TOTAL			Unfunded Accrued Liability PEPRA April 2019	PERS Retirement (Contribution Account - Re...	-52.30
EFT	04/23/2019	Blanchard Community Library	Funds transfer for payroll pay date 4/25/19	General Fund	-18,000.00
TOTAL			Funds transfer for payroll pay date 4/25/19	Payroll (Checking Account - Payroll)	-18,000.00
10326	04/01/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	-1,217.30
			Invoice #4012493224	General	-492.23
			Invoice #4012481865	Children's Books	-639.85
			Invoice #4012480800	Children's Books	-11.00
			Invoice #4012490454	Children's Books	-1,506.24
			Invoice #4012490454	Books	-3,766.62
TOTAL					-3,766.62
10327	04/01/2019	City of Santa Paula (067000-00)	111-067000-00	General Fund	-370.91
TOTAL			Water & Sewer usage 2/24/19 to 3/24/19	Water and Sewer	-370.91
10328	04/01/2019	City of Santa Paula (067500-00)	111-067500-00	General Fund	-71.53
TOTAL			Fire Service for the period of 2/24/19 to 3/24/19	Water and Sewer	-71.53

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 April 2019

11:58 AM
 05/21/19

Num	Date	Name	Memo	Account	Paid Amount
10329	04/01/2019	Boyd & Associates	Invoice #186461	General Fund	
			Invoice #186461	Security	-206.70
TOTAL					-206.70
10330	04/01/2019	Neopost	7900 0110 8018 6524	General Fund	
			Postage for February 2018	Postage	-50.00
TOTAL					-50.00
10331	04/01/2019	Southern California Edison	Acct 2-03-984-8064	General Fund	
			2/19/19 to 3/20/19 Electricity	Electricity	-1,207.48
TOTAL					-1,207.48
10332	04/01/2019	Angel Rocha	Computer classes for 2/25 - 3/28	General Fund	
				Adult Programs	-600.00
TOTAL					-600.00
10333	04/01/2019	Stephen McFadden CPA	Invoice #5676	General Fund	
			Accounting services for March 2019	Accounting Fees (Outside (non-employee) ac...	-875.50
TOTAL					-875.50
10334	04/01/2019	Foothill Electric	Invoice #15897	General Fund	
			Invoice #15897	Building Maintenance	-105.00
TOTAL					-105.00
10335	04/01/2019	Sparkletts	Acct #26410174648715	General Fund	
			February water	Office Expense	-72.66
TOTAL					-72.66
10336	04/01/2019	Midwest Tape	Customer 2000009658	General Fund	

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail

April 2019

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 05/21/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Invoice #97144368 Invoice #97144194	Adult AV Adult AV	-137.16 -81.02 -218.18
10337	04/01/2019	Amazon Capital Services		General Fund	
TOTAL			Invoice #1FM4-TJHQ-3L4Y Invoice #1C6F-Y3FW-Q7MT Invoice #11VF-4G9N-XDQR	Children's AV Adult AV Office Expense	-31.37 -21.64 -25.33 -78.34
10338	04/01/2019	Ned Branch	Monthly health insurance reimbursement	General Fund	
TOTAL			Monthly health insurance reimbursement	PERS Group Health Insurance	-502.38 -502.38
10339	04/01/2019	Business Card	Credit Card Charges 02/17/19 to 3/16/19	General Fund	
TOTAL			Credit Card Charges 02/17/19 to 3/16/19	Bank of America Platinum Plus	-2,064.10 -2,064.10
10340	04/08/2019	Justin D Formanek	reissue check #11244	General Fund	
TOTAL			reissue check #11244	Adult Programs	-50.00 -50.00
10341	04/08/2019	Midwest Tape		General Fund	
TOTAL			Invoice #97181701 Invoice #97178502	Adult AV Adult AV	-19.58 -29.87 -49.45
10342	04/08/2019	Amazon Capital Services	Invoice #1DQG-NGCY-394D	General Fund	
TOTAL			Invoice #1DQG-NGCY-394D	Adult Programs	-69.74 -69.74

**Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail**

April 2019

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Numb	Date	Name	Memo	Account	Paid Amount
10343	04/08/2019	Franklin Haynes Marionettes	Contract #49855	General Fund	
TOTAL			Contract #49855	Children's Programs	-400.00
10344	04/08/2019	Castle Air	invoice # BLM328	General Fund	-400.00
TOTAL			invoice # BLM328	HVAC Maintenance	-665.00
10345	04/08/2019	Kelly Cleaning & Supplies	Invoice #45290365	General Fund	-665.00
TOTAL			Invoice #45290365	Janitorial Services & Supplies	-670.00
10346	04/08/2019	Unique Management Services, l...	Invoice #551038	General Fund	-670.00
TOTAL			Invoice #551038	Collection Services	-80.55
10347	04/15/2019	Connie Jufing Hatcher	Refund lost book fee "Locked in the Library"	General Fund	-80.55
TOTAL			Refund lost book fee "Locked in the Library"	Fines	-10.00
10348	04/15/2019	Black Gold Cooperative	Invoice #19-172	General Fund	-10.00
TOTAL			3rd qtr 2018-2019 Reimbursable billing	Computer Services	-344.30
10349	04/15/2019	SoCalGas	151 414 1668 3	General Fund	-344.30
TOTAL			Gas usage 3/5/19 to 4/3/19	Gas	-165.05
10350	04/15/2019	Ned Branch		General Fund	-165.05

**Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail**

April 2019

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05/21/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Reimbursement for mileage	Travel	-48.26
					-48.26
10351	04/15/2019	H. Bolton Company	Invoice #2725	General Fund	
TOTAL			Invoice #2725	Promotion & Public Relations	-83.66
					-83.66
10352	04/15/2019	Landscape Valley	Landscaping charges for March 2019	General Fund	
TOTAL			Landscaping charges for March 2019	Grounds Maintenance	-305.00
					-305.00
10353	04/15/2019	Athens Enviromental	A20004977 Invoice #165755	General Fund	
TOTAL			Trash & recycle service for April	Trash	-176.09
					-176.09
10354	04/15/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
TOTAL			415157 L444180 4 000000	General	-434.41
			415157 L444180 4 000000	Children's Books	-22.13
					-456.54
10355	04/22/2019	Amazon Capital Services	Invoice #1LKZ-Q7PH-CG9T	General Fund	
TOTAL				Children's AV	-30.30
					-30.30
10356	04/22/2019	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
TOTAL			Invoice #4012512574	General	-408.89
			Invoice #4012512574	Children's Books	-14.75
					-423.64
10357	04/22/2019	Motion Picture Licesning Corpo...	Invoice #504212440	General Fund	

Blanchard/Santa Paula Library District
Monthly General Fundt Check Detail
 April 2019

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 05/21/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Invoice #504212440	Adult Programs	-210.00
					-210.00
10356	04/22/2019	Frontier Communications	805-525-2384-012885-5	General Fund	
TOTAL			Phone Service 4/10/19 to 5/9/19	Telephone Expense	-223.61
					-223.61
10359	04/22/2019	Jeri B. Mead	reimbursement for volunteer appreciation	General Fund	
TOTAL			reimbursement for volunteer appreciation	Promotion & Public Relations	-75.94
					-75.94
10360	04/22/2019	Rivistas, LLC	8709	General Fund	
TOTAL			8709	Periodicals	-1,417.51
					-1,417.51
10361	04/22/2019	Southern California Edison	Acct 2-03-984-8064	General Fund	
TOTAL			Electricity usage 3/20/19 to 4/18/19	Electricity	-1,301.90
					-1,301.90
10362	04/22/2019	Midwest Tape	Invoice #97240029 Invoice #97240880	General Fund	
TOTAL				Adult AV Adult AV	-135.94 -209.38
					-345.32
10363	04/22/2019	Black Gold Cooperative Library...	FY 2018-2019 4th qtr billing	General Fund	
Invoice...	04/22/2019		FY 2018-2019 4th qtr billing	Network Services/ILS	-13,021.00
TOTAL					-13,021.00
					-13,021.00
10364	04/29/2019	Thomas Jonathon Beghin	Reimbursement for lost book fee	General Fund	

Blanchard/Santa Paula Library District
 Monthly General Fundt Check Detail

April 2019

11:58 AM
 05/21/19

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Reimbursement for lost book fee	Fines	-23.75
10365	04/29/2019	Neopost.	VOID: 7900 0110 8018 6524	General Fund	-23.75
TOTAL					0.00
10366	04/29/2019	Amazon Capital Services	Invoice 1MRX-REE7-QTK9	General Fund	-676.19
TOTAL			Invoice 1MRX-REE7-QTK9	Patron Computers	-676.19
10367	04/29/2019	Business Card	Credit Card Charges 02/17/19 to 3/16/19	General Fund	-1,066.80
TOTAL	04/29/2019		Credit Card Charges 02/17/19 to 3/16/19	Bank of America Platinum Plus	-1,066.80

REGULAR MEETING OF MAY 28, 2019
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS



OPTIMIST CLUB OF SANTA PAULA

P.O. BOX 507

SANTA PAULA. CA 93061-0507

(805) 525-9439

Dear Board Members,

The Optimist Club of Santa Paula is very happy to present to the Blanchard Community Library \$300.00 in checks to be used for the purchase of books for the Teen Reading Center. The donation may only be used for the purchase of books.

Attached is a list of the donors, the donation amount, and any dedications they would like included on the information put in the book indicating the source of the gift.

For many years the Optimist Club has donated funds to the Library to purchase books the Children's Section. In addition, we have become more involved with projects at the Library to enrich children's lives, encourage reading, and their awareness of the Library.

We are available to help the Library in any way possible as long as it is a direct benefit to the children of Santa Paula. Thank you for your understanding.

Ruth Rope, President



OPTIMIST CLUB OF SANTA PAULA

P.O. BOX 507

SANTA PAULA, CA 93061-0507

(805) 525-9439

2019

Library Book Donor List for the Teen Reading Center

\$200 Optimist Club of Santa Paula check # 1345
For the Teens of Santa Paula

\$100 Ron and Pamela Merson check # 2488
116 Via Solana
Santa Paula, CA 93060



OPTIMIST CLUB OF SANTA PAULA

P.O. BOX 507

SANTA PAULA, CA 93061-0507

(805) 525-9439

Dear Board Members,

The Optimist Club of Santa Paula is very happy to present to the Blanchard Community Library \$200.00 (check #1346) to be used for the Summer Reading Program. The donation may only be used for this program.

For many years the Optimist Club has supported this program and we are very happy with the results. In addition, we have become more involved with projects at the Library to enrich children's lives, encourage reading, and their awareness of the Library.

We are available to help the Library in any way possible as long as it is a direct benefit to the children of Santa Paula. Thank you for your understanding.

Ruth Rope, President

May 22, 2019

Blanchard Community Library
Board of Trustees
119 N. 8th Street
Santa Paula, California 93060

Dear Board Members,

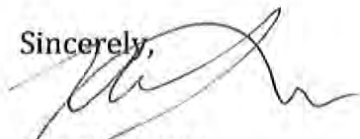
Quite a few months ago, I came to one of your board meeting to present my Girl Scout Gold Award project ideas to you. I shared with you my desire to promote reading in children and my plans to build a free lending library. I shared how the books would be free and would allow children in the neighborhood to borrow books and magazines. I felt your support as I presented at your meeting and truly appreciated your contribution of books to my project.

With this letter, I am happy to provide you an update. I built the lending library and placed it outside of my church, El Buen Pastor United Methodist Church. My church is located here in Santa Paula at 1029 E. Santa Paula Street. Besides receiving books from the Friends of the Library and the library itself, I received donations from members of my church and also contributed many of my own books. I will help promote the free lending library to the neighborhood children and am committed to keeping it full as books are taken.

Thank you for your support in my Girl Scout Gold Award project. I now plan on working with my church to help with their "kidz club" and provide a reading club/tutoring for children in the neighborhood.

I invite you to drive passed the side of my church (N Ojai Street), to see the red and white Free Lending Library. I am proud of it and wish to thank you again for your part in its creation.

Sincerely,



Vanessa Luna
(805)-290-3731

REGULAR MEETING OF MAY 28, 2019
H(a) OLD BUSINESS: DRAFT 2019-20 BUDGET

A copy of the first draft of the budget for 2019-20 is attached for discussion only. It is not being submitted for approval at this time. Significant differences between the approved budget for 2018-19 and the draft budget for 2019-20 are indicated.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

REGULAR MEETING OF MAY 28, 2019

H(b) OLD BUSINESS: UPDATE ON ART COMMITTEE RECOMMENDATIONS FOR DISPOSITION OF ITEMS

The Art Committee met and reviewed the items currently stored in the business office. Their recommendations are attached.

RECOMMENDATION: See attached.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

Acquisition Committee Requests for Authorization

The Acquisition Committee is sorting through the art stored in the bookkeeper's office. We are requesting the Board to authorize these assignments:

FOR ASIAN AUCTION HOUSE OR OTHER VENUE:

Kyoto Incense Burner
Two Chinese vases in bookkeeper's office

FOR THE PERMANENT COLLECTION:

Mrs. Blanchard portrait
All the Gail Pidduck Art
All the Don Austin Art
The Santa Paula Clock Tower by Pramlee Gomez
Painting by Renault
3 watercolors by Chris Lemon: Jacaranda scene, poppies, irises(?)

TO BE DONATED TO A CHARITY:

Large amateur painting of a mountain scene
Large amateur painting of a fence

TO BE SENT TO AUCTION OR SOLD:

(John knows of an estate auction company in Casitas Springs)
Matilija ranch
Map of Chili
Beach Scene by Lance
Librarian by Tink Strother
A 2nd Edition Botke print
The animation cell
Large portrait of a woman by Calderwood
Painting by Baskin
Painting by Davenport
Painting by Iris Sabre
1915 Mission print (in large folder)
2 prints of Watts Towers: John Nichols will sell these for us

FOR FRIENDS TO SELL, ETC:

self portrait by Tink Strother (possibly offer this to the art society first)
citrus poster
Giant 'coffee hour' by Morris
Remaining artwork of Chris Lemon

TO BE GIVEN TO FAMILY MEMBERS:

John will give the Dan Robles portrait to Dan's daughter
and the Art by Patti Dickensen to her family
John will try to return a Saenz portrait to the family, otherwise, it goes to a charity

FOR A DOOR PRIZE AT A CHAMBER MIXER:

Print of Blanchard Library

NOTES FOR THE COMMITTEE:

Ned is selling the Paul Grimm

Maureen is selling the Lennart Anderson

John will research the Hopkins

Do something with the Polo portrait, portrait of Saenz.
Can John try to contact family?

We need to reset many pieces with acid free materials, preserve in special quality sleeves,...

REGULAR MEETING OF MAY 28, 2019

I(a) NEW BUSINESS: RESOLUTION REQUESTING A CONTRAFUND ADVANCE FOR 2019-20

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 2019-20.

RECOMMENDATION: Staff recommends adoption of the attached resolution.

RESOLUTION 2018-19:01

**RESOLUTION OF THE
BLANCHARD/SANTA PAULA LIBRARY DISTRICT
BOARD OF TRUSTEES
REQUESTING A CONTRAFUND ADVANCE FOR THE
FISCAL YEAR 2019-2020**

NOW, THEREFORE, BE IT RESOLVED that the Blanchard/Santa Paula Public library District Board of Trustees, in a regular meeting on May 28, 2019, passed and adopted this resolution requesting a pre-apportionment of tax funds in amounts totaling up to 85% of the secured tax levy for the Library District, or any other basis as selected by the Ventura County Auditor-Controller's Office, to be made available to Fund Account #O040 for the operations of the Library during the Fiscal Year 2018-2019. The amount provided to the District for Fiscal Year 2018-2019 should be sufficient for Fiscal Year 2019-2020.

PASSED, APPROVED, AND ADOPTED this 28th day of May 2019.

ATTEST:

Library Board President

Library Board Clerk

REGULAR MEETING OF MAY 28, 2019

I(b) NEW BUSINESS: RESOLUTION TO LEVY PARCEL TAX FOR 2019-20

In order for the County to add the special assessment to the tax bills for 2019-20, the Board must pass a resolution authorizing the County Auditor-Controller's Office to do so.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

RESOLUTION 2018-19:02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BLANCHARD/SANTA PAULA LIBRARY DISTRICT CONFIRMING A
SPECIAL ASSESSMENT TO BE LEVIED WITHIN THE
BLANCHARD/SANTA PAULA LIBRARY DISTRICT
FOR PURPOSES OF GENERAL FUND OPERATIONS FOR
BLANCHARD COMMUNITY LIBRARY**

WHEREAS, on March 2, 2004, the voters of the Blanchard/Santa Paula Library District passed Measure “B4” with 68.1% of the vote in order to allow a \$40 per parcel special assessment tax in perpetuity; and

WHEREAS, on November 8, 2016, the voters of the Blanchard/Santa Paula Public Library District passed Measure “B” with 73.06% of the vote in order to raise the ceiling on the appropriations (Gann) limit for four additional years, commencing on July 1, 2018;

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

1. That the Blanchard/Santa Paula Library District Board of Trustees confirms, approves, and acknowledges that the \$40 per parcel assessment is to be levied in perpetuity and that the ceiling increase on the appropriations (Gann) limit needs to be approved by voters of the District every four years. The success of each of the subsequent four-year elections shall warrant additional resolutions from the Blanchard/Santa Paula Public Library District Board of Trustees in order to continue the \$40 per parcel special assessment tax on Ventura County Tax Rolls, District 14, Zone 03; and

2. That the Blanchard/Santa Paula Library District Board of Trustees confirms and acknowledges that the per parcel special assessment is in conformance with Proposition 218.

PASSED, APPROVED, AND ADOPTED this 28th day of April 2019.

ATTEST:

Library Board President

Library Board Clerk

REGULAR MEETING OF MAY 28, 2019
I(c) NEW BUSINESS: 2018-19 AUDIT ENGAGEMENT

A copy of the proposed audit engagement letter from Moss, Levy, & Hartzheim LLP is attached. The proposed fee of \$9,200 is an increase of \$310 over last year's fee.

RECOMMENDATION: Accept the engagement of Moss, Levy, & Hartzheim LLP to perform the 2018-19 financial audit.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



Moss, Levy & Hartzheim LLP

Certified Public Accountants

April 18, 2019

To the Board of Trustees and Management
Blanchard/Santa Paula Public Library District-Blanchard Community Library
119 N 8th Street
Santa Paula, CA 93060

We are pleased to confirm our understanding of the services we are to provide Blanchard/Santa Paula Public Library District-Blanchard Community Library (the District) for the fiscal year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. Generally Accepted Accounting Principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of Changes in OPEB Liability
- 4) Schedule of OPEB Contributions
- 5) Proportionate Share of Net Pension Liability
- 6) Schedule of Pension Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees and Management of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2)

that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. Generally Accepted Auditing Standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by Generally Accepted Auditing Standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts,

agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. Generally Accepted Accounting Principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally Accepted Accounting Principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. Generally Accepted Accounting Principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits,

or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the aforementioned parties; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy & Hartzheim, LLP, personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.


The audit documentation for this engagement will be retained for a minimum of seven years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 1, 2019 and to issue our reports no later than November 15, 2019. Ronald A. Levy, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Ronald A. Levy, CPA

RESPONSE:

This letter correctly sets forth the understanding of Blanchard/Santa Paula Public Library District-Blanchard Community Library.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

REGULAR MEETING OF MAY 28, 2019

I(d) NEW BUSINESS: WEBSITE DEVELOPMENT PROPOSAL

The website needs to be brought up to date and made easier to navigate. We submitted a revised site map to Dodos Designs and received the attached proposal in the amount of \$5,814 to revise the website. We have approximately \$3,500 remaining in the publicity budget for 2018-19. The balance can come from the 2019-20 publicity budget.

RECOMMENDATION: Accept the proposal from Dodos Designs to improve the library's website.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

Dodos Design
 218 Pamela Lane
 Santa Paula, CA 93060 US
 david@dodosdesign.com
 www.dodosdesign.com



ESTIMATE

ADDRESS

Ned Branch
 Blanchard/Santa Paula Library
 District

ESTIMATE # 1151

DATE 03/18/2019

ACTIVITY	QTY	RATE	AMOUNT
Website Maintenance Setup ftp folders and hosting files for wordpress website	1	124.00	124.00
Web Design Build and setup a wordpress template theme for Public Library - 6-10 main pages with 20-25 sub pages, 20-25sub sub pages & 5-10 sub sub sub pages	1	3,840.00	3,840.00
Web Design Setup basic SEO Keywords for Public Library	1	992.00	992.00
Online Service Setup Google Business page and link to website for Google Search	1	62.00	62.00
Social Media Setup social media links and feeds to website	1	124.00	124.00
Website Maintenance Transfer all old files and data to new website	1	672.00	672.00

***IMPORTANT*: PLEASE REVIEW YOUR PROOFS CAREFULLY**
 Check for ANY issues in wording, spelling, sizing, coloring, etc. Dodos Design will NOT send your order to print until the final proof has been APPROVED. Dodos Design is NOT responsible for any MISTAKES caught after the final proof has been approved and the order has been produced. The customer is responsible for any and all reprint fees due to errors in proofing. Dodos Design is not responsible any printing errors from customers' artworks is include (quality, color spelling and much more).

TOTAL \$5,814.00

Accepted By

Accepted Date

REGULAR MEETING OF MAY 28, 2019
J(a) REPORTS: LITERACY SERVICES

20.May, 2019



Adult Learning Center

Board Report for May, 2019

*When one person learns,
it affects the whole family!*



*Meet
our 3 newest pairs*



Mommy & Me Literacy

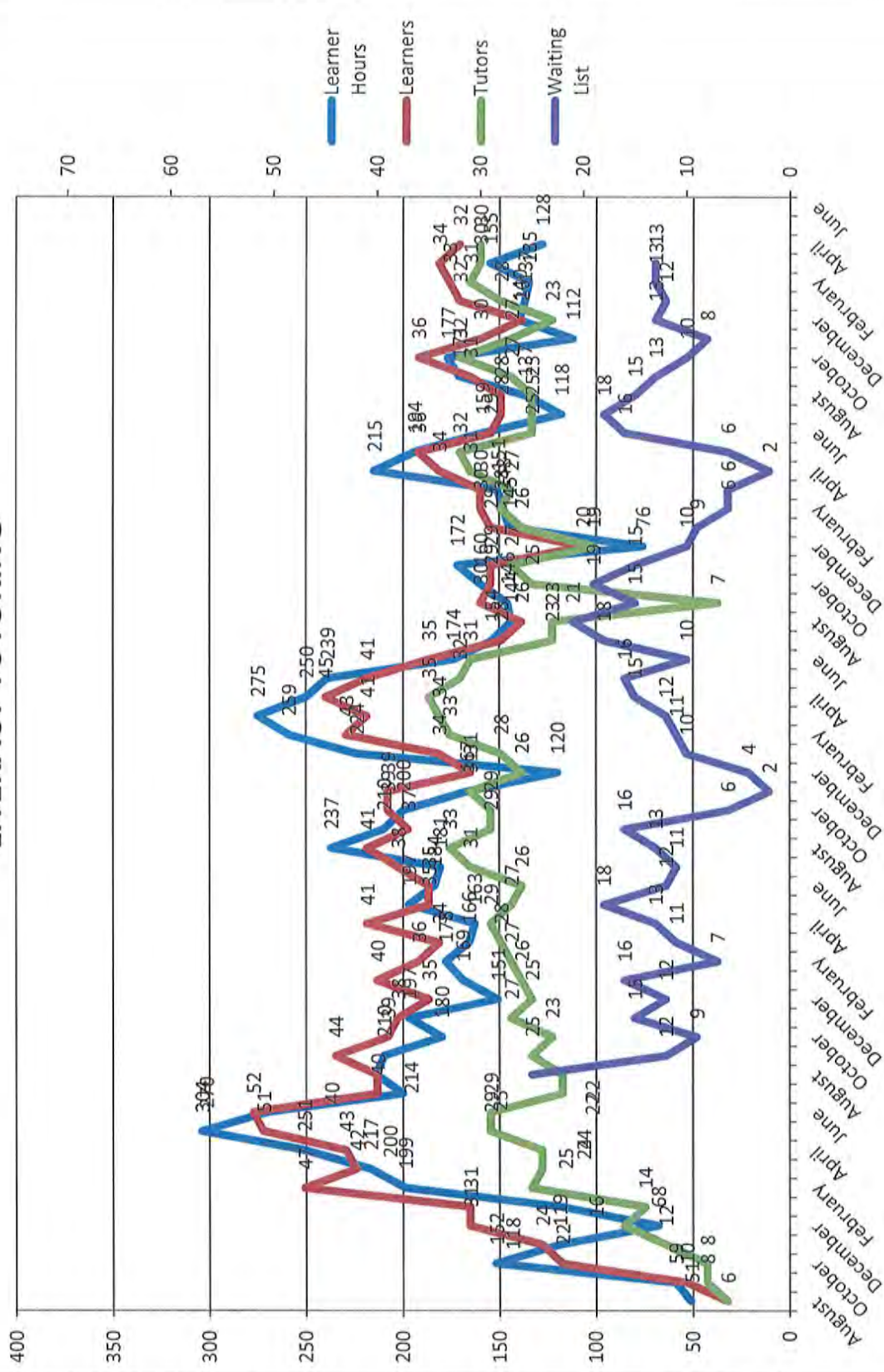
is coming to an end next week. Olivia has done a masterful job of coordinating the program this year. We are thankful for the 3 excellent adult teachers we've had, Yoko, Miguel, and Pamela. We will

sadly say goodbye to our dear Yvon, the preschool teacher, and her two wonderful assistants, Lizbeth and Haley. The library's classrooms will be a lot quieter in the midday, this summer!

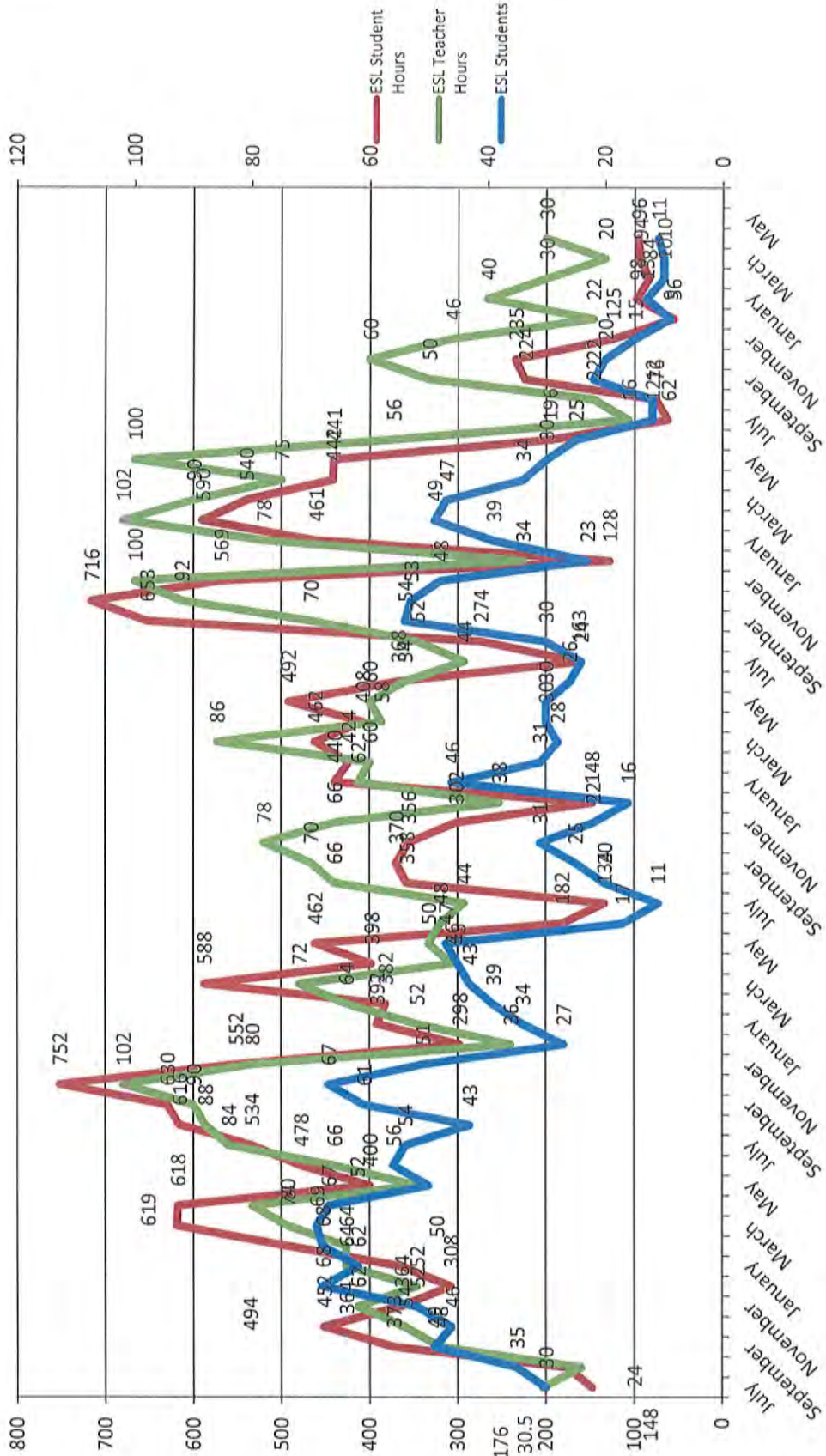
But the library itself will be busting at the seams, I'm sure, as the **Summer Reading Program** takes flight, exploring "A Universe of Stories!" And the Adult Learning Center will be part of it, with a Family Writing project on alternate Saturdays, and a special Book Club for our low-literate adults.

Meanwhile, Olivia and I are hard at work, laying plans for the new Family Literacy Programs for the coming school year. We are hoping to bring to life a slightly tweaked version of the daytime program we currently have, AND add some evening Family Literacy sessions. Stay tuned!

LITERACY TUTORING



ESL CLASSES



REGULAR MEETING OF MAY 28, 2019
J(b) REPORTS: PUBLIC SERVICES

April 2019 Adult Programs and Events

Our first Computer Basics Class finished, with the intermediate level class picking up on April 22. This second series will focus specifically on Microsoft Office use.



The first of our two California State University Channel Island sponsored lectures took place, with a sizable crowd coming to catch a preview of the Channel Islands' inspired piece commissioned by the Orchestral Suite.

Our TEDx viewing party was ENVIRONMENT to compliment Earth Day 2019. The attendees had not previously visited a TEDx event here previously and it remains to be seen if they return for next month's HOMELESSNESS/POVERTY event. Our license for official TEDx affiliation expires this August. Based on the attendance over the past twelve months, it is unlikely that we will renew. While there is no fee for the license, there is a cost in time spent curating video selections and marketing.

The Third Thursday Movie this month was the Ruth Bader Ginsberg docudrama, *On the Basis of Sex*. Again, the film was well attended with several patrons mentioning how impressed they were with our ability to show it so soon after it's DVD release.

Our first Spanish language film screening was not as well attended, though it is worth noting that it is a new series and has not yet had time to catch on as our Third Thursday series has. Our license is somewhat restrictive concerning foreign language films, so the offerings are not as likely to be very recent releases.

Program Name	Description	Audience	Attendance	Date	Start	End
Computer Classes	Training	Adult	8	1-Apr	6:00 PM	8:00 PM
Computer Classes	Training	Adult	8	4-Apr	6:00 PM	8:00 PM
Channel Islands Orchestral Suite	CI Lecture	Adult	18	4-Apr	6:00 PM	8:00 PM
Computer Classes	Training	Adult	6	8-Apr	6:00 PM	8:00 PM
Computer Classes	Training	Adult	6	11-Apr	6:00 PM	8:00 PM
Computer Classes	Training	Adult	5	15-Apr	6:00 PM	8:00 PM
Environment	TEDxBlanchardLibrary	Adult	2	15-Apr	6:30 PM	7:30 PM
On the Basis of Sex	Third Thursday Movie	Adult	16	18-Apr	6:00 PM	8:00 PM
Computer Classes	Training	Adult	7	18-Apr	6:00 PM	8:00 PM
Vivir es fácil con los ojos cerrados	Peliculas en Español	Adult	1	22-Apr	6:00 PM	8:00 PM
Computer Classes II	Training	Adult	7	22-Apr	6:00 PM	8:00 PM
Home for Unwanted Girls	BC Book Club	Adult	6	25-Apr	6:30 PM	7:30 PM
Computer Classes II	Training	Adult	12	25-Apr	6:00 PM	8:00 PM
Computer Classes II	Training	Adult	7	29-Apr	6:00 PM	8:00 PM

**Youth Services Report
April 2019**

1. Family Programs-

Tuesday, April 9	Randell McGee and Groark	50
Wednesday, April 24	Family Movie: Peter Rabbit	20
Monday, April 29	Dia de los ninos celebration	125
	Franklin Haynes Marionettes	
Tuesday, April 30	Cinco De Mayo	150
	Glen City Folklorico Dance Group	

2. Teen Scene-

Thursday, April 11	Earth day	4
Thursday, March 28	Movie	0

3. Ongoing Programs –

a. Story time

Wednesday	(4)	127
Saturday	(2)	30

Total (6) 159

b. LEGO (9) 115

c. Barking for Books (2) 10

REGULAR MEETING OF MAY 28, 2019
J(c) REPORTS: VOLUNTEER COORDINATOR



Volunteer Coordinator Board Report May 2019

Our New DVD and CD Cleaning Volunteer!



We have a wonderful volunteer that has been busy cleaning and polishing the library DVD collection! Catherine Malone is expertly running our ECO-Jr. machine that turns scratched and dirty DVDs into discs that look brand new!

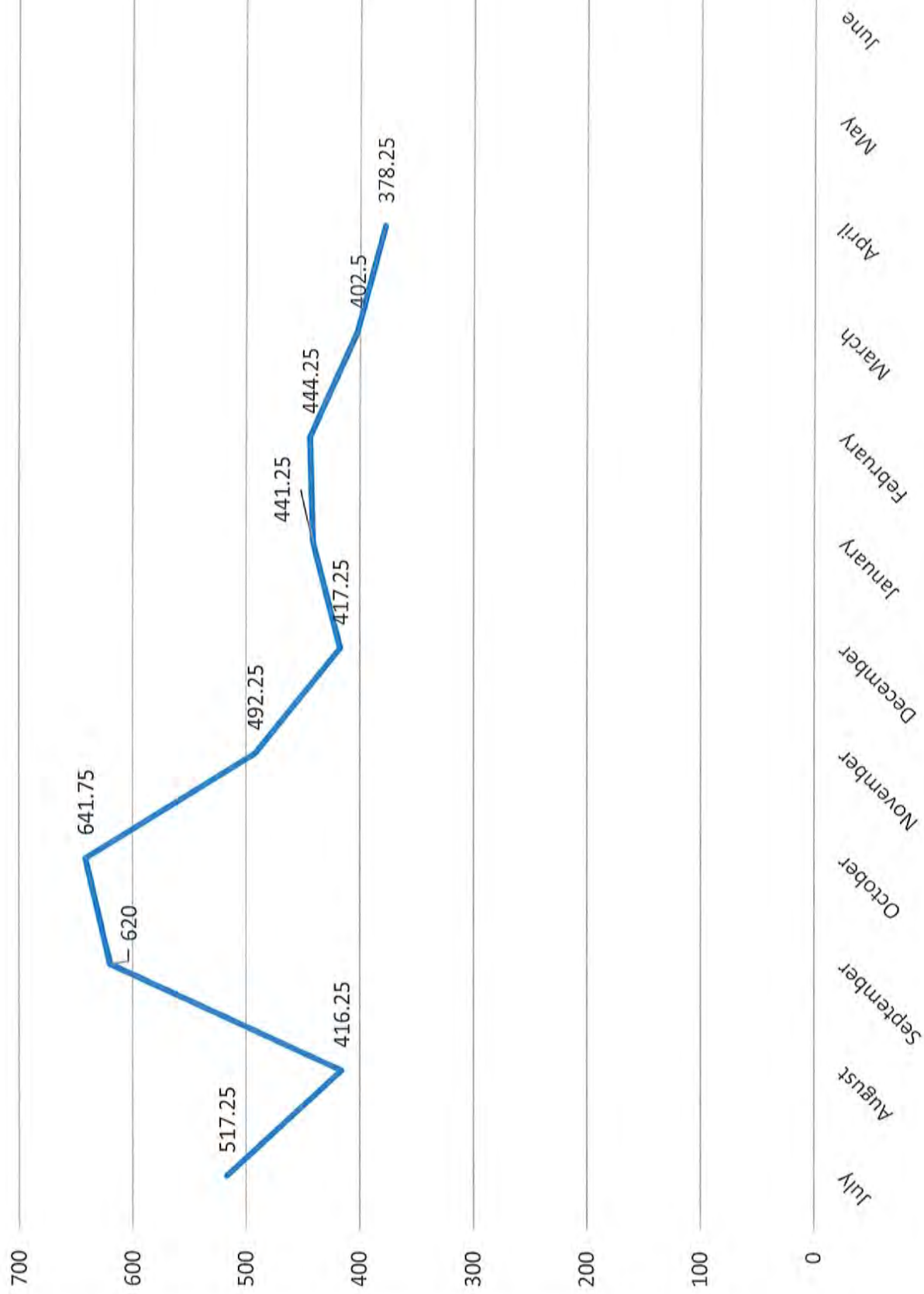
Catherine has learned the quirks of our machine and works diligently to clean the discs several hours each day that she volunteers. Hopefully our patrons are enjoying the clean, unscratched DVDs that they are now checking out of our library.

When our DVD collection has been cleaned, Catherine will start working on our CD collection! Kudos to Catherine!!

Blanchard Community Library **Volunteer Hours 2018 – 2019**

Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board/ Endow.	Total
July	Hours	134.00	0.00	98.50	0.00	45.50	0.00	0.00	210.25	29.00	517.25
August	Hours	159.00	0.00	191.50	0.00	39.75	0.00	0.00	0.00	26.00	416.25
September	Hours	221.00	37.75	198.00	0.00	126.25	0.00	0.00	0.00	37.00	620.00
October	Hours	237.00	31.75	236.00	29.00	73.50	0.00	0.00	0.00	34.50	641.75
November	Hours	158.00	28.75	161.00	78.75	15.25	4.00	0.00	0.00	46.50	492.25
December	Hours	162.00	0.00	123.00	55.00	19.25	8.00	0.00	0.00	50.00	417.25
January	Hours	177.00	10.50	150.50	46.25	23.50	0.00	0.00	0.00	33.50	441.25
February	Hours	165.00	14.25	120.50	47.25	14.25	17.50	0.00	0.00	65.50	444.25
March	Hours	175.00	9.75	108.75	43.50	15.50	24.50	0.00	0.00	25.50	402.50
April	Hours	158.00	6.50	119.00	33.00	27.75	4.00	0.00	0.00	30.00	378.25
Total	Hours	1746.00	139.25	1506.75	332.75	400.50	58.00	0.00	210.25	377.50	4771.00

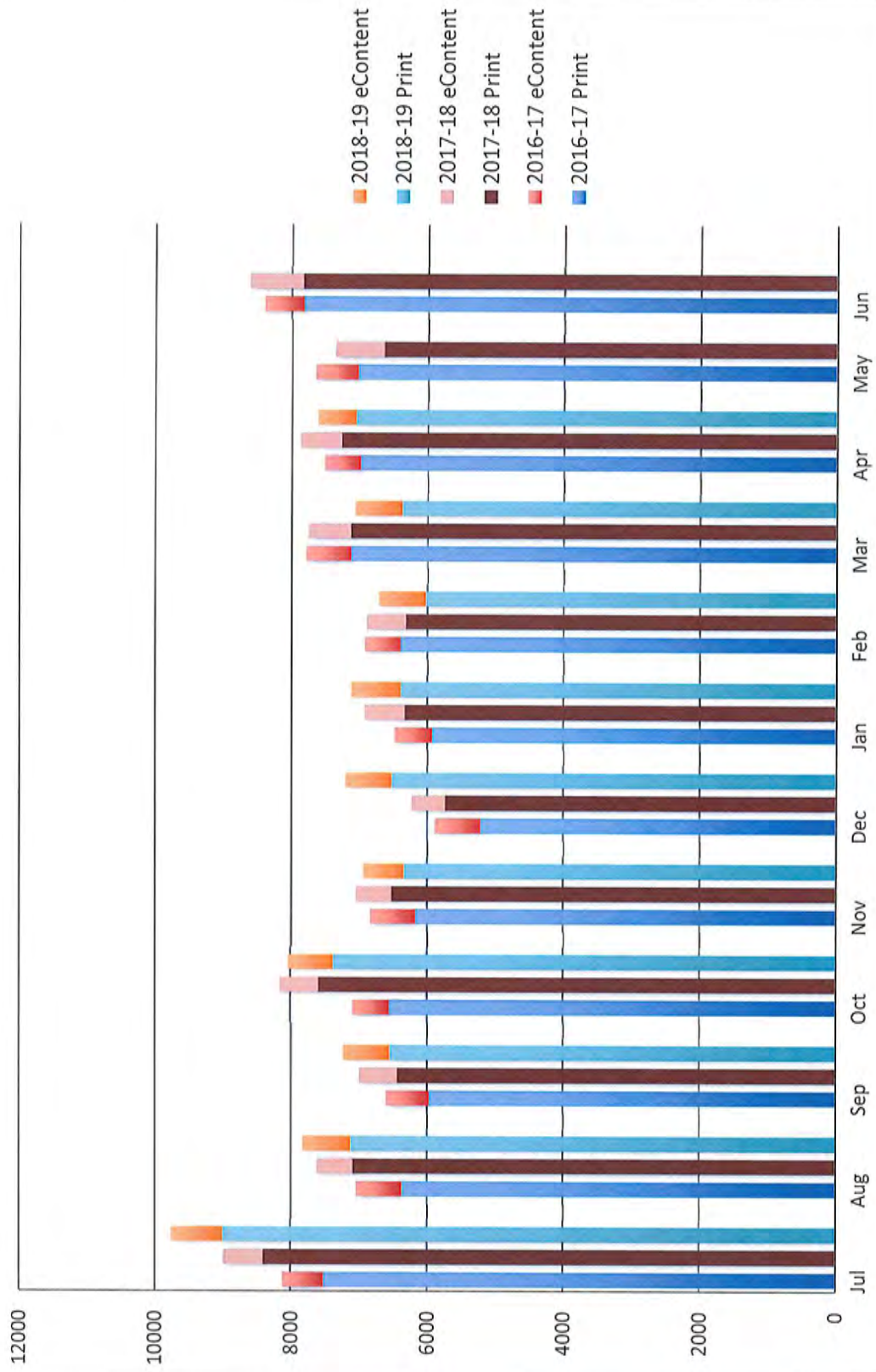
Volunteer Hours

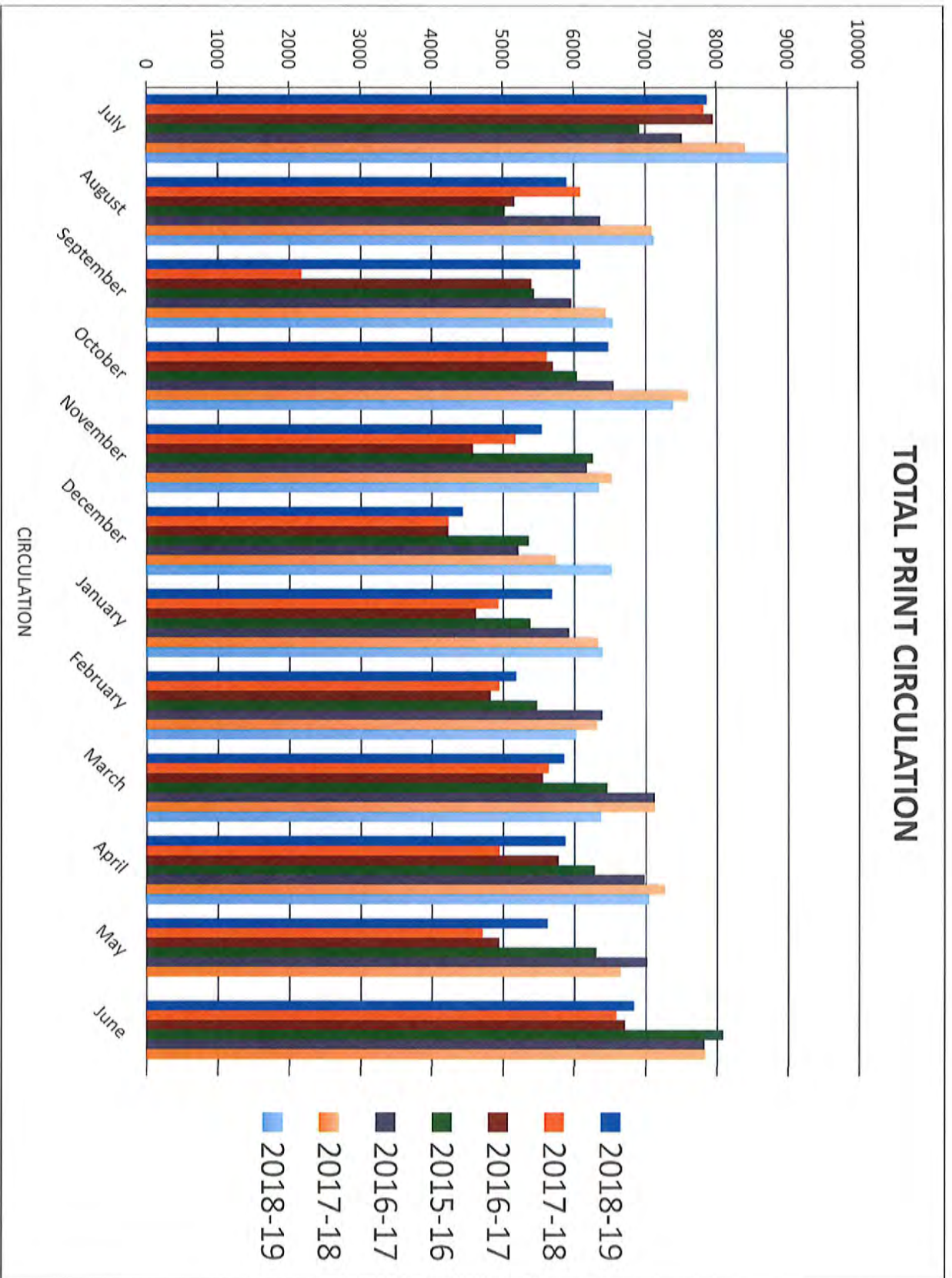


REGULAR MEETING OF MAY 28, 2019
J(d) REPORTS: DISTRICT DIRECTOR'S REPORT

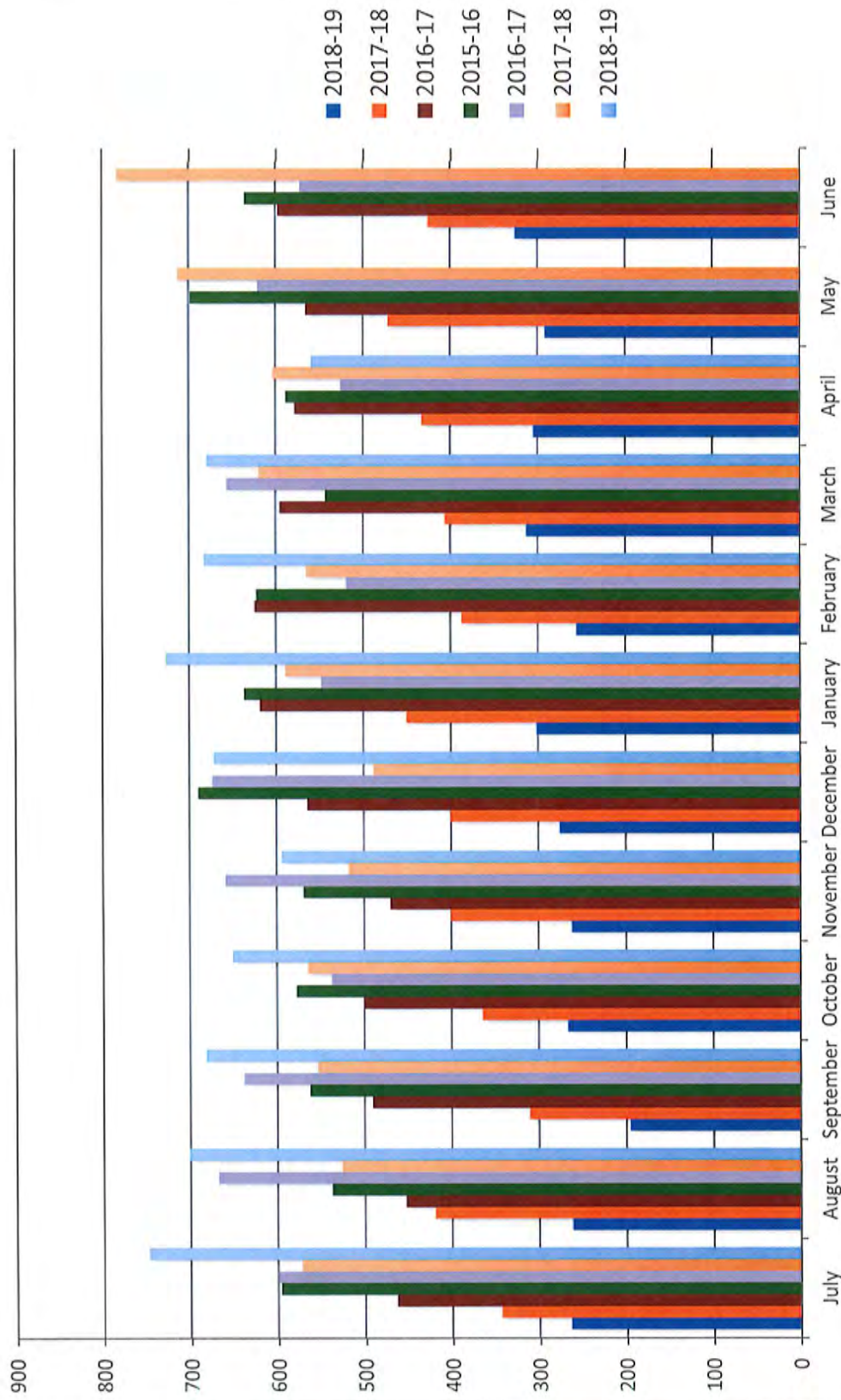
1. Statistics
2. Surveillance Camera Update
3. Yosemite Book Restoration
4. Bookmobile
5. Report on 2019 Goals
 - a. Website Improvements
 - b. Imagine Fundraising Campaign
 - c. Facilities—Commence Phase 2
 - d. Publicity & Outreach—Expand library sphere of influence, usage, & volunteering
 - e. Staff Development

TOTAL CIRCULATION

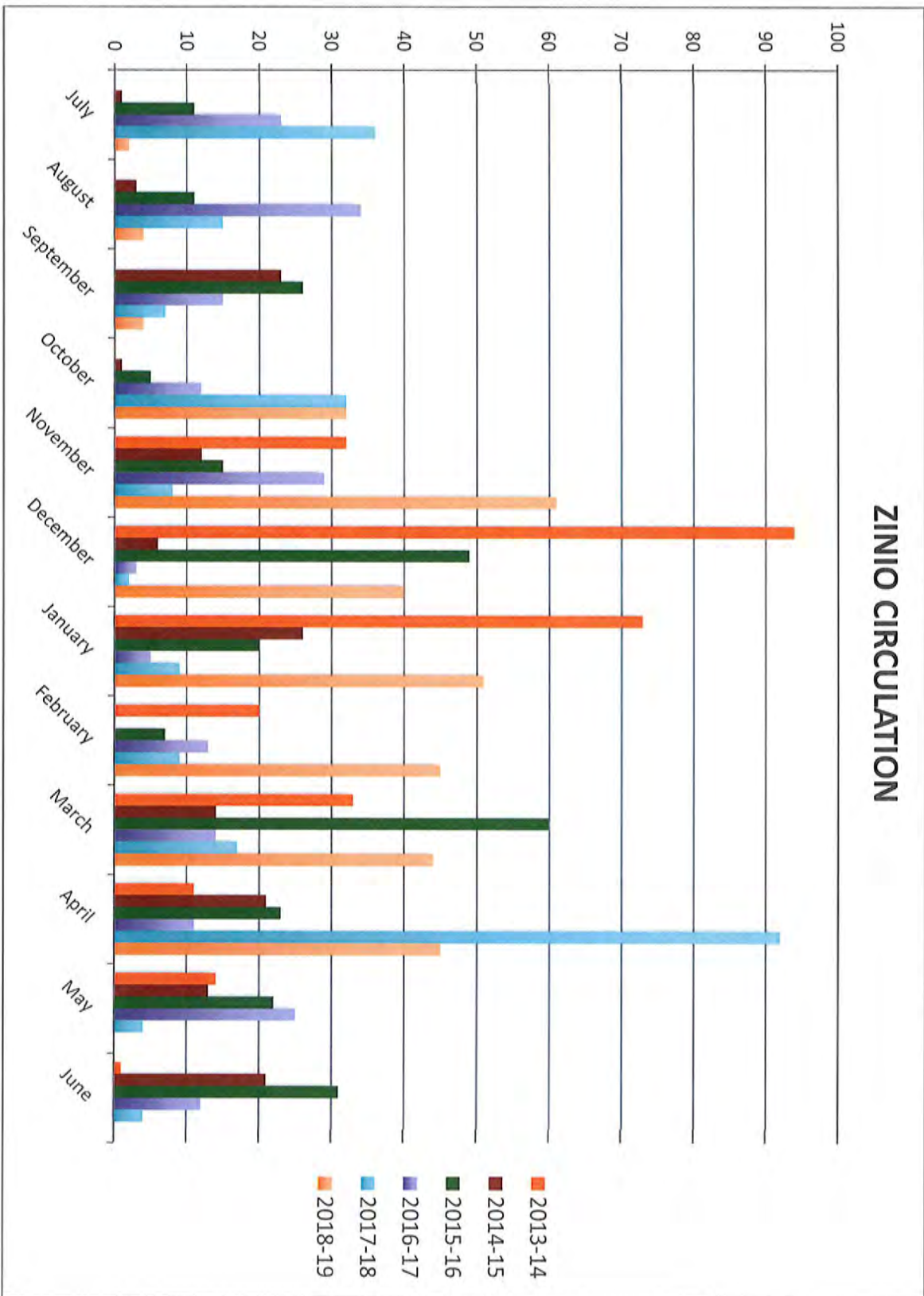




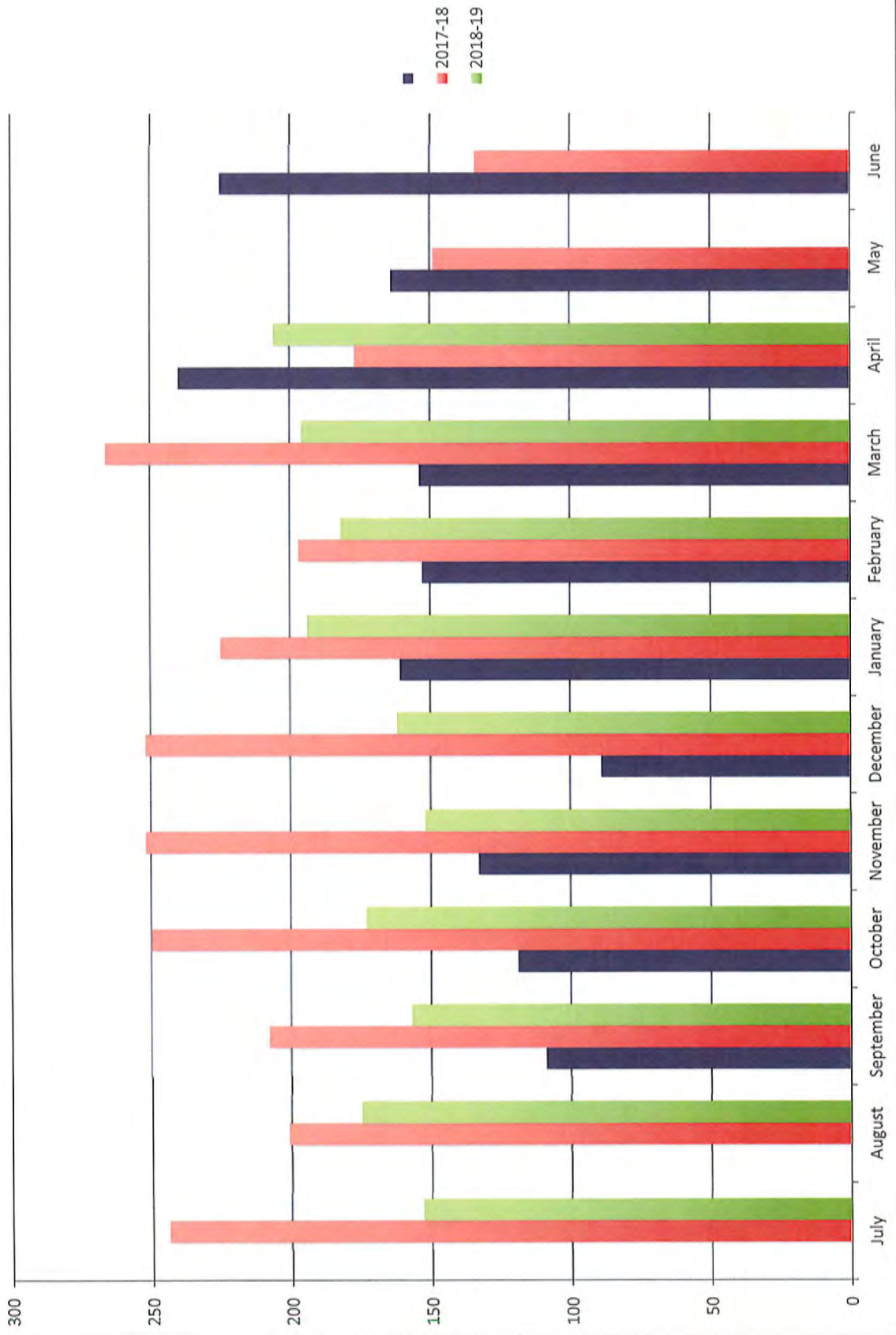
eBOOK CIRCULATION



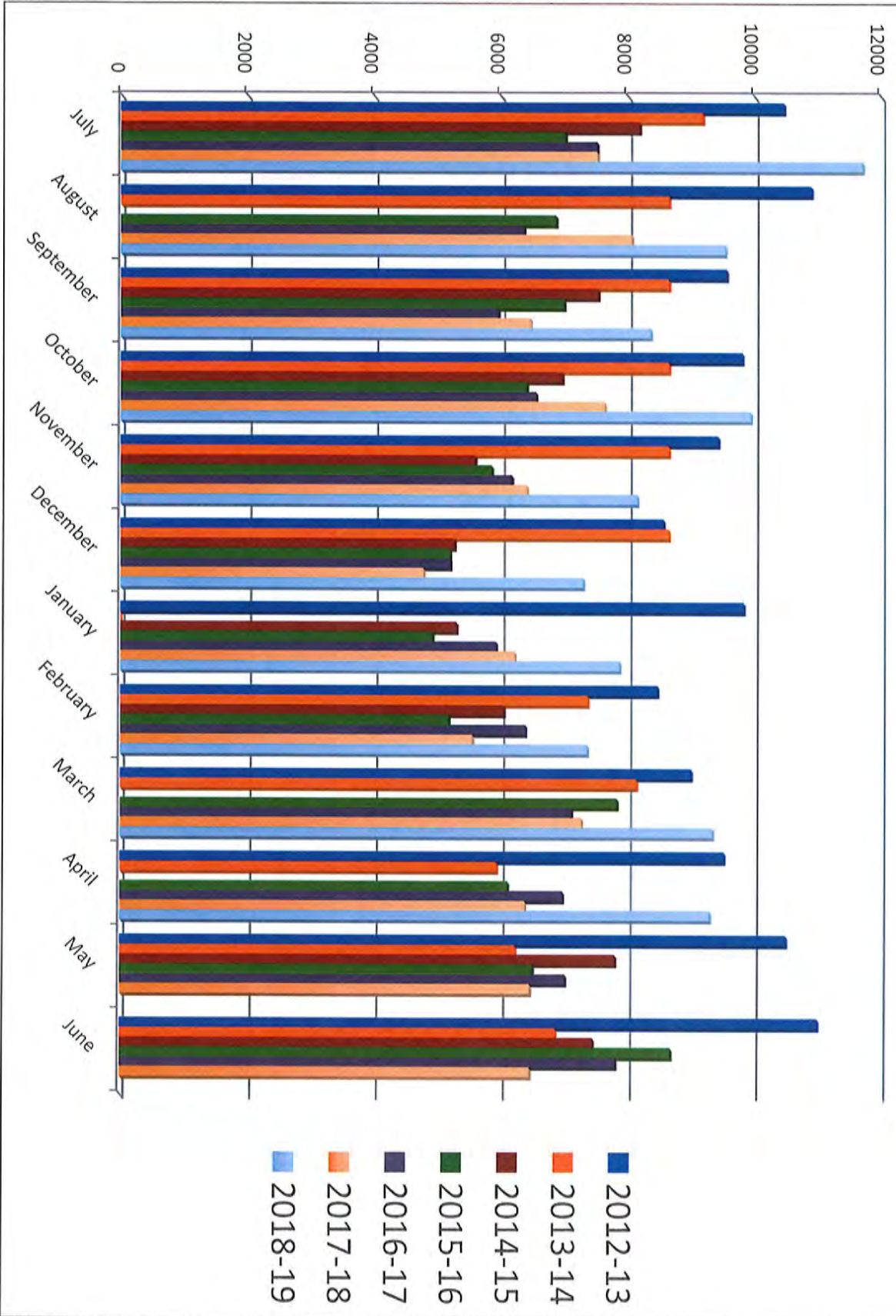
ZINIO CIRCULATION



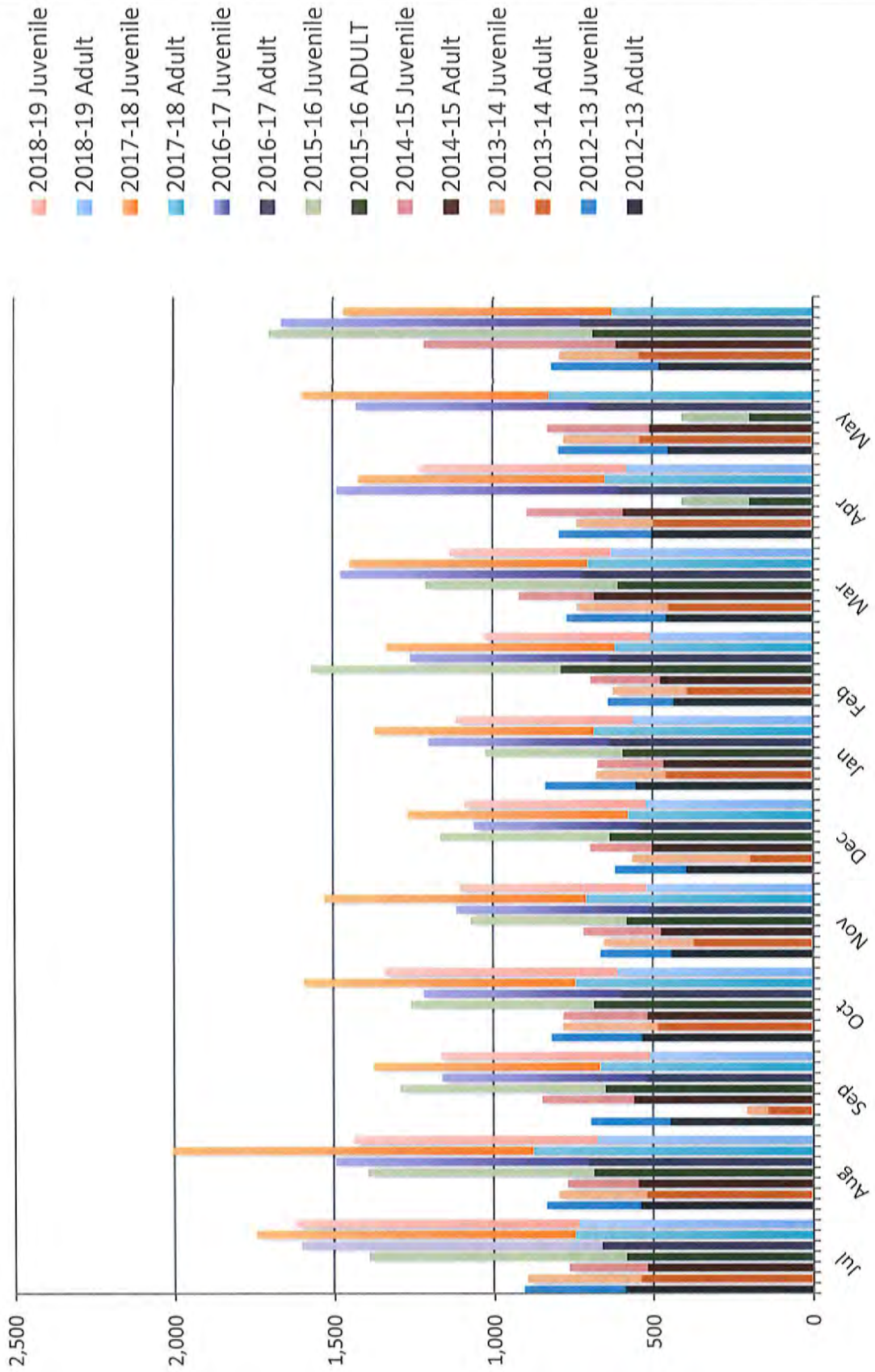
HOOPLA



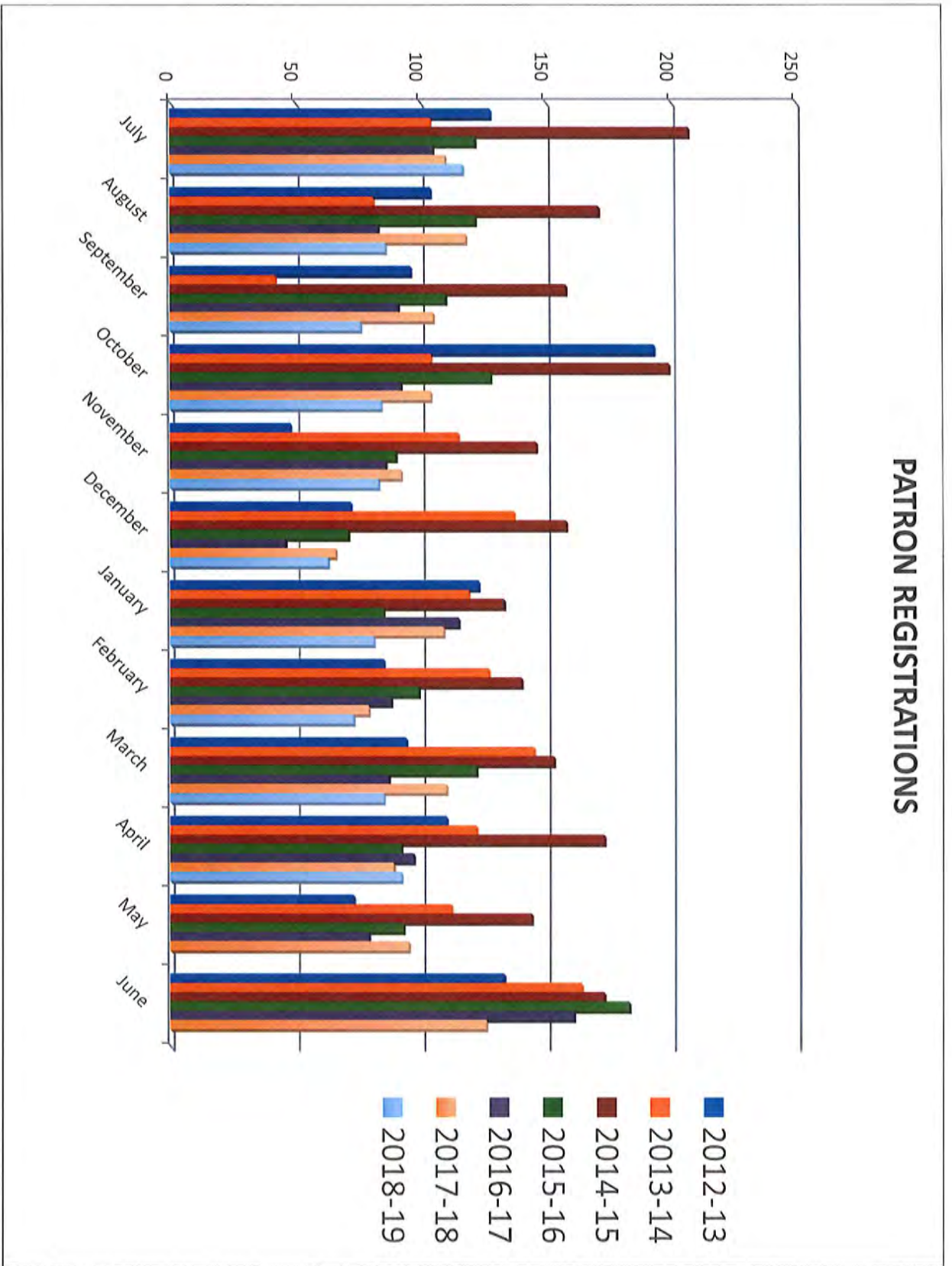
PATRON COUNT



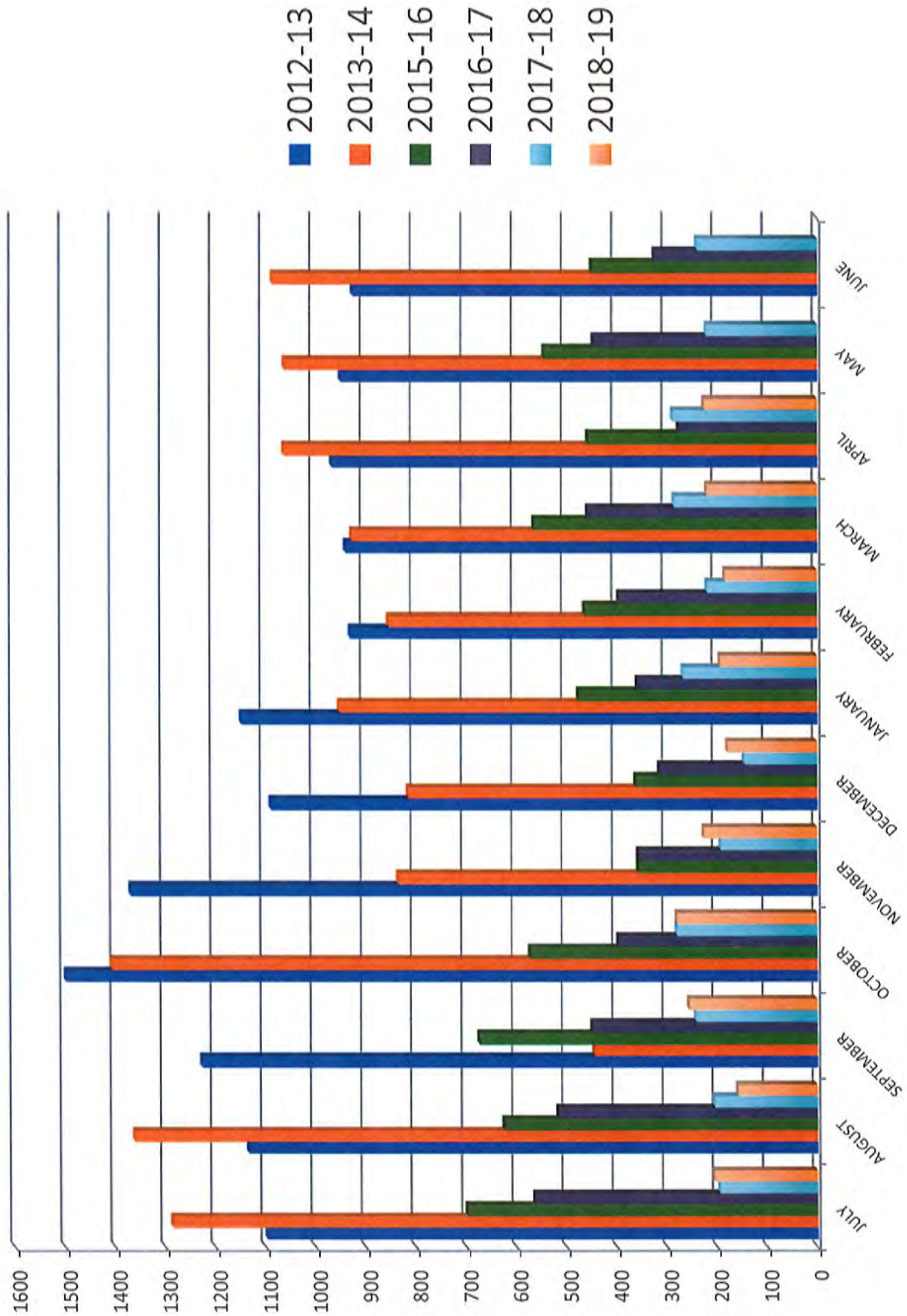
COMPUTER USAGE



PATRON REGISTRATIONS



REFERENCE INQUIRIES



VOLUMES ADDED

