

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Public Library District Board of Trustees  
Tuesday, July 28, 2020, at 5:30 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

## AGENDA

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE UNDER THE RULES  
ESTABLISHED BY THE GOVERNOR'S EXECUTIVE ORDER N-33-20.

### MEMBERS OF THE PUBLIC MAY PARTICIPATE

Join from PC, Mac, Linux, iOS or Android:

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- 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 June 23, 2020

E. REPORTS

- a. Financial Reports
- b. Friends of the Library

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. None

H. NEW BUSINESS

- a. Board Trustee Candidate Interviews (information, discussion, possible action)
- b. 2020 Conflict of Interest Code (information, discussion, possible action)
- c. 2019-2020 Financial Audit Engagement Letter (information, discussion, possible action)
- d. HVAC Upgrades Proposal Related to COVID-19 (discussion, information, possible action)

I. 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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting August 25, 2020

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 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

D. APPROVAL OF MINUTES  
REGULAR MEETING OF JULY 28, 2020

1. Approval of Minutes
  - a. Regular Meeting of June 23, 2020

June 23, 2020						
	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, June 23, 2020**

**CALL TO ORDER**---The Ring Central Meeting was called to order at 5:30 p.m. by Board President Tim Hicks. Board members Maureen Coughlin, Daniel Sandoval, Nancy Nasalroad and Laura Phillips were in attendance. District Director Ned Branch was present. A quorum was established.

**APPROVAL OF THE ORDER OF AGENDA**---(Coughlin/Nasalroad, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0).

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

**CONSENT CALENDAR**---The *Minutes* of the Regular Meeting of February 24, 2020, were unanimously approved as corrected (Coughlin/Nasalroad, 4-0, yes-Coughlin, Hicks, Nasalroad, Sandoval. no- 0. Abstains - 1 Phillips). The *Minutes* of the Regular Meeting of May 27, 2020, were unanimously approved as corrected (Coughlin/Phillips, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0).

**REPORTS**---The *Financial Statements and Budget* were discussed. Trustee Phillips said \$9,298 in Property Tax was not recorded. The Financial statements were received and filed. (Phillips/Nasalroad, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0). The *Friends of the Library* will meet by Zoom. They will not accept books nor open for sales until the Library opens.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**--- A Farewell Celebration for Volunteer Coordinator Jeri Mead was planned. A note of thanks from Cathy Crowder was read.

**OLD BUSINESS**---A final *revision of the 2019-20 Budget* was not adopted. The *2020-21 Budget* was approved. (Nasalroad/Sandoval, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0). The Library will not sponsor a resolution to the district voters regarding the *Gann Spending Limit*. The Board approved a resolution to be signed that adopts an *appropriations limit of \$902,426* for the 2020-21 fiscal year. (Nasalroad/Coughlin, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0). The 2020-21 *contract for the District Director* was approved (Sandoval/Coughlin, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0). The Board approved the *appointment process for the New Trustee* (Sandoval/Nasalroad, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no- 0).

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, June 23, 2020**

**NEW BUSINESS**---The Board agreed to have the District Director to choose a *website developer* and enter into a contract with a limit of \$15,300 (Sandoval/Phillips, 5-0, yes- Coughlin, Hicks, Nasalroad, Phillips, Sandoval. no -0). Vice President Nasalroad will replace *Board President* Hicks at the end of the month.

**REPORTS CONT.** ---

*Literacy Services:* There will be no ESL in the coming year. Training will be offered for parent/child software use.

*District Director's Report:* The Building Fund savings will be placed in a 3 month cd. The re-opening date has been postponed to July 6, with modifications made to ensure safety.

***Board Committees:***

i. *Strategic Plan Teams*

1. *Visioning/Strategic Plan* Director Branch would like a meeting to find a facilitator.

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

**UPCOMING MEETING DATE**---The next Meeting will be on Tuesday, July 28, 2020, at 5:30 p.m.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned at 7:05 p.m.

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**Library Board Clerk**

**ATTEST:**

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**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of  
Trustees, Tuesday, June 23, 2020**

**District Director**





REGULAR MEETING OF JULY 28, 2020  
E(a) REPORTS: FINANCIAL REPORTS

1. Receive and file June 2020 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						



BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

June 30, 2020

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Statement of Assets, Liabilities and Fund Balance	1
Comparative Statement of Revenue and Expense	2
Supplementary Schedules	
Schedule of Cash Balances	3
Comparative Expanded	4
Schedule of Accounts Payable	5
City Transactions	6
Asset Additions	7

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

MODIFIED ACCRUAL BASIS

June 30, 2020

**ASSETS**

		CURRENT ASSETS	
CASH		\$1,441,105	
RESTRICTED CASH		<u>380,911</u>	\$ 1,822,016
PREPAID EXPENSES		<u>-</u>	
TOTAL CURRENT ASSETS			\$ 1,822,016
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION			<u>755,302</u>
<b>TOTAL ASSETS</b>			<u><u>\$2,577,318</u></u>

**LIABILITIES AND FUND BALANCES**

		LIABILITIES	
ACCOUNTS PAYABLE		\$4,626	
ACCRUED PAYROLL EXPENSE		5,460	
DEFERRED REVENUE		<u>40,000</u>	
TOTAL LIABILITIES			\$50,086
		FUND BALANCES	
GENERAL FUND		1,391,019	
FIXED ASSET FUND		755,302	
RESTRICTED FUNDS		<u>380,911</u>	
TOTAL FUND BALANCE			<u>2,527,232</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<u><u>\$2,577,318</u></u>

## BLANCHARD COMMUNITY LIBRARY

### COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED JUNE 30, 2020

MODIFIED ACCRUAL BASIS

	JUNE			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$63,264	\$-		\$855,444	\$845,848	1.13%
LIBRARY OPERATIONS	40	200	-80.00%	5,843	2,628	122.34%
DONATIONS	2,521	2,083	21.03%	53,571	38,843	37.92%
GRANTS				\$76,270	\$77,853	
	<u>\$65,825</u>	<u>\$2,283</u>		<u>\$991,128</u>	<u>\$965,172</u>	2.69%
EXPENSES						
PERSONNEL	\$69,231	\$50,948	35.89%	\$675,633	\$650,443	3.87%
OPERATIONS	6,051	18,470	-67.24%	149,340	173,594	-13.97%
ADMINISTRATIVE	5,162	7,378	-30.04%	61,857	74,455	-16.92%
FACILITIES	3,853	4,970	-22.47%	56,889	63,450	-10.34%
	<u>\$84,297</u>	<u>\$81,766</u>	3.10%	<u>\$943,719</u>	<u>\$961,942</u>	-1.89%
NET INCOME (LOSS)	<u>\$(18,472)</u>	<u>\$(79,483)</u>		<u>\$47,409</u>	<u>\$3,230</u>	1367.77%
NON BUDGETED INCOME (EXPENSES)						
DEFERRED REVENUE					\$40,000	
DIF Revenue				59,032		
REIMBURSEMENT DIF	48,004				\$30,000	
INVESTMENT INTEREST	3,947			9,387		
CAPITAL OUTLAY						
NET AFTER NON BUDGETED ITEMS	<u>\$ 33,479</u>	<u>\$(79,483)</u>	-80.73%	<u>\$115,828</u>	<u>\$73,230</u>	

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

June 30, 2020

COUNTY	\$1,019,940	
SANTA PAULA CITY	154,311	1
BUILDING FUND	98,094	1
BLAKE	56,566	1
LITERACY	71,940	1
BOOK TRUST	16,640	
GENERAL FUND	20,082	
RAYMOND JAMES	384,032	
OTHERS	<u>411</u>	
<b>TOTAL CASH</b>	<b><u>\$1,822,016</u></b>	
1 Restricted	380,911	
Other Unrestricted	1,441,105	



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

	6/30/19	6/30/20	ANNUAL BUDGET
<b>REVENUE</b>			
PROPERTY TAX	\$844,522	\$855,444	\$ 845,848
LIBRARY OPERATIONS	11,599	5,843	2,628
DONATIONS	63,731	53,571	38,843
GRANTS	116,460	76,270	77,853
<b>TOTAL REVENUE</b>	<b>\$1,036,312</b>	<b>\$991,128</b>	<b>\$965,172</b>
<b>EXPENSES</b>			
PERSONNEL			
WAGES	436,255	493,415	470,285
RETIREMENT	64,303	75,878	76,866
HEALTH INSURANCE	63,019	63,735	63,154
PAYROLL TAX	36,064	40,806	38,338
EMPLOYEE BENEFIT	1,826	1,799	1,800
	601,467	675,633	650,443
OPERATIONS			
LIBRARY NETWORK	57,049	73,184	68,000
PUBLICITY	2,970	7,172	7,000
MEMBERSHIPS	4,327	3,748	5,000
ACQUISITIONS	31,645	33,178	39,800
PROGRAMS	25,129	25,723	36,394
COMPUTER SERVICE	8,550	1,496	6,400
BOOK BINDING	1,229	1,667	2,000
ADVERTISING	1,849	-	-
TRAVEL	3,969	3,172	9,000
	136,717	149,340	173,594
ADMINISTRATIVE			
ADVERTISING			250
BANK CHARGES	402	197	400
COMPUTER NETWORK	4,358	962	6,000
INSURANCE	10,979	13,089	13,090
OFFICE EXPENSE	5,740	6,403	11,290
TELEPHONE	2,735	4,860	3,000
PLANNING	121	98	3,000
POSTAGE	905	1,249	1,725
PRINTING	4,595	3,824	2,700
PROFESSIONAL FEES	26,214	29,543	31,000
STAFF DEVELOPMENT	182	1,632	2,000
	56,231	61,857	74,455
FACILITIES			
BUILDING MAINTENANCE	24,874	17,878	18,500
JANITORIAL	8,144	8,742	10,000
UTILITIES	34,650	30,269	34,950
	67,668	56,889	63,450
<b>TOTAL EXPENSES</b>	<b>862,083</b>	<b>943,719</b>	<b>961,942</b>
<b>NET INCOME(LOSS)</b>	<b>\$174,229</b>	<b>\$47,409</b>	<b>\$3,230</b>
<b>NON BUDGETED INCOME (EXPENSES)</b>			
DEFERRED REVENUE			40,000
REIMBURSEMENT DIF	3,482	59,032	30,000
INVESTMENT INTEREST	21,662	9,388	
LEGAL	(519)		
CAPITAL OUTLAY			
<b>NET AFTER NON BUDGETED ITEMS</b>	<b>\$198,854</b>	<b>\$115,829</b>	<b>73,230</b>

BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

June 30, 2020

Due to Friends of the Library	\$	366
Credit Card		2,249
Nancy Kierstyn Schreiner		650
Stephen F McFadden		882
Tmobile		389
others		91
Total	\$	<u>4,626</u>

BLANCHARD COMMUNITY LIBRARY  
CITY FUNDS TRANSACTION

		BALANCE
	January 1, 2017	\$192,029.70
	TRANSACTIONS	
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)
1.15.18	INTEREST	463.15
3.19.18	MR 7614	24,831.73
3.29.18	147 VIEW DR	2,233.73
4.16.18	INTEREST	607.86
7.02.18	CHECK	(3,376.63)
7.15.18	INTEREST	854.87
10.04.18	CHECK	(76,977.00)
10.15.18	INTEREST	924.07
10.31.18	CHECK	(17,117.00)
1.15.19	INTEREST	632.26
4.15.19	INTEREST	680.58
6.20.19	MR 32282	744.57
7.15.19	INTEREST	668.07
8.21.19	CHECK	(22,441.40)
10.15.19	INTEREST	592.64
11.27.19	MR 8391	2,233.73
12.10.19	MR 8482	6,701.19
1.15.20	INTEREST	502.76
2.12.20	MR 8598	2,233.73
2.26.20	MR 8611	20,103.57
6.22.20	ROSEWOOD 2	24,571.03
		\$154,311.47
		(37,718.23)

**Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
June 2020**

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		06/08/2020		Deposit	General Fund		206.71
			Frontier Communications	Refund	Telephone Expense	General Fund	-206.71
TOTAL							-206.71
Deposit		06/22/2020		Deposit	General Fund		735.00
Sales Receipt	320	06/22/2020	National Charity League		1499.10 - Undeposited Funds	Children's Services:National C...	-725.00
Sales Receipt	321	06/22/2020	Bill Macy		1499.10 - Undeposited Funds	General Fund	-10.00
TOTAL							-735.00
Deposit		06/22/2020		Deposit	General Fund		38.64
				Victim restitution May	4904 - Restitution	General Fund	-19.32
				Victim restitution June	4904 - Restitution	General Fund	-19.32
TOTAL							-38.64

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 June 2020

4:09 PM  
 07/23/20

Num	Date	Name	Memo	Account	Paid Amount
	06/02/2020		cc discount	General Fund	
			cc discount	Bank Charges	-1.36
TOTAL					-1.36
EFT	06/02/2020	Blanchard Community Library	Funds transfer for payroll pay date 6/4/20	General Fund	
			Funds transfer for payroll pay date 6/4/20	Payroll (Checking Account - Payroll)	-17,950.00
TOTAL					-17,950.00
EFT	06/08/2020	Calif. Public Employees' Retire...	Health insurance June	General Fund	
			Health insurance June	PERS Group Health Insurance	-4,999.13
TOTAL					-4,999.13
EFT	06/08/2020	Calif. Public Employees' Retire...	PEPRA Retirement contribution pay period ...	General Fund	
			PEPRA Retirement contribution pay period 5/3/...	CALPERS (Payee Account - Employee Dedu...	-1,381.60
TOTAL					-1,381.60
EFT	06/08/2020	Calif. Public Employees' Retire...	Classic 817 Retirement contribution pay per...	General Fund	
			Classic 817 Retirement contribution pay period...	CALPERS (Payee Account - Employee Dedu...	-351.73
TOTAL					-351.73
EFT	06/16/2020	Blanchard Community Library	Funds transfer for payroll pay date 6/18/20	General Fund	
			Funds transfer for payroll pay date 6/18/20	Payroll (Checking Account - Payroll)	-17,900.00
TOTAL					-17,900.00
EFT	06/22/2020	Calif. Public Employees' Retire...	June Unfunded Accrued Liability Classic 817	General Fund	
			June Unfunded Accrued Liability Classic 817	PERS Retirement (Contribution Account - Re...	-4,286.37
TOTAL					-4,286.37
EFT	06/22/2020	Calif. Public Employees' Retire...	June Unfunded Accrued Liability PEPRA	General Fund	

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
June 2020

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			June Unfunded Accrued Liability PEPRA	PERS Retirement (Contribution Account - Re...	-157.36
EFT	06/22/2020	Calif. Public Employees' Retire...	Retirement contributions for pay period 5/1...	General Fund	-157.36
TOTAL			Retirement contributions for pay period 5/17/20...	CALPERS (Payee Account - Employee Dedu...	-1,351.71
EFT	06/22/2020	Calif. Public Employees' Retire...	Retirement contributions for pay period 5/1...	General Fund	-1,351.71
TOTAL			Retirement contributions for pay period 5/17/20...	CALPERS (Payee Account - Employee Dedu...	-351.73
EFT	06/29/2020	Blanchard Community Library	Funds transfer for payroll pay date 7/2/20	General Fund	-18,000.00
TOTAL			Funds transfer for payroll pay date 7/2/20	Payroll (Checking Account - Payroll)	-18,000.00
10778	06/01/2020	Amazon Capital Services	1M9C-TVJQ-XDRY	General Fund	-18.33
1M9C...	06/01/2020		1M9C-TVJQ-XDRY	Supplies	-18.33
TOTAL					-18.33
10779	06/01/2020	California Library Association	W. Batstone annual membership	General Fund	-120.00
3000...	06/01/2020		W. Batstone annual membership	Memberships & Dues	-120.00
TOTAL					-120.00
10780	06/01/2020	Ned Branch	Monthly health insurance reimbursement	General Fund	-551.07
TOTAL			Monthly health insurance reimbursement	PERS Group Health Insurance	-551.07
10781	06/01/2020	Quadient Leasing USA, Inc	VOID: 01105609	General Fund	-551.07

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

June 2020

4:09 PM  
07/23/20

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					0.00
10782	06/01/2020	T-Mobile	968719262	General Fund	
9687...	06/01/2020		7900011080186524; 4/21/20-5/20/20	WiFi Hot Spots	-374.74
TOTAL					-374.74
10783	06/01/2020	Quadient Finance USA, Inc	7900011080186524	General Fund	
7900...	06/01/2020		7900011080186524	Postage	-50.00
TOTAL					-50.00
10784	06/01/2020	Quadient Leasing USA, Inc	01105609	General Fund	
0110...	06/01/2020		Postage meter rental 6/26/20-9/25/20	Postage	-129.87
TOTAL					-129.87
10785	06/01/2020	Southern California Edison	2-03-984-8064	General Fund	
2-03-...	05/27/2020		2-03-984-8064; 4/17/20-5/19/20	Electricity	-962.03
TOTAL					-962.03
10786	06/01/2020	Bank Card Services	May credit card statement	General Fund	
			May credit card statement	Bank of America Platinum Plus	-2,350.10
TOTAL					-2,350.10
10787	06/08/2020	City of Santa Paula (067000-00)	111-067000-00	General Fund	
111-0...	06/08/2020		111-067000-00; 4/24/20-5/24/20	Water and Sewer	-297.67
TOTAL					-297.67
10788	06/08/2020	City of Santa Paula (067500-00)	111-067500-00	General Fund	
111-0...	06/08/2020		111-067500-00; 4/24/20-5/24/20	Water and Sewer	-73.11
TOTAL					-73.11

**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
June 2020

Num	Date	Name	Memo	Account	Paid Amount
10789	06/08/2020	Landscape Valley	May	General Fund	
May	06/08/2020		May	Grounds Maintenance	-302.00
TOTAL					-302.00
10790	06/08/2020	SocCalGas	15141416683:4/30/20-6/1/20	General Fund	
1514...	06/08/2020		15141416683:4/30/20-6/1/20	Gas	-16.90
TOTAL					-16.90
10791	06/08/2020	Stephen McFadden CPA	Invoice 6127 May	General Fund	
6127	06/08/2020		Invoice 6127 May	Accounting Fees (Outside (non-employee) ac...	-881.50
TOTAL					-881.50
10792	06/15/2020	Athens Environmental	A20004977	General Fund	
8508...	06/15/2020		June service; 8508544	Trash	-198.69
TOTAL					-198.69
10793	06/15/2020	County of Ventura Information ...	Parcel numbers for parcel tax levy 2020-21; ...	General Fund	
589	06/15/2020		Parcel numbers for parcel tax levy 2020-21; Inv...	Public & Legal Notices	-77.40
TOTAL					-77.40
10794	06/15/2020	Kelly Cleaning & Supplies	48966326; June	General Fund	
4896...	06/15/2020		48966326; June	Janitorial Services & Supplies	-700.00
TOTAL					-700.00
10795	06/15/2020	Los Angeles Times	Through 7/24/20; 10011275968	General Fund	
1001...	06/15/2020		Through 7/24/20; 10011275968	Periodicals	-110.49
TOTAL					-110.49
10796	06/22/2020	Amazon Capital Services		General Fund	



**Blanchard/Santa Paula Library District**  
**Monthly General Fund Check Detail**  
 June 2020

4:09 PM  
 07/23/20

Num	Date	Name	Memo	Account	Paid Amount
1XHV...	06/22/2020		Table mount holder for iPad	Children's Programs	-31.38
1PNG...	06/22/2020		Alcohol for disinfecting	Office Expense	-47.62
1D1K...	06/22/2020		Keyboard covers	Patron Computers	-161.83
16W...	06/22/2020		Replacement children's books	Children's Books	-74.68
TOTAL					-315.51
10797	06/22/2020	Sparkletts	26410174648715	General Fund	
4648...	06/22/2020			Office Expense	-33.48
4648...	06/22/2020			Office Expense	-32.55
TOTAL					-66.03
10798	06/29/2020	Document Systems		General Fund	
135619	06/29/2020		135619; overages	Printing	-82.21
135618	06/29/2020		overages	Printing	-31.65
TOTAL					-113.86
10799	06/29/2020	Maureen Coughlin		General Fund	
	06/29/2020		Gifts for Tim Hicks and Jeri Mead	Staff Development & Recognition	-70.48
TOTAL					-70.48
10800	06/29/2020	Santa Paula Times	July 2020-June 2021	General Fund	
7/20-...	06/29/2020		July 2020-June 2021	Periodicals	-46.00
TOTAL					-46.00
10801	06/29/2020	Southern California Edison	2-03-984-8064	General Fund	
2-03-...	06/22/2020		5/19/20-6/18/20	Electricity	-2,150.65
TOTAL					-2,150.65
10802	06/29/2020	Staples Business Credit	443890	General Fund	
1629...	06/29/2020		1629765055	Office Expense	-50.28

**Blanchard/Santa Paula Library District  
Monthly General Fund Check Detail  
June 2020**

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-50.28
10803	06/29/2020	Amazon Capital Services		General Fund	
1JLQ-...	06/29/2020		1JLQ-XXQQ-7RRT; Storage containers for chil...	Children's Programs	-64.52
1CYG-...	06/29/2020		1CYG-PWQQ-JFXW; storage containers for ch...	Children's Programs	-56.08
TOTAL					-120.60
10804	06/30/2020	SOHO Prospecting		General Fund	
			1st payment for new website	Promotion & Public Relations	-4,000.00
TOTAL					-4,000.00

REGULAR MEETING OF JULY 28, 2020  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS



REGULAR MEETING OF JULY 28, 2020

H(a) NEW BUSINESS: BOARD TRUSTEE CANDIDATE INTERVIEWS

There are two candidates for the Board to consider to fill the vacancy on the Board of Trustees caused by the resignation of Trustee Hicks. The resumes and written responses to the Board's questions are attached for Ron Merson and Rick Reyes.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
VACANT						
Nasalroad						
Phillips						
Sandoval						



## LIBRARY BOARD TRUSTEE APPLICANT QUESTIONS

Ron Merson

- 1. Why do you want to be considered for the library Board?** I think the library is a very important asset in our community and I am elated about the current vision for the building improvement and the programs that have been added. I have been very supportive of the library through the Optimist Club with our donations for books for the Youth shelves and more recently the Teen Center, the annual donation for the Summer Reading Program, the patio improvement, and the special activities we have supported. In addition, I have worked with the Odd Fellows to bring the "Big Boy" train display to the library in conjunction with our holiday train display. I am very interested in the future success of the library.
- 2. What personal experiences and skills can you bring to the library Board to help serve the library?** As indicated on my resume I have more than 40 years experience in a multitude of organizations and businesses as a manager, administrator, organizer, group problem solver, financial planner, analyst, and instructor. I am open-minded, I listen to all sides, and I am not afraid to make tough decisions. I get along well with others, and I am well respected in the community.
- 3. What do you perceive to be the library's role within the community, and what do you perceive to be in the library's best interests for securing its welfare and progress?** The library should provide a central location for resources that are available to everyone. Those resources should include at least: books; reference materials; meeting facilities; training (vocational, self improvement, and hobbies); cultural activities; and technology. It goes without saying that we need to continue soliciting financial and volunteer assistance.
- 4. What do you perceive to be unmet needs in the community, and what do you see as the library's role in helping meet those needs?** We need to find more ways to get more books into the home in a way that is affordable for everyone. We also need to look for alternative or additional ways people in the community may get involved with the library. An example is how the Optimist Club awards books to selected "students of the month." Each month only one student is selected from one school. How do we get more books to more children? There may be other recognition programs to include more students. Also, offer a workshop introducing the basics of using the library resources, how to use the computer catalog, and how to locate the items. Make the library more user-friendly for a greater number of people.
- 5. The library's user population is diverse. There is a vast difference between the modern library and the library of yesteryear. Please explain what a "modern library" means to you.** I think our library has become very "modern" since Ned has been with us. That does not mean we are done. We need to continue to keep up with technology. There are more options available to us but it relies on funding. Possibly a large screen monitor/TV in the new meeting room, access to distance communication learning platforms that can be used by the public, instructors/trainers for classes or workshops at the library, and other technology opportunities for everyone. But, we need to keep paper books for those of us who enjoy a "real" book.
- 6. Is your library doing a good job? Does it serve the community well? What can it do better?** The library has improved tremendously in the past several years and it is doing a better job of serving the community. There are always ways we can do better as I have discussed above. We need to listen to the community, look for new ideas, and keep an open mind.
- 7. Do you have a library card?** YES

RONALD S. MERSON  
116 Via Solana  
Santa Paula, CA 93060-9708  
C) (805) 816-7891  
ronmerson@hotmail.com

## **EXPERIENCE**

Automotive Service Consultant, Automotive Service Manager, Inventory Management, Operations Management, Management Consultant, Management Administrator, and Management Trainer for various companies and non-profits.

## **EMPLOYMENT HISTORY**

**Service Manager / Service Consultant** January 2004 to June 2018  
Camarillo Car Care Center, Camarillo, CA

Responsible for working with the customers to provide the best service possible for their vehicle, the parts inventory, and the technicians in the shop. Developed a seminar for the female motorist and was the lead instructor.

**Service Manager** May 2000 to January 2004  
McCoy's Automotive, Santa Paula, CA 93060

Responsible for all aspects of the service department, including purchasing parts and maintaining a \$60,000 inventory. In addition I was responsible for all advertising and promotion for the company. The owner took a two year semi-retirement while I managed the operation.

**Parts Department** November 1998 to May 2000  
Staben Equipment, Oxnard, CA 93032

**Operations Manager** January 1997 to November 1998  
**Auto Shop Foreman/Supervisor** October 1977 to January 1997  
Limoneira Company, Santa Paula, CA 93060

Responsible for the Operations Department which included the Auto Shop, Ranch Service, Care & Repair, and Warehouse. Ranch Service maintained 187 houses and all other structures that Limoneira Company owns in Ventura County. The Care & Repair department maintained all roads and domestic water pipelines, maintained our sewer treatment facility, and provided trash service for all of the company's operations.



## **EDUCATION**

California Polytechnic University, San Luis Obispo  
Masters degree in Business Administration June 1977  
Bachelor's degree in Mechanized Agriculture June 1976  
Co-chairman Cal Poly Tractor Pull Team 1974-1975  
Member Alpha Zeta Fraternity  
Ventura County Leadership Academy Class II May 1997  
Elite Business Management training.  
All types of training and courses related to my jobs over the year  
Optimist International Professional Development Program Level 10 – June 2019

## **AWARDS/COMMUNITY SERVICE**

Santa Paula Chamber of Commerce: Community Service Award December 1991, June 1998, and December 2002; Citizen of the Year 2006.  
Boy Scouts:  
Asst Scoutmaster 1993 to 2000  
Venture Crew Leader 1999 to 2005  
Merit Badge Counselor 1993 to 2010  
Optimist Club Of Santa Paula 1986 to present:  
President November 1995 to October 1996  
Treasurer October 1990 to 1995 and 1996 to present  
Chairman Santa Paula Christmas Parade 1982 to present  
Chairman Miss Santa Paula Scholarship Program 1994 to 1999  
Limoneira Federal Credit Union  
President 1981 to 2004  
Supervisory Committee 2004 to Present  
Briggs School District Trustee 1989 to 2004  
Santa Paula American Youth Soccer Organization 1986 to present  
Area 10-W Management Administrator 1998 to 2009, 2017 to present  
Section 10 Management Administrator 2005 to 2017  
National Management Commission 2005 to 2008  
National Staff Management trainer 1998 to 2017  
Regional Commissioner January, 1989 to December 1998  
Advanced Management Instructor 2002 to present  
Section 10 Management Volunteer of the Year 2011  
National Management Volunteer Spirit Award 2012  
Santa Paula Citrus Parade - Assisted with Organization  
Santa Paula Labor Day Parade Committee- 2005 - Present.

## **OTHER**

Automotive Service Council Chapter 2  
Board Member  
President April 2005 to March 2009

11 JUL 2020

**To the Attention of: Board of Trustees of the Blanchard/Santa Paula Library District**

Attachment: Responses to the Questions of the Board of Trustees

Dear Sir/Ma'am,

Please accept this letter as my application for consideration to fill the vacant seat in the Board of Trustees of the Blanchard/Santa Paula Library District.

I have been a resident of Santa Paula since June of 2017 and prior to that I lived in Quartz Hill, CA. I am originally from a small agricultural community in South Texas called the Rio Grande Valley, born and raised in the city of Harlingen, Texas. I enlisted in the United States Air Force for 4 years right after graduating from high school and moved to the Antelope Valley after my enlistment where I resided from 1985 to 2017. I attended college during and after my enlistment graduating with an A.S. degree in Jet Propulsion Technology and a B.S degree in Industrial Technology. I later attended a graduate certificate program in Executive Management at UCLA.

I met and married my wife Maria in the Antelope Valley and we have a son (25) and a daughter (27). Maria attended Antelope Valley College and graduated with two A.S. degrees and currently works for Ventura County Public Health. My daughter Mariel attended Johnson and Wales University in Rhode Island where she graduated with B.S. in Accounting, she transferred to Northeastern University graduating with M.S. degree in Accounting. She is a certified public accountant working in Boston working as a financial auditor. My son Daniel enlisted in the United States Marine Corps immediately after graduating from high school; spending 1.5 years training as a Joint Fires Observer (coordinates fire power). Upon completion of his training he transferred to the United States Marine Corps Reserves assigned to a Special Forces unit, Air Naval Gun Fire Liaison Company (ANGLICO). He served a tour of duty in Afghanistan with his unit and upon his unit's return he transitioned back to the United States Marine Corps Reserves ANGLICO unit and is currently a JTAC. Daniel attended community college in Santa Clarita graduating with 2 associate degrees and is currently continuing his education at UCLA while working part time for NASA as a contract Federal Security Officer.

I have a diverse professional background working in the aerospace industry in various capacities for over 30 years. I initially enlisted in the United States Air Force where I worked as a jet engine mechanic. After completing my enlistment I separated with an honorable discharge and I went on to work for Rockwell International for 5 years starting as an aircraft test mechanic, transitioning to an engineering position and ultimately as a project coordinator. I later went to work for Wyle Laboratories in 1991 starting as a Rocket Propulsion Test Engineer, later as project Engineer, Business Development Manager, Program Manager and Director. I worked for 3.5 years for NTS as General Manager of their Santa Clarity test facility. I returned to work for Wyle Laboratories (now KBRwyle) in 2015 where I now work in Camarillo as a Sr. Program Manager managing a portfolio of programs supporting US Navy airborne electronic warfare systems.

I have a keen interest to participate in civic duties within my community and I am very impressed with the services provided by Blanchard/Santa Paula Library. I would like to provide my time and backgrounds to ensure the Library services successfully continue into the future of my adapted community.

VR,



Ricardo (Rick) Reyes  
610 N. 6<sup>th</sup> St.  
Santa Paula, CA 93060  
661-816-3613

## Responses to the Questions of the Board of Trustees

1. Why do you want to be considered for the library Board?

Response:

I have adapted Santa Paula as my new home and I feel the library provides a needed set of services to the community and I would like to participate in maintaining these vital services and in shaping them for the future.

2. What personal experiences and skills can you bring to the library Board to help serve the library?

Response:

I grew up in a small farming community much like Santa Paula and I realized firsthand the importance a center like a public library is to the community. Yes there are books and computers, but equally important is the sense of community that a public library embraces and provides for people of all ages.

I have extensive executive and operations management experience gained from decades of working in the aerospace industry and in private investment. My leadership skills have been shaped and applied in building and working within high performance teams with a clear view that all team members' contributions are critical to the final outcome.

3. What do you perceive to be the library's role within the community, and what do you perceive to be in the library's best interests for securing its welfare and progress?

Response:

The library should strive to provide for a place of learning, cultural enrichment, community and sharing of hobbies. These could be accomplished through printed media, technology, study centers, interactive teaching, presentations and seminars. The topics should be diverse and tailored for the community same as a business would do to stay competitive and serve its customer base.

I do not have an informed response in regards to the library's best interest for securing its welfare and progress. My recommendation would be to conduct an in depth analysis that includes a trade study of options. The analysis would encompass a review of the current status and identify where it needs to be in the future along with the resources required to achieve such goals. The trade study would identify available options such as joining the county library system or becoming a city library or remaining as a district. The trade study would present pros and cons, risk and opportunities and ultimately concrete paths.

4. What do you perceive to be unmet needs in the community, and what do you see as the library's role in helping meet those needs?

Response:

There lots of unmet needs in the community, not all necessarily to be satisfied by the Library but by partnerships between the City Of Santa Paula, its residents and the private business industrial sector. There is also the challenges brought about by the COVID-19.

I believe the library provides a decent set of services to the community but for the immediate future, expending its available hours and improving the marketing efforts for current available services. As the community grows, the library services should grow to the extent possible by its funding. Assuming a perfect world where such funds are available, the library should provide an outreach program to senior citizens, elementary school aged children and teen agers. Seniors could use some time away from their homes to enrich their lives. Young children and teens need to be positively inspired and the library can provide such means. The library infrastructure should include the latest technology typical of a modern library providing for digital systems with equally trained staff.

The COVID-19 environment provides a unique environment that is complicated due to the potential impact to health and life. This environment warrants unique evaluation on how best to continue to provide and expand the library services. Technology is being adapted by business and schools but we would need to closely evaluate the issue and

identify solutions as well as required funding. There may not be a near term 100% solution but some effort could be done to provide some increase in the level of services.

5. The library's user population is diverse. There is a vast difference between the modern library and the library of yesteryear. Please explain what a "modern library" means to you.

Response:

In my view the "modern library" as previously noted should provide for a learning environment, cultural enrichment and for sharing of hobbies implementing the latest technologies. It should provide for modern infrastructure and diverse services that go beyond printed media. It should also provide some service beyond its walls and extend its services to residents that are unable to use the in-house services.

6. Is your library doing a good job? Does it serve the community well? What can it do better?

Response:

As I previously noted, the library provides a great set of services, and I do feel that it serves the community very well.

There are lots of additional services and infrastructure improvements that can be made with the right amount of funding. The COVID-19 environment has had an impact on the library services but the library like a lot of private and public organizations are learning to manage and operate within the environment. Technology could be one answer but it's clearly not the silver bullet.

7. Do you have a library card?

Response:

Yes I do.

## Ricardo (Rick) Reyes

C: 661-816-3613 | [rm2dlc@outlook.com](mailto:rm2dlc@outlook.com) | [linkedin.com/in/rreyes100](https://www.linkedin.com/in/rreyes100) | active DOD security clearance

### BUSINESS & TECHNICAL OPERATIONS EXECUTIVE

I am a leader with experience and expertise in business, engineering and technical operations management with demonstrated proficiencies in strategy development, execution, innovation and program management. I thrive in aligning requirements and strategy with operational structure and addressing business and operational problems head-on, along with the skill to coalesce disparate organizational elements enhancing entrepreneurial determination, productivity, revenue and profitable growth.

### AREAS OF EXPERTISE & ACCOMPLISHMENTS

- **Operations Management:** Developed and successfully led program management, engineering, technician and support organizations with over 85 personnel and suppliers in an engineering, integration and test environment encompassing millions of dollars in infrastructure and a dynamic customer portfolio. Demonstrated exceptional ability to lead cross-functional and direct report teams with diverse backgrounds, skills and capabilities.
- **Facility Infrastructure & Capital Equipment:** Conducted strategic evaluation of capital infrastructure and equipment requirements, identifying gaps, risk & opportunities, compliance, utilization and ROI. Managed the detail planning, engineering, construction, integration and maintenance of multi-million dollar aerospace integration and test facilities. Implemented 3-dimensional design tools and practices reducing construction cost and schedule for critical and complex facility and specialized test systems.
- **Program Management:** Implemented tailored program/project management processes, structure and discipline encompassing B&P, program definition, resource estimating, scope, cost and schedule management and prioritization of a dynamic program and project portfolio. Streamlined communication and visibility of critical metrics, reducing program management cost, increasing customer focus and overall performance.
- **Business Management:** Established and managed annual financial goals and successfully led programs and business units with incremental growth and profitability with \$40M in annual revenues with a keen ability to analyze key business drivers and develop strategies to grow the bottom-line.
- **Strategic Planning:** Conducted analysis of portfolio positioning, key customers, competition, growth targets, evaluation of offerings, capital, SWOT and GAP analyses focusing on specific objectives and strategies leading to target revenue and profit (EBITDA) growth goals.
- **Business Development:** Lead and participated in evaluation of new business opportunities, performed early capture planning and determined bid and proposal strategies.
- **Organizational Development & Change Management:** Developed and implemented a change management plan that encompassed cultural, organizational, operational, program management and continuous process improvement, increasing overall efficiency, revenue (\$17M) and profitability above historical levels.

### EDUCATION

- **Executive Program in Management** – 4/2008  
University of California Los Angeles-Anderson's School of Mgmt.
- **Bachelor of Science in Industrial Technology** – 8/1992  
Southern Illinois University-Carbondale, IL.
- **Associate in Applied Science in Aircraft Powerplant Technology** - 8/1985  
Community College of the Air Force

**Ricardo (Rick) Reyes**

**PROFESSIONAL EXPERIENCE**

**Sr. Program Manager**

KBR (was Wyle Laboratories) Camarillo & Point Mugu, Ca. 9/2015-Present

Responsible for a portfolio of engineering and technical services programs for the US Navy and Foreign Military Sales with a contract value of over 40 million dollars. The contracts encompass development of software products for electronic warfare systems and support for test range operations. In addition, I conducted capture management and lead the engineering team to develop winning technical proposals.

**Founder and Principal**

RM2D (CAGE code 78HN7), Quartz Hill, Ca 3/2014-9/2015

Market and provide technical, program/project management, business development support and consulting services.

**General Manager**

National Technical Systems (NTS), Santa Clarita, Ca 9/2010-2/2014

I was responsible for a division that generated annual revenues of 17 million dollars and was responsible for P&L. The division designs and integrates test facilities and systems, develops test processes and conducts environmental, endurance and qualification testing of complex components and systems, operations and sales support. I managed and led the organization that encompassed over 85 personnel, 120 acres and several millions of dollars in test systems and infrastructure with the following departments and capabilities.

- Program management with a portfolio of over 15 active projects/programs and an evolving backlog
- Climatic, fluids/mechanical, dynamics, acoustics & space simulation test departments
- Facilities and test systems engineering, construction, integration and maintenance
- Information management systems with an enterprise resource planning (ERP) and management system
- Advanced test data acquisition and control systems
- Environmental, safety and Health Department (29CFR, CCR Title 8)
- Quality (ISO17025 & ISO9001), security (NISPONM-DOD 52220.22-m), applications engineering, procurement, contracts, finance management and human resources.

**Director / Sr. Program Manager / Site Manager**

Wyle Laboratories, Air Force Flight Test Center, Edwards AFB, CA 9/1997-9/2010

Developed a small (\$200K) operation into a multi-million (peaked \$20M annual) dollar business unit exceeding revenue and EBITDA plan 10 years in a row, becoming a critical sector for the Group. I recruited, integrated and led engineers, managers and specialists into cohesive high performance teams providing highly specialized technical capabilities. The business unit primarily supported R&D and T&E program for the Missile Defense Agency (MDA) and Air Force under subcontract to DOD contractors. The business unit encompassed the following departments and capabilities.

- Design (CATIA & AutoCAD) and stress analysis (NASTRAN/PATRAN) of aerospace structures and tooling
- Integration, ground and flight test and evaluation of airborne systems and rocket propulsion system
- Facilities engineering and construction management of building modifications, new construction and specialized ground test systems
- Data acquisition & control systems, data analysis of ground and flight test targets
- Development and implementation of web-based management information system
- Environmental, safety and health; contracts, procurement, finance management and human resource

**OTHER FORMAL TRAINING**

- PMP® Course, Project Management Institute
- Earned Value Management (EVM) Workshop Series, SM&A
- Winning Federal Business Series Workshops, Shipley Associates

**PROFESSIONAL AFFILIATIONS**

- Project Management Institute (PMI)
- National Defense Industrial Association (NDIA)
- International Test and Evaluation Association (ITEA)
- American Institute of Aeronautics and Astronautics (AIAA)

**Ricardo (Rick) Reyes**

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**EARLY PROFESSIONAL EXPERIENCE**

**Wyle Laboratories, El Segundo, CA** 1/1997–9/1997  
Business Development Manager

**Jacobs Technologies (Sverdrup),  
Air Force Research Laboratory, Edwards AFB, CA** 6/1996–1/1997  
Sr. Project Manager – Rocket Propulsion Test

**Wyle Laboratories,  
Air Force Research Laboratory, Edwards AFB, CA** 4/1991–6/1996  
Sr. Project Engineer – Rocket Propulsion Test

**Rockwell International, North American Aircraft B1-B Div.  
Air Force Palmdale & El Segundo, CA** 9/1985 – 9/1990  
Project manager  
Aircraft System Integrated Logistics Support Engineer  
Aircraft Test Technician

**United States Air Force** 9/1981 – 9/1985  
Norton AFB, San Bernardino, CA  
RAF Bentwaters, England, United Kingdom





REGULAR MEETING OF JULY 28, 2020

H(b) NEW BUSINESS: 2020 CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code section 8100 et seq., requires the District to adopt a Conflict of Interest Code. The current code has expired and needs to be readopted. A draft of the revised code follows for the Board’s discussion and approval or revision.

RECOMMENDATION: Adopt the enclosed draft of the 2020 Conflict of Interest Code for the Blanchard/Santa Paula Library District.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
VACANT						
Nasalroad						
Phillips						
Sandoval						



**202015 CONFLICT OF INTEREST CODE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the BLANCHARD/SANTA PAULA LIBRARY DISTRICT, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the BLANCHARD/SANTA PAULA LIBRARY DISTRICT. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 202015:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])</b>
<b>5</b>	<b>Trustees</b>	<b>2 &amp; 4</b>	<b>COB</b>
<b>1</b>	<b>District Director</b>	<b>2 &amp; 4</b>	<b>COB</b>
<b>1</b>	<b>Bookkeeper</b>	<b>2 &amp; 4</b>	<b>COB</b>
Consultants <sup>1</sup>			

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.



**2020 CONFLICT OF INTEREST CODE  
BLANCHARD/SANTA PAULA LIBRARY DISTRICT**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the BLANCHARD/SANTA PAULA LIBRARY DISTRICT, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the BLANCHARD/SANTA PAULA LIBRARY DISTRICT. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2020:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES</b> (From Exhibit B)	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	<b>Trustees</b>	2 & 4	<b>COB</b>
1	<b>District Director</b>	2 & 4	<b>COB</b>
1	<b>Bookkeeper</b>	2 & 4	<b>COB</b>
Consultants <sup>1</sup>			

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.



REGULAR MEETING OF JULY 28, 2020  
H(c) NEW BUSINESS: 2019-20 AUDIT ENGAGEMENT LETTER

Now that the 2019-20 fiscal year has closed, it is time to schedule the financial audit.

RECOMMENDATION: Approve the audit engagement with Moss, Levy, Hartzheim LLP for the 2019-2020 financial audit and authorize the Board President and the District Director to execute the audit engagement letter at a price not to exceed \$9,250.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
VACANT						
Nasalroad						
Phillips						
Sandoval						



June 12, 2020

To the Board of Trustees and Management  
Blanchard/Santa Paula Public Library District-Blanchard Community Library  
119 N 8<sup>th</sup> 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, 2020. 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, 2020. 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 U.S. 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 U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. 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, 2020 and to issue our reports no later than November 15, 2020. 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 \$9,520. 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,

*Moss, Levy & Hartzheim LLP*

Moss, Levy & Hartzheim LLP



**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 JULY 28, 2020

H(d) NEW BUSINESS: HVAC UPGRADES PROPOSAL RELATED TO COVID-19

A proposal from our HVAC maintenance contractor to provide two upgrades to our system to reduce or eliminate airborne COVID-19 virus is attached. Given the prevalence of infection in our community and the current information about the spread of aerosolized viral particles, we should consider accepting the proposal. Guidance from John Cotti, Santa Paula City Attorney, is that this is a permissible expenditure for Development Impact Fee funds. Staff is determining whether the upgrades will be eligible for a FEMA grant.

RECOMMENDATION: Approve the proposal from Castle Air for the installation of a UVC air purified and an air ionizer in each HVAC unit for a price not to exceed \$12,000.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
VACANT						
Nasalroad						
Phillips						
Sandoval						



Castle Air, Inc.  
124 N. Aviator St. Unit #18  
Camarillo, Ca. 93010  
805-445-8237  
Fax# 805-445-0010  
Lic# 766595

July 13, 2020

Proposal submitted to:  
Blanchard Community Library  
119 N. 8th Street  
Santa Paula, Ca. 93060

Proposal #BL0720  
Page 1 of 2

We hereby propose to provide the materials and perform the labor necessary for the completion of:

**Option 1:**

Installation of APCO UV light air purifier on 5 rooftop package units and 2 split systems

**Price:** \$800.00 per unit - (7 units for \$5,600.00)

Discount of \$300.00

**Total:** \$5,300.00

**Option 2:**

Installation of iWave air ionizer

**Price:** \$1,100 per package unit over 7.5 tons (4) ; \$800 per unit under 6 tons (3)

4 @ \$1,100 = \$4,400.00, 3 @ \$800 = \$2,400 ; Total \$6,800.00

Discount of \$400.00

**Total:** \$6,400.00

\*There are two different models of iWave ionizer needed for larger and smaller units.

**Option 3:**

Installation of APCO UV light air purifier, and  
Installation of iWave air ionizer

**Total:** \$11,700.00 (price including discount)

\*Please note Castle Air, Inc. will perform complimentary regular maintenance at the time of install on each package unit with this option (3) (normally \$625.00)

**Payment Terms:**

Due upon completion

This proposal may be withdrawn if not accepted within 30 days.

Respectfully submitted by: Matthew McKee, President

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

The above prices, specifications and conditions are satisfactory and are hereby accepted. Castle Air, Inc. is authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

REGULAR MEETING OF JULY 28, 2020  
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19
2. Status of Development Impact Fees
3. Status of website