

MEETING NOTICE: There will be a Regular Meeting of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, April 25, 2023, at 6:00 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

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

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

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

D. APPROVAL OF MINUTES

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

E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Status of Educators' Memorial (information, discussion, possible action)
- b. Status of Remodel Project (information, discussion, possible action)
- c. Approval of Cost Estimate for Architectural Services for Reroofing Project (information, discussion, possible action)

H. NEW BUSINESS

- a. Credit Card Authorization (information, discussion, possible action)
- b. Resolution to Levy Parcel Tax for the 2023-24 fiscal year (information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Staff Reports
 - i. Public Services Reports
 - ii. Facilities Report
 - iii. Interim Library Director's Report
- b. Board Committees
 - i. Finance
 - ii. Human Resources
 - iii. Strategic Plan Teams
 - 1. Visioning/Strategic Plan
 - 2. Fundraising/Grants

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting May 23, 2023

L. ADJOURNMENT

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

REGULAR MEETING OF APRIL 25, 2023
D. APPROVAL OF MINUTES

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

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF APRIL 25, 2023
E(a). REPORTS: FINANCIAL REPORTS

1. Receive and file March 2023 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

BUDGET VARIATIONS AND SUMMARIES

YTD as of March 2023 - Month 9 of 12

SIGNIFICANT VARIANCES FROM BUDGET

		ACTUAL	BUDGET		
Revenue					
	Property Taxes	\$677,806.00	\$615,730.00	10.1%	\$15,000 secured property tax, \$16,000 redevelopment property tax, \$18,000 special assessments
	Grants	\$438,543.00	\$76,860.00	470.6%	\$6,000 CLLS ESL; \$14,826 Zip Boos; \$336,000 Building Forward Grant
	Donations	\$37,358.00	\$18,810.00	98.6%	Building fund donations
Expense					
	Salaries & Benefits	\$ 506,744	\$ 543,850	-6.8%	Two staff on maternity leave earlier in the year
	Retirement	\$ 52,653	\$ 57,200	-7.9%	Unfunded Accrued Liability amortization incorrectly booked
	Computer Services	\$ 49,867	\$ 57,990	-14.0%	
	Collection Development	\$ 50,735	\$ 41,760	21.5%	Zip Books not included in budget; ordering to reduce at end of FY
	Programs	\$ 13,338	\$ 23,760	-43.9%	
	Office Expenses	\$ 5,797	\$ 10,530	-44.9%	Admin computer expenses less than expected; office supplies less than expected
	Professional Services	\$ 21,023	\$ 26,780	-21.5%	Audit fees not fully invoiced; accounting fees budgeted but not incurred
	Utilities	\$ 35,526	\$ 30,150	17.8%	Summertime cooling costs + unexpectedly high heating costs at the beginning of the year

BUDGET SUMMARY

	21-22 YTD Actual	22-23 YTD Actual	22-23 YTD Budget	YTD Variance	22-23 Annual Budget
Income	\$ 763,987	\$ 1,172,903	\$ 716,800	63.6%	\$ 1,050,301
Expense	\$ 653,990	\$ 742,294	\$ 796,030	-6.8%	\$ 1,058,300
Other					
Income	\$ -	\$ 10,728	\$ 10,500		\$ -
Expense	\$ -	\$ -			

Blanchard/Santa Paula Library District
Prev Month Balance Sheet
As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010.10 · General Fund	117,557.16
Payroll (Checking Account - Payroll)	5,305.33
Literacy	61,651.48
1020 · Book Trust Account	18,504.28
1010.20 · County Accounts	1,166,260.49
Investment Accounts	400,600.84
Building Fund	426,347.27
1010.40 · Santa Paula City	240,789.38
Blake	34,173.07
1015.10 · Petty Cash - General	309.50
1016.10 · Copy Machine Change Fund	-25.60
Total Checking/Savings	2,471,473.20
Other Current Assets	
1063.10 · Prepaid Expenses	30,746.68
Total Other Current Assets	30,746.68
Total Current Assets	2,502,219.88
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction In Process	147,006.44
1401.1 · Land	69,309.00
1402.10 · Building	474,710.00
1485.10 · Furniture & Fixtures	292,980.92
1490.10 · Equipment	305,430.69
1495.10 · Improvements	675,389.74
Total Fixed Assets	797,246.79
TOTAL ASSETS	3,299,466.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.10 · Accts Payable - General	9,756.85
Total Accounts Payable	9,756.85
Credit Cards	
Bank of America Platinum Plus	275.86
Total Credit Cards	275.86
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	4,733.23
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	42,988.21
Total Current Liabilities	53,020.92
Total Liabilities	53,020.92
Equity	
Fund Bal Offset - Comp. Absence	-38,030.00
31300 · Perm. Restricted Net Assets (Other Income)	340,845.14
3704.10 · Investment Gen. Fixed Asset	755,308.22
3901.10 · Fund Balance - General	1,746,869.02
Net Income	441,453.37
Total Equity	3,246,445.75
TOTAL LIABILITIES & EQUITY	3,299,466.67

Blanchard/Santa Paula Library District

Profit & Loss Budget Performance

March 2023

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Property Taxes	0.00	0.00	677,805.83	615,730.00	923,230.00
4700 · Grants					
California State Library Grants	2,993.00	0.00	423,215.00	71,160.00	74,091.00
4705 · Other Grants	0.00	1,000.00	15,328.00	5,700.00	5,700.00
Total 4700 · Grants	2,993.00	1,000.00	438,543.00	76,860.00	79,791.00
4600 · Donations	16,167.00	2,090.00	37,358.68	18,810.00	40,080.00
4800 · Library Services	488.15	600.00	6,187.13	5,400.00	7,200.00
4900 · Miscellaneous Income	21.25		220.60		
Interest Income	0.29		1,008.10		
4950 · City of Santa Paula	0.00		11,779.77		
Total Income	19,669.69	3,690.00	1,172,903.11	716,800.00	1,050,301.00
Gross Profit	19,669.69	3,690.00	1,172,903.11	716,800.00	1,050,301.00
Expense					
Salaries & Employee Benefits					
Salaries	41,054.58	44,840.00	369,497.68	395,820.00	530,340.00
Payroll Tax	3,382.37	3,690.00	29,658.17	33,110.00	44,180.00
Retirement	6,220.65	7,180.00	58,873.76	64,380.00	85,920.00
Health Insurance	6,081.33	5,340.00	48,489.73	48,060.00	64,080.00
Insurance- Workers Comp.	0.00	220.00	225.43	2,480.00	3,140.00
Total Salaries & Employee Benefits	56,738.93	61,270.00	506,744.77	543,850.00	727,660.00
Services					
Computer Services	692.63	1,110.00	49,867.04	57,990.00	77,320.00
Collection Development					
AV Materials	537.66	400.00	3,124.66	3,600.00	4,800.00
Books	6,412.24	2,180.00	28,528.04	19,620.00	26,160.00
eContent	0.00	1,000.00	1,662.00	9,000.00	12,000.00
Databases	0.00	50.00	2,550.48	450.00	600.00
WiFi Hot Spots	0.00	800.00	12,516.00	7,200.00	9,600.00
Periodicals	230.05	210.00	2,354.08	1,890.00	2,520.00
Total Collection Development	7,179.95	4,640.00	50,735.26	41,760.00	55,680.00
Library Supplies	96.61	170.00	2,600.88	1,530.00	2,040.00
Memberships & Dues Programs	453.17	420.00	3,639.58	3,780.00	5,040.00
Adult Programs	587.30	380.00	3,115.13	3,420.00	4,560.00
Young Adult Programs	0.00	420.00	1,165.95	3,780.00	5,040.00
Children's Programs	166.36	1,170.00	2,980.93	10,530.00	14,040.00
Literacy Programs	2,670.86	670.00	5,068.33	6,030.00	8,040.00
Programs - Other	0.00		1,007.66		
Total Programs	3,424.52	2,640.00	13,338.00	23,760.00	31,680.00
Promotion & Public Relations	174.98	500.00	2,261.97	4,300.00	5,800.00
Travel and Meetings	128.38	180.00	592.90	1,620.00	2,160.00
Total Services	12,150.24	9,660.00	123,035.63	134,740.00	179,720.00
Administration					
Advertising	0.00	30.00	0.00	270.00	360.00
Bank Charges	62.53	40.00	853.25	360.00	480.00
Insurance	2,207.19	2,190.00	19,864.71	19,710.00	26,280.00
Miscellaneous	0.00		60.00		

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

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Office Expenses	1,089.71	1,170.00	5,797.20	10,530.00	14,040.00
Payroll Processing	454.50		4,137.24		
Professional Services	2,816.75	1,420.00	21,023.14	26,780.00	31,040.00
Staff Development & Recognition	115.64	170.00	956.56	1,530.00	2,040.00
Staff Recognition	0.00		150.85		
Strategic Planning	0.00		0.00	3,000.00	3,000.00
Telephone Expense	0.00	360.00	2,589.91	3,240.00	4,320.00
Administration - Other	21.12		63.36		
Total Administration	6,767.44	5,380.00	55,496.22	65,420.00	81,560.00
Facilities					
Janitorial Services & Supplies	1,000.42	840.00	8,439.35	7,560.00	10,080.00
Repairs & Maintenance	305.00	1,390.00	13,052.03	14,310.00	19,080.00
Utilities (Utilities)	3,352.85	3,350.00	35,526.26	30,150.00	40,200.00
Total Facilities	4,658.27	5,580.00	57,017.64	52,020.00	69,360.00
Total Expense	80,314.88	81,890.00	742,294.26	796,030.00	1,058,300.00
Net Ordinary Income	-60,645.19	-78,200.00	430,608.85	-79,230.00	-7,999.00
Other Income/Expense					
Other Income					
Extraordinary Income (Extraordinary Inco...	0.00		3,912.83		
Library Impact Fees	0.00		6,815.89		
Total Other Income	0.00		10,728.72		
Other Expense					
Extraordinary Expenses	0.00	1,500.00	0.00	13,500.00	18,000.00
Total Other Expense	0.00	1,500.00	0.00	13,500.00	18,000.00
Net Other Income	0.00	-1,500.00	10,728.72	-13,500.00	-18,000.00
Net Income	-60,645.19	-79,700.00	441,337.57	-92,730.00	-25,999.00

Blanchard/Santa Paula Library District Profit & Loss Prev Year Comparison

July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 - Property Taxes	677,805.83	642,080.87	35,724.96	5.6%
4700 - Grants	438,543.00	93,182.00	345,361.00	370.6%
4600 - Donations	37,358.68	27,199.00	10,159.68	37.4%
4800 - Library Services	6,187.13	1,302.61	4,884.52	375.0%
4900 - Miscellaneous Income	220.60	221.38	-0.78	-0.4%
Interest Income	1,008.10	1.89	1,006.21	53,238.6%
4950 - City of Santa Paula	11,779.77	0.00	11,779.77	100.0%
Total Income	1,172,903.11	763,987.75	408,915.36	53.5%
Gross Profit	1,172,903.11	763,987.75	408,915.36	53.5%
Expense				
Salaries & Employee Benefits				
Salaries	369,497.68	314,854.99	54,642.69	17.4%
Payroll Tax	29,658.17	25,576.05	4,082.12	16.0%
Retirement	58,873.76	51,560.28	7,313.48	14.2%
Health Insurance	48,489.73	46,639.57	1,850.16	4.0%
Insurance- Workers Comp.	225.43	1,217.77	-992.34	-81.5%
Total Salaries & Employee Benefits	506,744.77	439,848.66	66,896.11	15.2%
Services				
Computer Services	49,867.04	49,845.52	21.52	0.0%
Collection Development				
AV Materials	3,124.66	3,438.13	-313.47	-9.1%
Books	28,528.04	25,453.47	3,074.57	12.1%
eContent	1,662.00	0.00	1,662.00	100.0%
Databases	2,550.48	7,386.58	-4,836.10	-65.5%
WiFi Hot Spots	12,516.00	7,981.15	4,534.85	56.8%
Periodicals	2,354.08	3,185.16	-831.08	-26.1%
Total Collection Development	50,735.26	47,444.49	3,290.77	6.9%
Library Supplies	2,600.88	1,850.81	750.07	40.5%
Memberships & Dues Programs	3,639.58	3,348.31	291.27	8.7%
Adult Programs	3,115.13	513.38	2,601.75	506.8%
Young Adult Programs	1,165.95	264.61	901.34	340.6%
Children's Programs	2,980.93	1,995.32	985.61	49.4%
Literacy Programs	5,068.33	4,453.44	614.89	13.8%
Programs - Other	1,007.66	0.00	1,007.66	100.0%
Total Programs	13,338.00	7,226.75	6,111.25	84.6%
Promotion & Public Relations	2,261.97	1,833.80	428.17	23.4%
Travel and Meetings	592.90	41.98	550.92	1,312.3%
Total Services	123,035.63	111,591.66	11,443.97	10.3%
Administration				
Bank Charges	853.25	590.20	263.05	44.6%
Insurance	19,864.71	18,445.20	1,419.51	7.7%
Miscellaneous	60.00	130.20	-70.20	-53.9%
Office Expenses	5,797.20	4,723.33	1,073.87	22.7%
Payroll Processing	4,137.24	2,725.52	1,411.72	51.8%
Professional Services	21,023.14	22,376.61	-1,353.47	-6.1%
Public & Legal Notices	0.00	80.20	-80.20	-100.0%
Staff Development & Recognition	840.92	397.47	443.45	111.6%
Staff Recognition	150.85	0.00	150.85	100.0%
Strategic Planning	0.00	1,004.90	-1,004.90	-100.0%
Telephone Expense	2,589.91	2,863.46	-273.55	-9.6%
Administration - Other	63.36	0.00	63.36	100.0%
Total Administration	55,380.58	53,337.09	2,043.49	3.8%
Facilities				
Janitorial Services & Supplies	8,439.35	8,770.60	-331.25	-3.8%
Repairs & Maintenance	13,052.03	10,896.48	2,155.55	19.8%
Utilities (Utilities)	35,526.10	29,546.02	5,980.08	20.2%
Total Facilities	57,017.48	49,213.10	7,804.38	15.9%
Total Expense	742,178.46	653,990.51	88,187.95	13.5%
Net Ordinary Income	430,724.65	109,997.24	320,727.41	291.6%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	3,912.83	5,418.83	-1,506.00	-27.8%
Library Impact Fees	6,815.89	15,748.64	-8,932.75	-56.7%

**Blanchard/Santa Paula Library District
Profit & Loss Prev Year Comparison**

Accrual Basis

July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
Total Other Income	10,728.72	21,167.47	-10,438.75	-49.3%
Net Other Income	10,728.72	21,167.47	-10,438.75	-49.3%
Net Income	441,453.37	131,164.71	310,288.66	236.6%

Blanchard/Santa Paula Library District
General Fund Deposit Detail
 March 2023

Type	Num	Date	Name	Memo
Deposit		03/01/2023		Deposit
			Blanchard Community Library	Deposit
TOTAL				
Deposit		03/01/2023		Deposit
Sales Receipt	802	03/01/2023	Blanchard Community Library Endowment	
TOTAL				
Deposit		03/09/2023		Deposit
			State of California	Tammy Ferguson
TOTAL				
Deposit		03/17/2023		Deposit
				Deposit
TOTAL				
Deposit		03/29/2023		Deposit
			County of Ventura	Deposit
TOTAL				
Deposit		03/30/2023		Deposit
				Deposit
				Deposit
				Deposit
TOTAL				

Blanchard/Santa Paula Library District
General Fund Deposit Detail
 March 2023

Account	Class	Amount
1010.10 · General Fund		134.95
4804 · Printing & Copying	General Fund	-134.95
		-134.95
1010.10 · General Fund		16,000.00
1499.10 · Undeposited Funds	General Fund	-16,000.00
		-16,000.00
1010.10 · General Fund		21.25
4904 · Restitution	General Fund	-21.25
		-21.25
1010.10 · General Fund		25.00
4802 · Fines	General Fund	-25.00
		-25.00
1010.10 · General Fund		75,000.00
1010.20 · County Accounts	General Fund	-75,000.00
		-75,000.00
1010.10 · General Fund		495.20
4601 · Friends of the Library	Friends of the Library	-167.00
4804 · Printing & Copying	General Fund	-57.85
4801 · Books Lost & Paid	General Fund	-270.35
		-495.20

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

March 2023

Num	Date	Name	Memo	Account	Paid Amount
dr	03/02/2023	Merchant	Bank Card fees for February 2023	1010.10 · General Fund	
			Bank Card fees for February 2023	Credit Card Fees	-62.53
TOTAL					-62.53
EFT	03/07/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			01-22-23 - 02-04-23	CALPERS (Payee Account - Employee Deducti...	-403.20
TOTAL					-403.20
EFT	03/07/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 01-22-23 - 02-04-23	CALPERS (Payee Account - Employee Deducti...	-1,501.44
TOTAL					-1,501.44
EFT	03/10/2023	Calif. Public Employees' Retirement System	March 2023 Health Insurance	1010.10 · General Fund	
			March 2023 Health Insurance	PERS Group Health Insurance	-4,078.05
			March 2023 Health Insurance	Annuitant Health Insurance	-2,322.01
			March 2023 Health Insurance	Administration	-21.12
TOTAL					-6,421.18
EFT	03/21/2023	Calif. Public Employees' Retirement System	CalPERS Classic retirement contribution	1010.10 · General Fund	
			02-05-23 - 02-18-23	CALPERS (Payee Account - Employee Deducti...	-402.63
TOTAL					-402.63
EFT	03/21/2023	Calif. Public Employees' Retirement System	CalPERS PEPRA retirement contribution	1010.10 · General Fund	
			CalPERS PEPRA retirement contribution 02-05-23 - 02-18-23	CALPERS (Payee Account - Employee Deducti...	-1,523.32
TOTAL					-1,523.32
11711	03/08/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
1FXX-N4G7-MVVV	02/20/2023			Supplies	-84.28
TOTAL					-84.28
11712	03/08/2023	Athens Enviromental	A20004977	1010.10 · General Fund	
14036805	03/01/2023		INV. 14036805	Trash	-286.18
TOTAL					-286.18
11713	03/08/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037299726	02/10/2023			General	-1,234.54
TOTAL					-1,234.54
11714	03/08/2023	Business Card	Credit Card Charges 01-17-23 - 02-16-23	1010.10 · General Fund	
01-17-23 - 02-16-23	02/16/2023		Credit Card Charges 01-17-23 - 02-16-23	Bank of America Platinum Plus	-2,365.38
TOTAL					-2,365.38
11715	03/08/2023	City of Santa Paula (067000-00)	111-067000-00	1010.10 · General Fund	
01-24-23 - 02-24-23	02/28/2023		01-24-23 - 02-24-23	Water and Sewer	-419.57
TOTAL					-419.57
11716	03/08/2023	City of Santa Paula (067500-00)	111-067500-00	1010.10 · General Fund	
01-24-23 - 02-24-23	02/28/2023		01-24-23 - 02-24-23	Water and Sewer	-99.95
TOTAL					-99.95
11717	03/08/2023	City of Santa Paula (Other)	2023 Annual Alarm Fee	1010.10 · General Fund	

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

March 2023

Num	Date	Name	Memo	Account	Paid Amount
SL9200094 - 2023	02/01/2023		2023 Annual Alarm Fee	Security	-19.00
TOTAL					-19.00
11718	03/08/2023	Edison	700501221979	1010.10 · General Fund	
01-19-23 - 02-15-23	02/16/2023		01-19-23 - 02-15-23	Electricity	-1,734.83
TOTAL					-1,734.83
11719	03/08/2023	Infinity Electric	INV. 6399	1010.10 · General Fund	
6399	02/28/2023		INV. 6399	Building Maintenance	-178.75
TOTAL					-178.75
11720	03/08/2023	Landscape Valley		1010.10 · General Fund	
February 2023	03/02/2023			Grounds Maintenance	-305.00
TOTAL					-305.00
11721	03/08/2023	Los Angeles Times	10011275968	1010.10 · General Fund	
2022 - 2023 Digital	02/17/2023		2022 - 2023 Digital	Periodicals	-162.52
TOTAL					-162.52
11722	03/08/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503420672	02/24/2023		INV. 503420672	Adult AV	-65.44
TOTAL					-65.44
11723	03/08/2023	Mitchell Fire Protection	Testing of sprinkler system	1010.10 · General Fund	
3354	02/27/2023		Testing of sprinkler system	Building Maintenance	-400.31
TOTAL					-400.31
11724	03/08/2023	Ned Branch	Monthly health insurance reimbursement	1010.10 · General Fund	
March 2023	03/01/2023		Monthly health insurance reimbursement	PERS Group Health Insurance	-565.33
TOTAL					-565.33
11725	03/08/2023	Quadient Leasing USA, Inc	01105609	1010.10 · General Fund	
N9825886	02/22/2023		INV. -N9825886	Postage	-129.87
TOTAL					-129.87
11726	03/08/2023	T-Mobile	968719262	1010.10 · General Fund	
01-21-23 - 02-20-23	02/21/2023			WiFi Hot Spots	-616.00
TOTAL					-616.00
11727	03/08/2023	Western Exterminator Company	00093864-7	1010.10 · General Fund	
31284061	02/23/2023		INV. 31284061	Pest Control	-135.55
TOTAL					-135.55
11728	03/22/2023	Amazon Capital Services	A2UKBMZA52GWII	1010.10 · General Fund	
144W-7W76-936k	01/05/2023		Coin Counter Machine	Office Expense	-197.96
1HQ9-RQDN-VPNT	02/21/2023		Isopropyl Alcohol	Janitorial Services & Supplies	-77.94
1XND-41WC-3M99	03/06/2023		45 pc Refrigerator Magnets	Children's Programs	-44.89
1PTR-L933-JKQN	03/19/2023			Contractor Services	-115.54
				Supplies	-135.20
TOTAL					-571.53
11729	03/22/2023	Baker & Taylor Books	415157 L444180 4 000000	1010.10 · General Fund	
2037327044	03/13/2023			General	-1,500.22
2037351332	03/13/2023			General	-66.29

Blanchard/Santa Paula Library District Monthly General Fund Check Detail

March 2023

Num	Date	Name	Memo	Account	Paid Amount
2037351331	03/13/2023			General	-373.66
2037324420	03/13/2023			General	-480.63
2037324419	03/13/2023			General	-32.95
TOTAL					-2,453.75
11730	03/22/2023	Black Gold Cooperative Library System	2nd quarter reimbursable billing	1010.10 · General Fund	
23-363	12/31/2022		Unique WiFi hotspots Hoopla Envisionware annual maintenance	Collection Services WiFi Hot Spots Databases Service/Licensing Agreements	-5.16 -404.03 -729.69 -240.05
TOTAL					-1,378.93
11731	03/22/2023	Kelly Cleaning & Supplies		1010.10 · General Fund	
589703415	03/01/2023			Janitorial Services & Supplies	-700.00
TOTAL					-700.00
11732	03/22/2023	Midwest Tape	2000009658	1010.10 · General Fund	
503492949	03/13/2023		INV. 503492949	Adult AV	-141.76
TOTAL					-141.76
11733	03/22/2023	New Readers Press	C-51808	1010.10 · General Fund	
16933	03/09/2023		Step Forward Level 1 Workbook	Literacy Programs	-222.55
TOTAL					-222.55
11734	03/22/2023	Rowman & Littlefield Publishing Group	0000876376	1010.10 · General Fund	
12212195	03/03/2023		INV. 12212195	General	-70.45
TOTAL					-70.45
11735	03/22/2023	SoCalGas	02-01-23 - 03-03-23	1010.10 · General Fund	
02-01-23 - 03-03-23	03/07/2023		02-01-23 - 03-03-23	Gas	-791.23
TOTAL					-791.23
11736	03/22/2023	Tides Center - Abriendo		1010.10 · General Fund	
2023-0018	03/15/2023		Olivia Castillo - Registration	Supplies	-1,649.00
TOTAL					-1,649.00
11737	03/22/2023	Zamir, Soheil		1010.10 · General Fund	
1st QTR 2023 Classes	03/20/2023			Adult Programs	-560.00
TOTAL					-560.00
11738	03/22/2023	Ned Branch	03-17-2023 - Blackgold meeting	1010.10 · General Fund	
Reimbursement 2023	03/21/2023		03-17-2023 - Blackgold meeting	Travel	-128.38
TOTAL					-128.38
11739	03/22/2023	Unique Management Services, Inc.	538	1010.10 · General Fund	
6110648	03/01/2023		INV. 6110648	Collection Services	-541.75
TOTAL					-541.75
11798	03/22/2023	Amazon Capital Services	VOID: A2UKBMZA52GWII	1010.10 · General Fund	
TOTAL					0.00
11799	03/22/2023	Baker & Taylor Books	VOID: 415157 L444180 4 000000	1010.10 · General Fund	
TOTAL					0.00

Blanchard/Santa Paula Library District
Monthly General Fund Check Detail

March 2023

Num	Date	Name	Memo	Account	Paid Amount
11800	03/01/2023	Black Gold Cooperative Library System	VOID: 2nd quarter reimbursable billing	1010.10 · General Fund	
TOTAL					0.00
11801	03/01/2023	Kelly Cleaning & Supplies	VOID:	1010.10 · General Fund	
TOTAL					0.00
11802	03/01/2023	Midwest Tape	VOID: 2000009658	1010.10 · General Fund	
TOTAL					0.00
11803	03/01/2023	New Readers Press	VOID: C-51808	1010.10 · General Fund	
TOTAL					0.00
11804	03/01/2023	Rowman & Littlefield Publishing Group	VOID: 0000876376	1010.10 · General Fund	
TOTAL					0.00
11805	03/01/2023	SoCalGas	VOID: 02-01-23 - 03-03-23	1010.10 · General Fund	
TOTAL					0.00
11806	03/01/2023	Tides Center - Abriendo	VOID:	1010.10 · General Fund	
TOTAL					0.00
11807	03/01/2023	Unique Management Services, Inc.	VOID: 538	1010.10 · General Fund	
TOTAL					0.00
11808	03/22/2023	Zamir, Soheil	VOID:	1010.10 · General Fund	
TOTAL					0.00



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

MONTH: March 2023

HOURS WORKED BY VOLUNTEERS: 196.5

SPECIAL EVENTS:

- Back Stacks Book Sale: Half price sale for the month: Large Print Books.
- FOL, along with Library staff, planned and put on a thank you and goodbye celebration for Ned Branch on the 31st, his last day with the Library. It was well attended and a very nice send off!

REGULAR MEETING OF APRIL 25, 2023

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF APRIL 25, 2023

G(a) OLD BUSINESS: STATUS OF EDUCATOR'S MEMORIAL

REGULAR MEETING OF APRIL 25, 2023

G(b) OLD BUSINESS: STATUS OF REMODEL PROJECT

REGULAR MEETING OF APRIL 25, 2023

G(c) OLD BUSINESS: APPROVAL OF COST ESTIMATE FOR ARCHITECTURAL SERVICES FOR REROOFING PROJECT

The Building Forward Grant included funds for the removal and replacement of the library's roof
The proposed service agreement for Phase I and II of this project is attached.

RECOMMENDATION:

Staff recommends the Board approve an agreement in the amount of \$8,160 for professional services to be performed by Anderson, Kulwicz, Appleby Architects to produce construction documents and provide limited construction administration services.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

ANDERSON KULWIEC
APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula California 93060-2734
T 805-933-0225 F 805-933-6609
www.KulwiecGroup.com

March 30, 2023

Ned Branch
Director, Blanchard Community Library
119 North 8th Street
Santa Paula, CA 93060

PROJECT: Blanchard Community Library – Reroof
119 North 8th Street, Santa Paula, California
Project No. 2023-106

Dear Ned,

Thank you for contacting **Anderson Kulwiec Appleby Architects (AKA)** to provide architectural services for your project.

Project Description:

Remove the existing built-up roofing over the **20,000 SF Blanchard Library**, and replace with new rigid insulation, single-ply membrane roofing, and perimeter flashing.

SCOPE OF WORK

PHASE 1– Construction Documents – thru availability of building permit

1. Measure and Photograph Existing Conditions
2. Prepare CAD Drawing of Existing Roof
3. Architectural Roof Plan & Details
4. Coordinate with Owner’s Mechanical Engineer
5. Owner review meetings
6. Building Permit Processing

Phase 1 services will be performed for a fixed fee.

PHASE 2 – Bidding Support / Limited Construction Administration Services, as required:

1. Assist in preparing the Bid Package, as needed by Owner
2. Review Submittals and Shop Drawings
3. Construction Site Meetings, as requested
4. Site Observation
5. Clarification of design issues, as needed

Phase 2 services will be performed on a time-and-materials basis. If the anticipated time exceeds the budget, the Owner will be notified.

FEE SCHEDULE: BLANCHARD COMMUNITY LIBRARY – REROOF

PHASE		FEE
Phase 1	Construction Documents	\$6,120
Phase 2	Bidding Support / Limited Construction Administration Services (Hourly -estimated)	\$2,040 (estimated)
Total		\$8,160

REIMBURSABLES:

Document Reproduction (Allowance - estimated)	\$1,000 (estimated)
--------------------------------------------------	-------------------------------

The following work or services, which may be required to complete the project, are not included in the above Scope of Work, and should be budgeted separately:

1. Agency Fees
2. Hazardous Materials Testing /Abatement
3. Civil Engineering
4. Structural Engineering
5. Mechanical Engineering
6. Electrical Engineering
7. Fire Protection Engineering

Please return one signed copy of this letter to our office as our official Authorization to Proceed.

We are ready to start work immediately upon receipt of your authorization, and look forward to working with you on this project.

If you have any questions, please contact me or Marilyn Appleby.

NOTE: For the Purpose of expedition, both parties agree that a facsimile of this agreement shall be used (binding) in lieu of wet signed originals.

Very truly yours,



David Anderson, AIA, Architect
Principal Architect C-11165

Tax I.D. #54-2124488

Enclosure: Attachment 'A'

AUTHORIZATION TO PROCEED:

Signature

Title

Date

AKA

ANDERSON KULWIEC APPLEBY
ARCHITECTS

854 East Main Street, Suite 100
Santa Paula California 93060-2734
T 805-933-0225 F 805-933-6609
www.KulwiecGroup.com

ATTACHMENT ‘A’ - TERMS AND CONDITIONS

The Firm shall perform the services outlined in this agreement for the stated fee arrangement.

Access To Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, sub-contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for the Firm’s services shall be submitted, at the Firm’s option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney’s fees.

Indemnification:

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney’s fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications, Guarantees and Warranties:

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm’s total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$25,000. Such causes include, but are not limited to, the Firm’s negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This Agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Standard Hourly Rates:

For professional services performed on an hourly basis by in-house staff, the following rates are effective January 1, 2023. Current hourly rates are subject to a five percent (5%) increase effective January 1st of each year.

Technician	\$60.00	Project Manager	\$125.00
Clerical	\$60.00	Associate	\$150.00
Drafter	\$80.00	Principal	\$170.00

Outside Consultants:

Services of outside Consultants (i.e., structural, mechanical, electrical engineering services, etc.), shall be billed to the Client at a multiple of one point two (1.2) times the amount billed to the Firm for such services.

Reimbursable Expenses:

Reimbursable expenses (document reproduction, fees advanced, etc.), shall be billed to the Client at a multiple of one point one five (1.15) times the amount expended by the Firm, the Firm’s employees, and outside Consultants in the interest of the Project.

REGULAR MEETING OF APRIL 25, 2023

H(a) NEW BUSINESS: CREDIT CARD AUTHORIZATION

As Ned Branch is no longer with the library, the library credit card issued in his name should be cancelled. Additionally, the Board should consider increasing the existing credit limit of the Interim Library Director's library credit card to \$5000 to match the limit of the cancelled card.

During this time, Brenda Goldy will be serving as the library's Interim Adult Services Librarian. The Board should consider authorizing the bank to issue her a credit card with a \$2,000 credit limit.

RECOMMENDATION: Staff recommends that Ned Branch's credit card be cancelled, that the limit of the Interim Library Director's card be increased to \$5000, and that the bank be authorized to issue a new credit card with a credit limit of \$2,000 in the name of Brenda Goldy.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

REGULAR MEETING OF APRIL 25, 2023

H(b) NEW BUSINESS: RESOLUTION TO LEVY PARCEL TAX FOR THE 2023-24 FISCAL YEAR

In order for the County to add the special assessment of \$40 per parcel to the tax bills for 2023-2024, 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 levying an assessment of \$40 per non-exempt parcel in the Blanchard/Santa Paula Library District for the 2023-2024 fiscal year.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Barrows						
Beardsley						
Merson						
Reyes						
Zamora						

RESOLUTION 2022-23:02

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;

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. 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 25th day of APRIL, 2023.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Library Board President

Library Board Clerk

REGULAR MEETING OF APRIL 25, 2023
I(a)(i) REPORTS: PUBLIC SERVICES

MARCH 2023 ADULT SERVICES REPORT

Programs & Services



"I didn't know the library did THAT!"

The library has started an email campaign to get the word out about the different resources that the library offers. Weekly emails have gone out starting in February. There has been increased usage of some of the featured resources. As an example, Hoopla's usage went up 23% from January and 31% from February. It is too soon to tell the impact the emails have made on all resources as they are still being sent.

HOOPLA CIRCULATION

DATE	AUDIOBOOKS COUNT	BINGEPASSES COUNT	COMICS COUNT	EBOOKS COUNT	MOVIES COUNT	MUSIC COUNT	TELEVISION COUNT	TOTAL
Jan 2023	211	2	43	112	24	6	13	411
Feb 2023	221	1	30	95	20	16	4	387
Mar 2023	236	0	52	153	43	10	12	506

Program Name	Description	Audience	Attendance	Date	Start	End	Location
Computer Classes for Seniors	Instruction	Adult	6	1-Mar	3:00 PM	5:00 PM	Hardison
Poetry On Eighth	Poetry Reading	Adult	13	11-Mar	12:00 PM	2:00 PM	Other
The Banshees of Inisherin [R]	Movie	Adult	6	14-Mar	5:00 PM	7:00 PM	Hardison
Tiny Succulent Planter Magnets	Crafts for Adults	Adult	5	23-Mar	5:00 PM	6:30 PM	Classroom 2

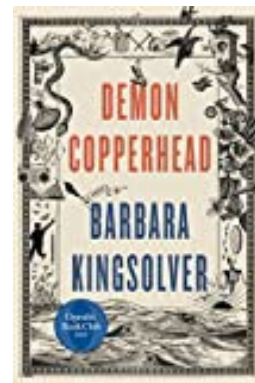
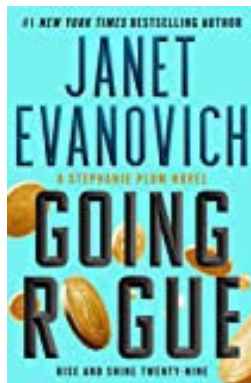
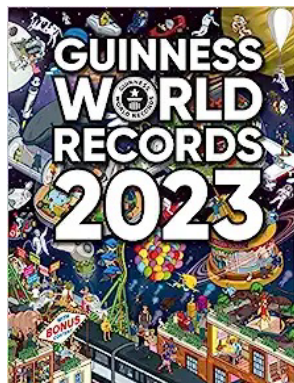
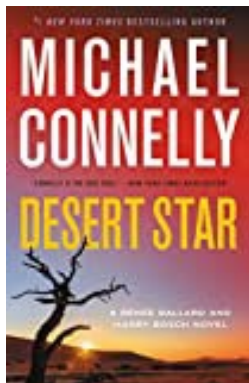
Collection

265 adult-oriented items were added to the collection in March 2023.

Adult Materials Added to Collection

2022-2023	FICTION	NON-FIC	LARGE PRINT	SPANISH	AUDIO	DVD	BLU-RAY
JULY	19	27	2	1	0	2	0
AUGUST	26	29	4	3	2	18	4
SEPTEMBER	14	13	0	2	4	1	0
OCTOBER	3	4	0	4	0	0	0
NOVEMBER	105	120	7	28	0	1	2
DECEMBER	11	29	2	1	0	21	11
JANUARY	110	207	12	24	0	2	0
FEBRUARY	60	80	4	4	3	14	5
MARCH	113	84	10	27	1	23	7

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



Youth Services Report
March 2023

March Crafts: 196
(St Patrick's Day, Spring Flowers)



Bulletin Board
St Patrick's Day



Book Displays
Womens History Month, Dr Seuss Birthday, St. Patrick's Day,
Spring, Cesar Chavez Day,



LEGO in the LIBRARY



MONDAYS
2:30PM
--- TO ---
4:30PM

Bilingual Storytime Cuentos Bilingües



Tuesdays 4:00 pm
Los Martes a las 4:00 pm

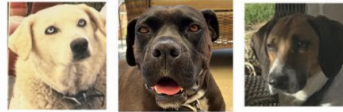
Join us for a special bilingual English/Spanish storytime.
Acompañenos y disfrute de cuentos en Ingles y Español.

STORYTIME WEDNESDAYS 10:30AM



Reading with Paws

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



Justice Aulani Lieutenant

Thursday, March 9
5:00pm - 6:00pm
and

Saturday, March 25
10:30am - 11:30am

FAMILY MOVIE

Wednesday, March 15
4:00 pm

PUSS IN BOOTS THE LAST WISH

All Ages welcome!
Free Popcorn!



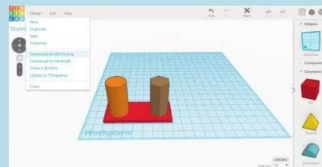
Saturday Storytime + Craft

March 18
at 11am

TEEN SCENE

3D DESIGN

Blanchard Community Library
119 N 8th Street, S.P. 805-525-3615 x101



Thursday, March 16
and
Thursday, March 30
4:00 - 5:00pm

Teens 6th grade and up or ages 12-17 welcome!

1. Family Programs-

Wednesday, March 12 Family Movie

35

Clifford the Big Red Dog

11 adults

24 Children

2. Ongoing Programs –

a. Story time

179

Tuesday 3/17, 3/21, 3/28
(Bilingual)

6 adults

8 children

Wednesday 3/1, 3/8, 3/15
(Preschool) 3/22, 3/29

51 adults

100 children

Saturday 3/18

4 adults

10 children

b. LEGO

213

3/1, 3/6, 3/8 3/13, 3/15
3/20, 3/22, 3/27, 3/29

56 adults

157 children

c. Reading with PAWS

9

3/10, 3/25

4 adults

5 children

d. Teen Scene

3/16, 3/30

3D Design

2 teens

Circulation-JUV/YA	Juvenile Fiction	Juvenile Non-Fiction	Total
January	1000	252	1,252
February	963	271	1,234
March	1,483	376	1,859
April 25-30	306	100	406*
May	1,091	463	1,554
June	2,725	527	3,252
July	2,035	371	2,406
August	1,554	401	1,955
September	1,299	339	1,698
October	1,597	387	1,978
November	1,584	365	1,949
December	1,039	233	1,272
January	1,342	385	1,727
February	1,152	283	1,435
March	1,438	415	1,853

New Books	Juv Fic	Juv Non-Fic	YA Fic	Ya Non-Fic	J DVD	J BKCD	Total
July	73	26	75	52	4	0	226
August	35	17	7	1	2	0	62
September	77	12	1	0	0	0	90
October	104	21	1	1	2	0	129
November	41	22	11	1	6	0	81
December	58	32	5	2	2	0	99
January	104	35	11	15	3	0	168
February	43	22	6	3	31	0	105
March	62	56	8	2	6	0	134

New Patron Registrations	Adult	Juvenile	E-card	Total
January	46	8		54
February	48	18		66
March	45	24		69
April 1-21	37	10		47
May	44	37		81
June	73	72		145
July	47	37		84
August	46	14	10	70
September	38	21	18	77
October	49	29	18	96
November	61	26	8	95
December	24	8	17	49
January	34	17	19	70
February	34	13	11	58
March	44	44	18	106

Circulation								
Adult Fic	Adult NF	Large Print	Spanish Fiction	Spanish Non-Fic	BKCD	DVD/BLURAY	MusicCD	State Park Passes
464	194	25	14	15	7	161	0	2
Magazines	Hotspots	Kindles & Laptop Kiosk	Connectivity Kits	laptops	YA Fic	YA Non-Fic	YA Fic Spanish	YA NF Spanish
6	17	8	16	12	75	7	0	0
J BKCD	J DVD/BLURAY	J Music CD	Juv Fic	Juv NF	Juv Fic Spanish	Juv NF Spanish	J Magazine	Total
10	78	0	1262	367	101	41	5	2,887

Discards	Adult Fic	Adult Non-Fic	DVD	YA	Juv Fic	Juv Non-Fic	Total
January	357	40	0	0	0	0	397
February	0	424	0	0	0	0	424
March	0	546	0	0	0	0	546
April	0	59	0	0	0	0	59
May	0	3	0	0	0	0	3
June	2	0	0	0	2	0	4
July	1	1	0	0	1	0	3
August	0	1	0	0	1	0	2
September	1	0	0	0	2	0	3
October	2	1	0	0	1	0	4
November	0	13	0	20	6	2	41
December	0	60	0	0	36	40	136
January	105	40	0	2	9	2	158
February	120	30	0	41	30	2	223
March	15	300	0	1	2	1	319

BEST Adult Learning Center Library Board Report March 2023

Adult Literacy Services

One-To-One Adult Literacy Tutoring

In March adult literacy tutors and learners spent a combined total of 86 hours practicing reading and writing skills. This month we welcomed one new tutoring pair to the program.

BEST Virtual Book Discussion with Tricia Lemmon

Participants of our weekly *Best Virtual Book Discussion* are currently reading *The Mystery of the Periodic Table of Elements* written by Benjamin D. Wiker. This story leads the reader on a delightful and absorbing journey through the ages, on the trail of the elements of the Periodic Table as we know them today.



Family Literacy Services:

Families Connect:

Families Connect promotes early literacy and family engagement through interactive story times, circle time, and play-based learning activities. Families connect sessions are offered on the 2nd and 4th Saturdays of the month. The themes for this month centered on woodland creatures (March 13th) and weather (March 27th.) Two volunteers from Santa Paula high school facilitated a circle on the 17th and read *Little Cloud and Lady Wind* by Toni Morrison and educated the group about various elements of weather.

March 2023 Literacy Services Statistics:

One-To-One Tutoring (ALS)	Adult Literacy Small Groups (ALS)	Families Literacy (FLS)
Active Tutors: 7 Active Learners: 9 Total Tutor Hours: 50 Total Adult Learner Hours: 36 Total Tutoring Hours: 86	BEST Virtual Book Discussion Total participants: 12	Total participants: 12

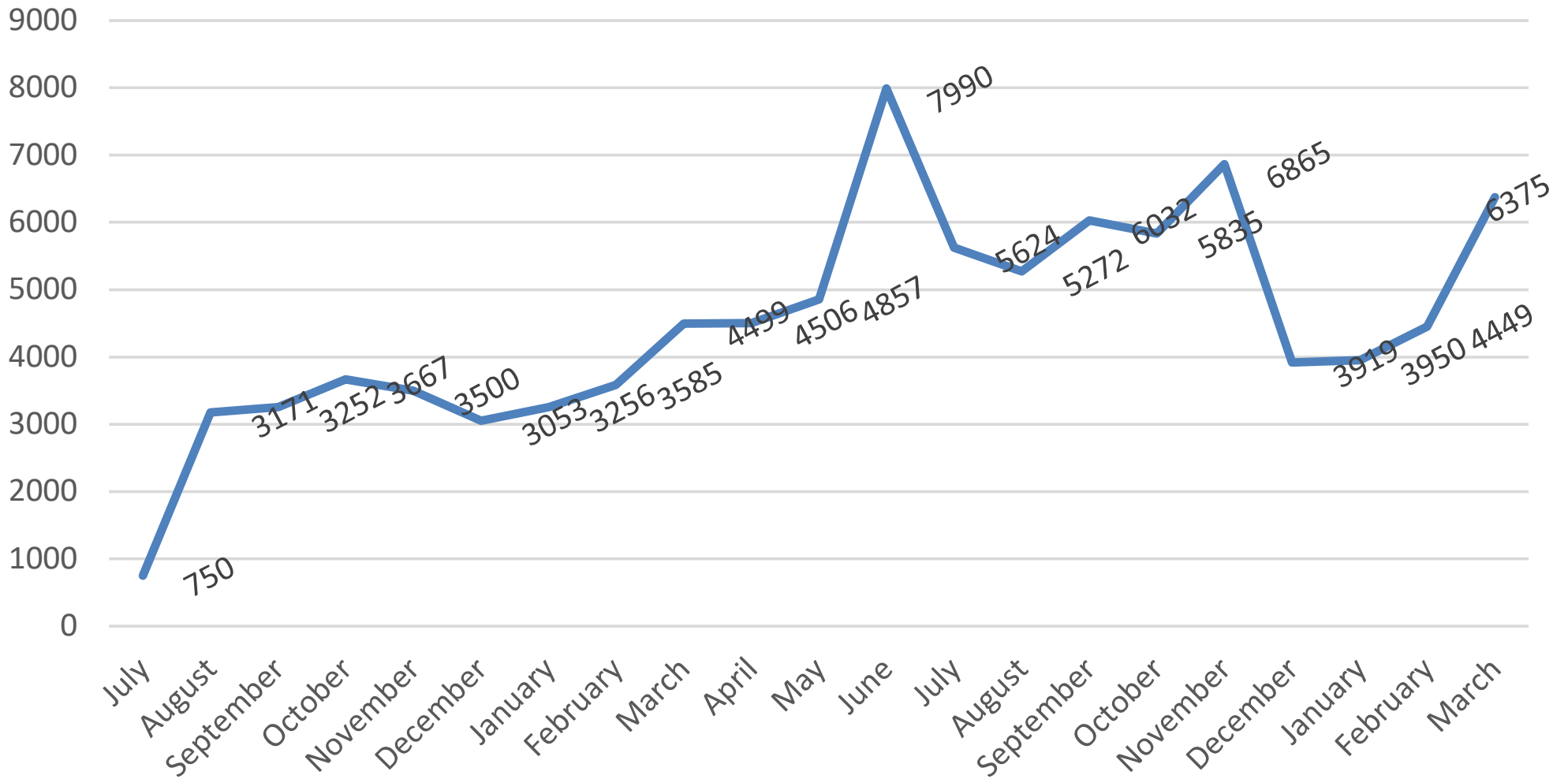
REGULAR MEETING OF APRIL 25, 2023
I(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF APRIL 25, 2023

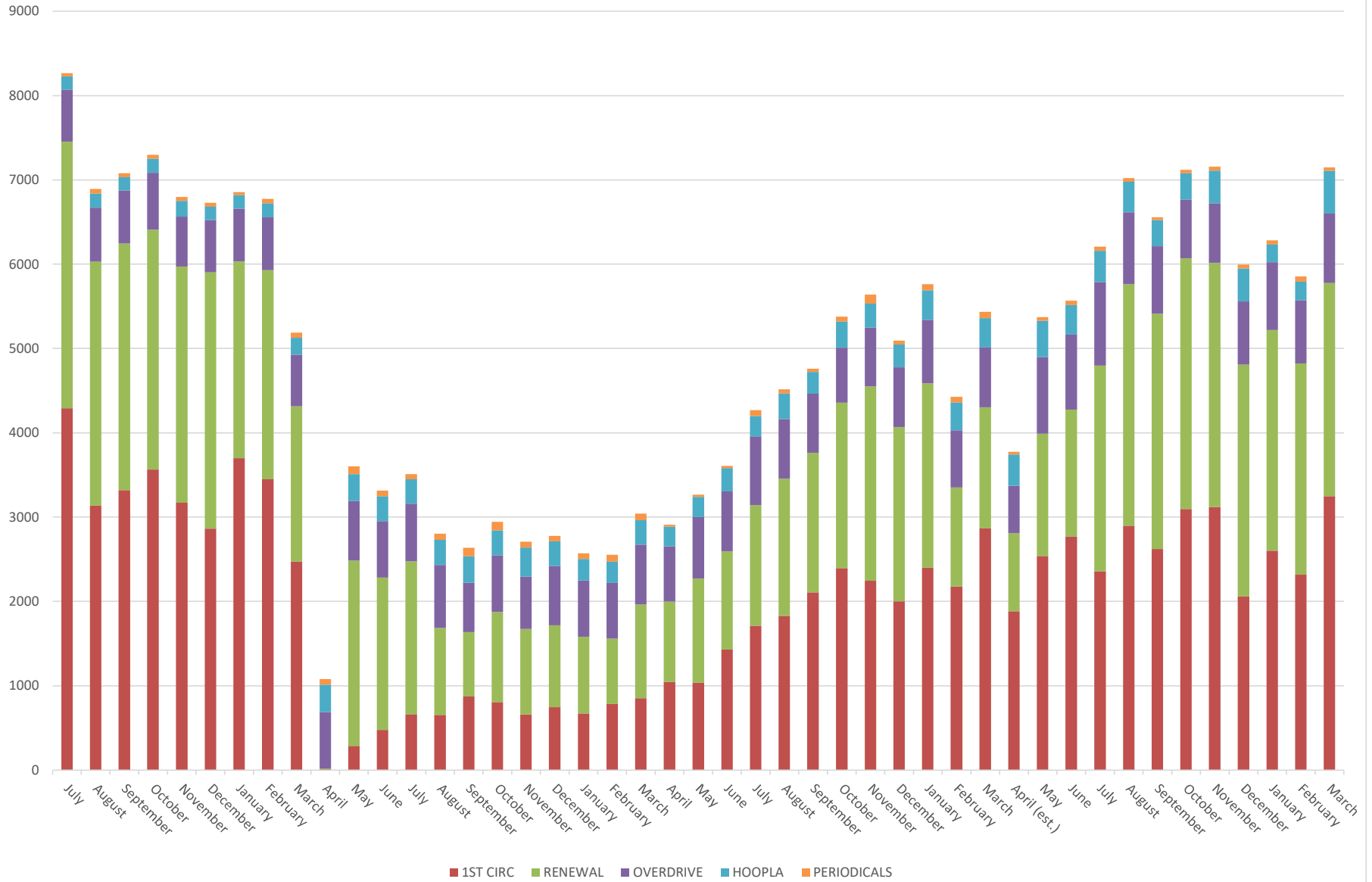
I(a)(iii) REPORTS: INTERIM LIBRARY DIRECTOR'S REPORT

1. Statistics
2. Recruitment for Library Assistant I

PATRON VISITS BY MONTH



TOTAL CIRCULATION



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