

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Public Library District Board of Trustees  
Tuesday, April 27, 2021, 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: <https://meetings.ringcentral.com/j/8377130078>  
Password: Library

For the best audio experience, please use computer audio.

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US: +1(213)2505700

+1(650)2424929

+1(623)4049000 (US West)

Meeting ID 837 713 0078

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 23, 2021

E. REPORTS

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

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Draft of 2020-2021 budget (information, discussion, possible action)

H. NEW BUSINESS

- a. None

I. REPORTS (CONTINUED)

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

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

Regular Meeting May 25, 2021

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 MARCH 23, 2021  
D. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Regular Meeting of March 23, 2021

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 23, 2021**

**CALL TO ORDER**---The Teleconference Meeting was called to order at 5:36 PM by Board President Laura Phillips. Trustees Grace Kelly, Ron Merson, and Miriam Zamora were in attendance, a quorum established. Trustee Ricardo Reyes was absent. District Director Ned Branch was present.

**APPROVAL OF THE ORDER OF AGENDA**- Unanimously approved (Miriam Zamora/Grace Kelly, 4-0).

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

**APPROVAL OF MINUTES**---The Minutes of the Regular Meeting on February 23, 2021 were unanimously approved (Grace Kelly/Miriam Zamora, 4-0).

**REPORTS I**---

a. Director Branch presented the Financial Statements, Significant Variances, and Budget. Financial statements were received and filed (Merson/Kelly, 4-0).

b. Friends of the Library (FOL) - Trustee Phillips: Still closed. The Optimist Club selected books that were to be distributed through their Student of the Month Program. Olivia Escoto helped choose the books. Some free books were donated to the Art Museum. Calico Cat Book Store picked up \$100 worth of books. FOL will be cleaning up the back stacks area. They may open in mid-April.

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

Director Branch noted the passing of Cecil Preciado, a former Trustee of the Library and a long-standing supporter.

**OLD BUSINESS**--- Moved to approve the new library logo recommended by the staff. Merson/Kelly. Passed (Merson, Kelly, and Phillips/Zamora, 3-1) Trustee Zamora wished that it had a piece of fruit that represents Santa Paula in the logo.

**NEW BUSINESS**---

a. Equipment and Building Maintenance: Approved a Contract for Bid Preparation and Construction Management with Robert William Company for \$16,200.00. (Kelly/Merson, 4-0)

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 23, 2021**

RWC will prepare a bid package and provide construction management for the roofing project. The Director was authorized to take whatever steps are necessary to complete the project.

b. Draft of the 2021-22 budget was presented for review and discussion. This is a rough estimate based on current information. Adjustments will be made as more information is acquired in June or July. Proposed adjustments to the pay grades for 2022 were reviewed. A budget meeting with the new Board members was set up for 4/17/21 at 10:00 AM.

Trustee Ricardo Reyes joined the meeting at 6:23 pm.

**REPORTS (continued)**

a. Literary Services--- the participation report was reviewed which included one-to-one learning and BEST Virtual Book Discussion.

b. Public services--- 150 Take and Make bags are distributed each month for youth.

c. District Director's Report---

1. Circulation statistics were reviewed along possible future circulation numbers.
2. The status of the library operations as a result of state and county health orders regarding mitigation of COVID 19 and staff vaccination was reviewed. It is planned to open the last week of March or possibly in April on a limited basis by appointment only. When the appointment is made the rules for entry will be reviewed with the patron.
3. The status of the new website was reviewed. The logo has been approved, there a few changes to make, and it may possibly go live the first week of April.
4. Status of library renovations was reviewed. The roof is in progress, the solar option is still being reviewed, and the draft floor plan changes are under review. The HVAC system has merv 13 filters installed. The filters are replaced quarterly.
5. A new bookkeeper has been hired.
6. Possible changes to the Integrated Library System (ILS) and/or a discovery layer (catalog searches) were communicated. More in-depth searches will be available.
7. Broadband Consortium Pacific Coast activities were communicated regarding internet access in Santa Paula.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, March 23, 2021**

d. Board Committees

- i Finance--- Committee met with Director on 2/24/21 to review all processes.
- ii Human Resources--- Employee handbook was sent to the Trustees. Trustee Reyes is reviewing the Executive Director’s evaluation template.
- iii Strategic Plan Teams: A virtual meeting was scheduled with facilitator, Diane Moore for our strategic plan. Director Branch and Trustees Reyes and Phillips met with her on 3/10/21. She is reviewing our past strategic plan and they will be meeting next week to form a strategic plan team with maybe twenty (20) people on it.

- 1. Visioning/Strategic Plan-Retreats will be scheduled in May on a Saturday morning.
- 2. Fundraising/Grants--- None

**FUTURE AGENDA ITEMS**--- The Board agreed to include the following future Agenda items: 2021/22 Budget and possibly progress on the roof project. The final budget will be approved no later than June.

**UPCOMING MEETING DATE**--- The next regular meeting will be April 27, 2021 at 5:30 pm.

**ADJOURNMENT**---There being no further business, the Regular Meeting was unanimously adjourned (Kelly/Reyes, 5-0) at 8:06 pm.

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**Library Board Clerk**

**ATTEST:**

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**District Director**

REGULAR MEETING OF MARCH 23, 2021  
E(a) REPORTS: FINANCIAL REPORTS

1. Receive and file March 2021 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Kelly						
Merson						
Phillips						
Reyes						
Zamora						

Blanchard/Santa Paula Library District  
**Balance Sheet**  
 As of March 31, 2021

	<u>Mar 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
General Fund	63,872.12
County Accounts	1,045,999.98
Investment Accounts	387,981.75
Literacy	42,043.96
Payroll (Checking Account - Payroll)	2,103.36
Building Fund	100,818.50
1020 · Book Trust Account	4,601.59
1010.40 · Santa Paula City	190,287.72
Blake	37,951.79
1015.10 · Petty Cash - General	380.00
1016.10 · Copy Machine Change Fund	31.40
Total Checking/Savings	<u>1,876,072.17</u>
Other Current Assets	
1063.10 · Prepaid Expenses	18,896.79
Total Other Current Assets	<u>18,896.79</u>
Total Current Assets	<u>1,894,968.96</u>
Fixed Assets	
Accumulated Depreciation (F/A)	-1,167,580.00
1070.10 · Construction In Process	113,055.37
1401.1 · Land	69,309.00
1402.10 · Building	474,710.00
1485.10 · Furniture & Fixtures	292,980.92
1490.10 · Equipment	299,580.69
1495.10 · Improvements	673,252.24
Total Fixed Assets	<u>755,308.22</u>
<b>TOTAL ASSETS</b>	<b><u>2,650,277.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	-12.00
Credit Cards	794.20
Other Current Liabilities	
Deferred Revenue	224.98
2100.10 · Payroll Liabilities	6,470.78
2510 · Due to Friends of the Library	366.05
2572.10 · Compensated Absences	38,030.00
Total Other Current Liabilities	<u>45,091.81</u>
Total Current Liabilities	<u>45,874.01</u>
Total Liabilities	45,874.01
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	1,478,686.09
Net Income	67,593.72
Total Equity	<u>2,604,403.17</u>



10:03 AM  
04/13/21  
Cash Basis

Blanchard/Santa Paula Library District  
**Balance Sheet**  
As of March 31, 2021

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TOTAL LIABILITIES & EQUITY

Mar 31, 21

2,650,277.18

Blanchard/Santa Paula Library District  
**Profit & Loss Budget vs. Actual**  
 July 2020 through March 2021

10:10 AM  
 04/13/2021  
 Cash Basis

Ordinary Income/Expense	TOTAL							
	Mar 21	Budget	\$ Over Budget	% of Budget	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
Total 4000 - Property Taxes	1,704.59	1,000.00	704.59	170.46%	614,902.47	546,230.00	68,672.47	112.57%
4700 - Grants								
Total California State Library Grants	0.00	0.00	0.00	0.0%	63,182.76	60,000.00	3,182.76	105.31%
4705 - Other Grants	0.00	1,000.00	-1,000.00	0.0%	9,753.00	1,000.00	8,753.00	975.3%
Total 4700 - Grants	0.00	1,000.00	-1,000.00	0.0%	72,935.76	61,000.00	11,935.76	119.57%
4600 - Donations								
4602 - Endowment Fund	0.00	0.00	0.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
4603 - Other Donations	800.00	2,090.00	-1,290.00	38.28%	18,740.82	18,810.00	-69.18	99.63%
4600 - Donations - Other	525.00				2,775.00			
Total 4600 - Donations	1,325.00	2,090.00	-765.00	63.4%	21,515.82	33,810.00	-12,294.18	63.64%
Total 4800 - Library Services	260.93	200.00	60.93	130.47%	803.87	1,800.00	-996.13	44.66%
Total 4900 - Miscellaneous Income	38.64				1,746.74			
Interest Income	0.28				436.37			
Total Income	3,329.44	4,290.00	-960.56	77.61%	712,341.03	642,840.00	69,501.03	110.81%
Gross Profit	3,329.44	4,290.00	-960.56	77.61%	712,341.03	642,840.00	69,501.03	110.81%
<b>Expense</b>								
Salaries & Employee Benefits								
Salaries (Wage Account - Employee Gross Pay)	36,795.55	38,450.00	-1,714.45	95.54%	339,815.70	340,920.00	-1,104.30	99.68%
Total Payroll Tax	3,074.00	3,260.00	-186.00	94.29%	27,946.46	28,980.00	-1,033.54	96.43%
Total Retirement	4,851.21	5,430.00	-578.79	89.34%	47,456.87	48,570.00	-1,113.13	97.71%
Total Health Insurance	4,878.44	4,930.00	-51.56	98.95%	45,560.08	44,370.00	1,190.08	102.68%
Insurance- Workers Comp.	161.37	170.00	-8.63	94.92%	1,626.40	2,030.00	-403.60	80.12%
Salaries & Employee Benefits - Other	-80.38				-80.38			
Total Salaries & Employee Benefits	49,620.19	52,240.00	-2,619.81	94.99%	462,325.13	464,870.00	-2,544.87	99.45%
Services								
Total Computer Services	15,712.76	1,010.00	14,702.76	1,555.72%	51,479.47	56,340.00	-4,860.53	91.37%
Collection Development								
Total AV Materials	394.02	400.00	-65.98	83.51%	3,773.73	3,600.00	173.73	104.83%
Total Books	2,582.58	2,180.00	402.58	118.47%	28,794.38	19,620.00	9,174.38	146.46%
Databases	2,003.00	340.00	1,663.00	589.12%	10,279.92	3,060.00	7,219.92	335.95%

	TOTAL							
	Mar 21	Budget	\$ Over Budget	% of Budget	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
WiFi Hot Spots	427.84	350.00	77.84	122.24%	4,285.30	3,150.00	1,135.30	136.04%
Periodicals	47.78	210.00	-162.22	22.75%	1,760.93	1,890.00	-129.07	93.17%
Total Collection Development	5,395.22	3,480.00	1,915.22	155.04%	48,834.26	31,320.00	17,514.26	155.92%
Total Library Supplies	81.98	170.00	-108.02	36.48%	2,517.97	1,530.00	987.97	164.57%
Memberships & Dues	250.33	420.00	-169.67	59.6%	1,895.99	3,780.00	-1,884.01	50.16%
Programs								
Adult Programs	0.00	380.00	-380.00	0.0%	602.63	3,420.00	-2,817.37	17.62%
Young Adult Programs	0.00	420.00	-420.00	0.0%	850.74	3,780.00	-2,929.26	22.51%
Children's Programs	443.36	1,170.00	-726.64	37.89%	4,022.68	10,530.00	-6,507.32	38.2%
Total Literacy Programs	250.25	340.00	-79.75	76.54%	2,854.55	3,060.00	-205.45	93.29%
Total Programs	703.61	2,310.00	-1,606.39	30.48%	8,330.60	20,790.00	-12,459.40	40.07%
Promotion & Public Relations	29.99	470.00	-440.01	6.38%	13,309.67	14,230.00	-920.33	93.53%
Total Travel and Meetings	0.00	420.00	-420.00	0.0%	0.00	3,780.00	-3,780.00	0.0%
Total Services	22,153.89	8,280.00	13,873.89	267.58%	126,367.96	131,770.00	-5,402.04	95.9%
Administration								
Advertising	0.00	30.00	-30.00	0.0%	135.00	270.00	-135.00	50.0%
Bank Charges	46.64	40.00	6.64	116.6%	423.69	360.00	63.69	117.69%
Insurance	1,625.38	1,670.00	-44.62	97.33%	14,628.42	15,030.00	-401.58	97.33%
Total Office expenses (Office expenses)	813.37	1,170.00	-356.63	69.52%	5,128.18	10,530.00	-5,401.82	48.7%
Professional Services								
Accounting Fees	875.50	920.00	-44.50	95.16%	7,996.00	8,280.00	-284.00	96.57%
Audit Services	1,520.00				12,020.00	12,000.00	20.00	100.17%
Collection Services	0.00				957.90			
Grant Writing	0.00	0.00	0.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
Legal Fees	300.00	500.00	-200.00	60.0%	8,537.50	4,500.00	4,037.50	189.72%
Total Professional Services	2,695.50	1,420.00	1,275.50	189.82%	29,511.40	27,780.00	1,731.40	106.23%
Public & Legal Notices	0.00				477.40			
Staff Development & Recognition	0.00	170.00	-170.00	0.0%	482.87	1,530.00	-1,047.13	31.56%
Strategic Planning	0.00				0.00	3,000.00	-3,000.00	0.0%
Telephone Expense	321.62	360.00	-38.38	89.34%	2,893.87	5,240.00	-2,346.13	89.01%
Total Administration	5,502.51	4,860.00	642.51	113.22%	53,670.83	61,740.00	-8,069.17	86.93%
Facilities								
Janitorial Services & Supplies	781.17	840.00	-58.83	93.0%	7,896.06	7,560.00	336.06	104.45%
Total Repairs & Maintenance	1,617.00	1,380.00	227.00	116.33%	9,482.27	12,510.00	-3,027.73	75.8%
Total Utilities (Utilities)	3,411.28	2,880.00	531.28	118.45%	23,950.08	25,920.00	-1,969.92	92.4%

	Mar 21	Budget	\$ Over Budget	% of Budget	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Total Facilities	5,809.45	5,110.00	699.45	113.69%	41,328.41	45,990.00	-4,661.59	89.86%
Total Expense	83,086.04	70,490.00	12,596.04	117.87%	693,692.33	704,370.00	-20,677.67	97.06%
Net Ordinary Income	-79,756.60	-66,200.00	-13,556.60	120.48%	28,648.70	-61,530.00	90,178.70	-45.56%
Other Income/Expense								
Other Income								
Extraordinary Income (Extraordinary Income)	0.00				3,949.93			
Library Impact Fees	0.00				34,995.09			
Total Other Income	0.00				38,945.02			
Net Other Income	0.00				38,945.02			
Net Income	-79,756.60	-66,200.00	-13,556.60	120.48%	67,593.72	-61,530.00	129,123.72	-109.86%

TOTAL

**Blanchard/Santa Paula Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2020 through March 2021

10:28 AM  
 04/13/21  
 Cash Basis

	Jul '20 - Mar 21	Jul '19 - Mar 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Property Taxes	614,902.47	601,536.51	13,365.96	2.2%
4700 · Grants				
California State Library Grants	63,182.76	59,417.00	3,765.76	6.3%
4705 · Other Grants	9,753.00	16,853.00	-7,100.00	-42.1%
Total 4700 · Grants	72,935.76	76,270.00	-3,334.24	-4.4%
4600 · Donations				
4602 · Endowment Fund	0.00	10,000.00	-10,000.00	-100.0%
4601 · Friends of the Library	0.00	4,715.51	-4,715.51	-100.0%
4603 · Other Donations	18,740.82	5,943.25	12,797.57	215.3%
4600 · Donations - Other	2,775.00	20,660.00	-17,885.00	-86.6%
Total 4600 · Donations	21,515.82	41,318.76	-19,802.94	-47.9%
4800 · Library Services	803.87	4,101.68	-3,297.81	-80.4%
4900 · Miscellaneous Income				
Miscellaneous Revenue	1,746.74	605.56	1,141.18	188.5%
Total 4900 · Miscellaneous Income	1,746.74	605.56	1,141.18	188.5%
Interest Income	436.37	0.41	435.96	106,331.7%
In-Kind Contributions	0.00	0.00	0.00	0.0%
Total Income	712,341.03	723,832.92	-11,491.89	-1.6%
Gross Profit	712,341.03	723,832.92	-11,491.89	-1.6%
Expense				
Salaries & Employee Benefits				
Salaries (Wage Account - Employee Gross Pay)	339,815.70	366,609.86	-26,794.16	-7.3%
Payroll Tax	27,946.46	30,503.69	-2,557.23	-8.4%
Retirement	47,456.87	58,916.36	-11,459.49	-19.5%
Health Insurance	45,560.08	48,215.06	-2,654.98	-5.5%
Insurance- Workers Comp.	1,626.40	1,350.12	276.28	20.5%
Salaries & Employee Benefits - Other	-80.38	0.00	-80.38	-100.0%
Total Salaries & Employee Benefits	462,325.13	505,595.09	-43,269.96	-8.6%
Services				
Computer Services	51,479.47	58,093.33	-6,613.86	-11.4%
Collection Development				

**Blanchard/Santa Paula Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2020 through March 2021

10:28 AM  
 04/13/21  
 Cash Basis

	Jul '20 - Mar 21	Jul '19 - Mar 20	\$ Change	% Change
AV Materials	3,773.73	4,030.13	-256.40	-6.4%
Books	28,734.38	20,013.49	8,720.89	43.6%
Databases	10,279.92	1,852.31	8,427.61	455.0%
WiFi Hot Spots	4,285.30	1,466.33	2,818.97	192.3%
Periodicals	1,760.93	1,679.96	80.97	4.8%
Collection Development - Other	0.00	183.21	-183.21	-100.0%
<b>Total Collection Development</b>	<b>48,834.26</b>	<b>29,225.43</b>	<b>19,608.83</b>	<b>67.1%</b>
Library Supplies	2,517.97	1,666.43	851.54	51.1%
Memberships & Dues Programs	1,895.99	3,628.00	-1,732.01	-47.7%
	8,330.60	23,756.80	-15,426.20	-64.9%
Promotion & Public Relations	13,309.67	3,066.15	10,243.52	334.1%
Travel and Meetings	0.00	4,014.02	-4,014.02	-100.0%
<b>Total Services</b>	<b>126,367.96</b>	<b>123,450.16</b>	<b>2,917.80</b>	<b>2.4%</b>
Administration				
Advertising	135.00	0.00	135.00	100.0%
Bank Charges	423.69	195.58	228.11	116.6%
Fund Raising	0.00	153.83	-153.83	-100.0%
Insurance	14,628.42	9,816.75	4,811.67	49.0%
Miscellaneous	0.00	98.65	-98.65	-100.0%
Office expenses (Office expenses)	5,128.18	9,469.90	-4,341.72	-45.9%
Professional Services				
Accounting Fees	7,996.00	8,889.50	-893.50	-10.1%
Audit Services	12,020.00	11,000.00	1,020.00	9.3%
Collection Services	957.90	988.30	-30.40	-3.1%
Legal Fees	8,537.50	2,285.00	6,252.50	273.6%
<b>Total Professional Services</b>	<b>29,511.40</b>	<b>23,162.80</b>	<b>6,348.60</b>	<b>27.4%</b>
Public & Legal Notices	477.40	6.00	471.40	7,856.7%
Staff Development & Recognition	482.87	755.73	-272.86	-36.1%
Strategic Planning	0.00	97.86	-97.86	-100.0%
Telephone Expense	2,883.87	4,104.31	-1,220.44	-29.7%
Volunteer Appreciation	0.00	59.73	-59.73	-100.0%
<b>Total Administration</b>	<b>53,670.83</b>	<b>47,921.14</b>	<b>5,749.69</b>	<b>12.0%</b>
Facilities				
Janitorial Services & Supplies	7,896.06	6,181.22	1,714.84	27.7%
Repairs & Maintenance	9,482.27	16,252.65	-6,770.38	-41.7%

Blanchard/Santa Paula Library District  
 Profit & Loss Prev Year Comparison  
 July 2020 through March 2021

	Jul '20 - Mar 21	Jul '19 - Mar 20	\$ Change	% Change
Utilities (Utilities)	23,950.08	24,323.95	-373.87	-1.5%
Total Facilities	41,328.41	46,757.82	-5,429.41	-11.6%
Total Expense	683,692.33	723,724.21	-40,031.88	-5.5%
Net Ordinary Income	28,648.70	108.71	28,539.99	26,253.3%
Other Income/Expense				
Other Income				
Extraordinary Income (Extraordinary Income)	3,949.93	4,637.67	-687.74	-14.8%
Library Impact Fees	34,995.09	11,574.62	23,420.47	202.3%
Total Other Income	38,945.02	16,212.29	22,732.73	140.2%
Net Other Income	38,945.02	16,212.29	22,732.73	140.2%
Net Income	67,593.72	16,321.00	51,272.72	314.2%

Blanchard/Santa Paula Library District  
General Fund Deposit Detail  
March 2021

Type	Num	Date	Name	Memo	Account	Class	Amount
General...	JE...	03/01/20	Ashley Brooks	Void check 10...	General Fund	General Fund	30.00
			Ashley Brooks	Void check 106...	4802 - Fines	General Fund	-30.00
TOTAL							-30.00
Deposit		03/02/20		Deposit	General Fund		16,000.00
Sales R...	352	02/23/20	Blanchard Community Library Endowment		1499.10 - Undeposit...	General Fund	-15,000.00
TOTAL							-15,000.00
Deposit		03/08/20		Deposit	General Fund		107.75
			State of California - Victim Restitution Black Gold Cooperative	Tammy Ferguson Deposit	4904 - Restitution 4802 - Fines	General Fund General Fund	-19.32 -88.43
TOTAL							-107.75
Deposit		03/24/20		State of Califo...	General Fund		19.32
			State of California - Victim Restitution	Tammy Ferguson	4904 - Restitution	General Fund	-19.32
TOTAL							-19.32
Deposit		03/31/20		Deposit	General Fund		142.50
				Deposit	4801 - Books Lost & ...		-142.50
TOTAL							-142.50



Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 March 2021

9:44 AM  
 04/20/21

Num	Date	Name	Memo	Account	Paid Amou...
	03/31/21			General Fund	
				Bank Charges	-46.64
	TOTAL				-46.64
EFT	03/08/21	Calif. Public Employees' Retirement...	Classic 817 retirement contribution for pay perio...	General Fund	
			Classic 817 retirement contribution for pay period 1/...	CALPERS (Payee...	-368.56
	TOTAL				-368.56
EFT	03/08/21	Calif. Public Employees' Retirement...	PEPRA retirement contribution for pay period 1/...	General Fund	
			PRA retirement contribution for pay period 1/24/21...	CALPERS (Payee...	-1,187.73
	TOTAL				-1,187.73
EFT	03/08/21	Calif. Public Employees' Retirement...	March health insurance	General Fund	
			March health insurance	PERS Group Heal...	-2,014.13
			March health insurance	Annuitant Health I...	-2,651.13
	TOTAL				-4,665.26
11...	03/01/21	Bank Card Services	February statement	General Fund	
			February statement	Bank of America ...	-631.23
	TOTAL				-631.23
11...	03/01/21	Amazon Capital Services	19CV-LD7Y-QX3D/ credit memo 17Y9-L9-JN-IDY ...	General Fund	
19...	02/24/21		19CV-LD7Y-QX3D	Children's Progra...	-4.99
	TOTAL				-4.99
11...	03/01/21	Black Gold Cooperative Library S...	Third quarter funding contribution	General Fund	
21...	02/28/21		Third quarter funding contribution	Network Services/...	-14,194.00
			OverDrive	Databases	-1,070.00
			Hoopla	Databases	-933.00

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

March 2021

Num	Date	Name	Memo	Account	Paid Amou...
TOTAL					-16,197.00
11...	03/01/21	Document Systems		General Fund	
15...	02/22/21		Copier contract; admin copier	Printing	-148.17
15...	02/22/21		Copier contract; patron copier	Printing	-138.15
TOTAL					-286.32
11...	03/01/21	Midwest Tape		General Fund	
50...	02/10/21			Adult AV	-49.21
50...	02/10/21			Children's AV	-173.71
50...	02/18/21			Adult AV	-20.55
50...	02/18/21			Children's AV	-53.52
TOTAL					-296.99
11...	03/01/21	Moss, Levy & Hartzheim LLP	BLANCHARD	General Fund	
25...	02/22/21		Invoice #25520; final progress billing 2019-20 audit	Audit Services	-1,520.00
TOTAL					-1,520.00
11...	03/01/21	Ned Branch	Monthly health insurance reimbursement	General Fund	
	03/01/21		Monthly health insurance reimbursement	PERS Group Heal...	-502.38
TOTAL					-502.38
11...	03/01/21	Quadient Leasing USA, Inc	01105609	General Fund	
N8...	03/01/21		N8742684; 3/26/21-6/25/21	Postage	-129.87
TOTAL					-129.87
11...	03/01/21	Southern California Edison	2-03-984-8064	General Fund	
2-0...	02/22/21		A/C 2-03-984-8064	Electricity	-1,184.21
TOTAL					-1,184.21
11...	03/08/21	Amazon Capital Services	14NY-L163-K6CM; PPE	General Fund	

Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 March 2021

9:44 AM  
 04/20/21

Num	Date	Name	Memo	Account	Paid Amou...
14...	03/05/21		PPE	Janitorial Service...	-81.17
TOTAL					-81.17
11...	03/08/21	Castle Air	#1436; Quarterly service + MERV 13 filters	General Fund	
#1...	03/05/21		#1436; Quarterly service + MERV 13 filters	HVAC Maintenance	-1,200.00
TOTAL					-1,200.00
11...	03/08/21	City of Santa Paula (067000-00)	111-067000-00	General Fund	
11...	03/05/21		111-067000-00	Water and Sewer	-325.58
TOTAL					-325.58
11...	03/08/21	City of Santa Paula (067500-00)	111-067500-00	General Fund	
11...	03/05/21		111-067500-00	Water and Sewer	-82.61
TOTAL					-82.61
11...	03/08/21	Kelly Cleaning & Supplies	489690056; March	General Fund	
48...	03/05/21		489690056; March	Janitorial Service...	-700.00
TOTAL					-700.00
11...	03/08/21	Landscape Valley	February	General Fund	
	03/05/21		February	Grounds Mainten...	-305.00
TOTAL					-305.00
11...	03/08/21	Nancy Kierstyn Schreiner	Audit letter & DI Fees; #1631	General Fund	
1631	03/05/21		Audit letter & DI Fees; #1631	Legal Fees	-300.00
TOTAL					-300.00
11...	03/08/21	Quadient Finance USA, Inc	7900011080186524	General Fund	
79...	03/05/21		7900011080186524	Postage	-50.00

**Blanchard/Santa Paula Library District  
Monthly General Fund Check Detail  
March 2021**

9:44 AM  
04/20/21

Num	Date	Name	Memo	Account	Paid Amou...
<b>TOTAL</b>					
11...	03/08/21	Sparklelts	26410174648715	General Fund	
46...	03/05/21		#4648715 022521; February	Office Expense	-33.68
<b>TOTAL</b>					
11...	03/08/21	Stephen McFadden CPA	#6419	General Fund	
6419	03/05/21		#6419	Accounting Fees	-875.50
<b>TOTAL</b>					
11...	03/08/21	T-Mobile	968719262	General Fund	
96...	03/05/21		968719262; 1/21/21-2/20/21	WiFi Hot Spots	-427.84
<b>TOTAL</b>					
11...	03/22/21	Amazon Capital Services		General Fund	
16...	03/06/21		18GK-PLR6-1V34	Literacy Programs	-36.72
1H...	03/11/21		1HX3-L6VP-433R	Office Expense	-29.87
			1HX3-L6VP-433R	Library Materials	-61.98
1M...	03/14/21		1M7G-PCY9-XDHX -	Children's Books	-41.01
1R...	03/14/21		1RJJ-MVLG-N6LT	General	-113.04
17...	03/14/21		17DH-KFTJ-PJQ4	Literacy Programs	-133.00
<b>TOTAL</b>					
11...	03/22/21	Athens Enviromental	A20004977	General Fund	
99...	03/01/21		9988422	Trash	-214.79
<b>TOTAL</b>					
11...	03/22/21	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
20...	02/26/21		2035719970	General	-102.64
20...	02/26/21		2035719971	General	-224.65
20...	02/26/21		2035719972	General	-63.28
20...	02/26/21		2035719973	General	-240.53
20...	02/26/21		2035719974	General	-215.81

Blanchard/Santa Paula Library District  
 Monthly General Fund Check Detail  
 March 2021

9:44 AM  
 04/20/21

Num	Date	Name	Memo	Account	Paid Amou...
20...	03/03/21		2035727549	General	-1,054.28
TOTAL					-1,921.19
11...	03/22/21	Midwest Tape		General Fund	
50...	02/24/21		500074555	Children's AV	-12.42
50...	03/04/21		500108773	Children's AV	-24.61
TOTAL					-37.03
11...	03/22/21	Rowman & Littlefield Publishing ...	11616502	General Fund	
11...	01/28/21		11616502 - Outlook Handbook 2019 - 2021	Books	-47.54
TOTAL					-47.54
11...	03/22/21	SoCalGas	02-02-21 - 03-04-21	General Fund	
02...	03/08/21		02-02-21 - 03-04-21	Gas	-238.86
TOTAL					-238.86
11...	03/22/21	Total Tech	11433-3534	General Fund	
11...	03/01/21		11433-3534	Patron Computers	-1,077.93
TOTAL					-1,077.93
11...	03/31/21	Amazon Capital Services		General Fund	
1V...	03/23/21		1VQ6-H11K-MFQC	Literacy Programs	-60.55
1P...	03/25/21		1PJQ-P6M1-43QF	Children's Progra...	-72.93
TOTAL					-133.48
11...	03/31/21	Baker & Taylor Books	415157 L444180 4 000000	General Fund	
20...	03/12/21		2035740661	General	-72.12
20...	03/12/21		2035740658	General	-58.57
20...	03/12/21			Children's Books	-118.31
20...	03/12/21		2035740662	General	-29.30
20...	03/12/21		2035740660	General	-60.99
20...	03/12/21		2035740657	General	-15.06

# Blanchard/Santa Paula Library District Monthly General Fund Check Detail March 2021

Num	Date	Name	Memo	Account	Paid Amou...
TOTAL					-354.35
11...	03/31/21	Business Card	Credit Card Charges 02-17-2021 - 03-16-2021	General Fund	
	03/10/21		Credit Card Charges 02-17-2021 - 03-16-2021	Bank of America ...	-1,434.44
TOTAL					-1,434.44
11...	03/31/21	Document Systems		General Fund	
15...	03/19/21		159010	Printing	-87.84
15...	03/19/21		159009	Printing	-102.65
TOTAL					-190.49
11...	03/31/21	Southern California Edison	2-03-984-8064	General Fund	
02/...	03/22/21		02/19/21 - 03/20/21	Electricity	-1,365.23
TOTAL					-1,365.23
11...	03/31/21	Sparkletts	26410174648715	General Fund	
46...	03/25/21		4648715-032521	Office Expense	-33.78
TOTAL					-33.78
11...	03/31/21	Western Exterminator Company	February 2021	General Fund	
75...	03/01/21		February 2021	Pest Control	-112.00
TOTAL					-112.00
11...	03/31/21	Amazon Capital Services		General Fund	
13...	03/08/21		1377-LTQF-KP7Q	Children's Books	-31.38
13...	03/08/21		1377-LTQF-KP7Q	Children's Books	-20.77
TOTAL					-52.15

REGULAR MEETING OF MARCH 23, 2021  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MARCH 23, 2021  
G(a) OLD BUSINESS: DRAFT OF 2021-22 BUDGET

A revised draft of the budget for 2021-22 is attached. There will be at least one additional revision when the adjustment factors used to determine the Gann Spending Limit are available. This is a discussion item only. There is no recommendation at this time.

MAJOR CHANGES FROM PREVIOUS YEAR

Revenues

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

Expenses

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



COMPARISON OF 2020-21 APPROVED BUDGET AND 2021-22 DRAFT BUDGET

	2020-21 BUDGET	2021-22 BUDGET	NET CHANGE	PERCENTAGE CHANGE
<b>REVENUE</b>				
Pro Tx Curr Secured	\$ 373,000	\$ 408,000	\$ 35,000	9.4%
Pro Tx Curr Unsecured	\$ 7,000	\$ 7,000	\$ -	0.0%
Pro Tx Curr Supplemental	\$ 6,000	\$ 6,000	\$ -	0.0%
Pro Tax Prior Secured	\$ -	\$ -	\$ -	
Pro Tx Prior Unsecured	\$ -	\$ -	\$ -	
Pro Tx Prior Supplemental	\$ -	\$ -	\$ -	
Penalties	\$ 930	\$ 930	\$ -	0.0%
Interest	\$ 12,000	\$ 6,000	\$ (6,000)	-50.0%
HOPTR	\$ 1,300	\$ 1,300	\$ -	0.0%
RDA Pass Through	\$ 76,000	\$ 140,000	\$ 64,000	84.2%
Special Assessment	\$ 314,000	\$ 314,000	\$ -	0.0%
	\$ 790,230	\$ 883,230	\$ 93,000	11.8%
Endowment	\$ 15,000	\$ 15,000	\$ -	0.0%
Donations	\$ 25,000	\$ 25,080	\$ 80	0.3%
Grants	\$ 61,000	\$ 65,700	\$ 4,700	7.7%
Fines & fees	\$ -	\$ -	\$ -	
Printing	\$ 2,400	\$ 1,200	\$ (1,200)	-50.0%
<b>TOTAL REVENUE</b>	<b>\$ 893,630</b>	<b>\$ 990,210</b>	<b>\$ 96,580</b>	<b>10.8%</b>
		\$ -		
<b>Payroll &amp; Benefits</b>		\$ -		
Salaries	\$ 458,172	\$ 504,840	\$ 46,668	10.2%
PERS Retirement	\$ 25,485	\$ 25,620	\$ 135	0.5%
Unfunded Accrued Liability	\$ 39,130	\$ 48,360	\$ 9,230	23.6%
FICA 0.077	\$ 35,050	\$ 38,760	\$ 3,710	10.6%
PERS Group Health	\$ 33,930	\$ 34,080	\$ 150	0.4%
PERS Group Health Annuitants	\$ 25,000	\$ 25,080	\$ 80	0.3%
SUI	\$ 3,500	\$ 3,500	\$ -	0.0%
PERS 457 Plan	\$ -	\$ -	\$ -	
Insurance--Workers Comp	\$ 2,500	\$ 2,540	\$ 40	1.6%
	\$ 622,767	\$ 682,780	\$ 60,013	9.6%
		\$ -		
<b>Services</b>		\$ -		
Communications	\$ -	\$ -	\$ -	
Computer services	\$ 3,000	\$ 3,000	\$ -	0.0%
Service Agreements	\$ 9,100	\$ 9,120	\$ 20	0.2%
Publicity	\$ 5,600	\$ 7,840	\$ 2,240	40.0%
Collection development		\$ -		
Books		\$ -		
Young adult books	\$ 3,000	\$ 3,000	\$ -	0.0%
General	\$ 16,500	\$ 16,560	\$ 60	0.4%
Children's books	\$ 6,500	\$ 6,600	\$ 100	1.5%
A/V materials		\$ -		
Young adult	\$ 600	\$ 600	\$ -	0.0%
General	\$ 3,000	\$ 3,000	\$ -	0.0%
Children's	\$ 1,200	\$ 1,200	\$ -	0.0%
Databases	\$ 4,000	\$ 4,080	\$ 80	2.0%
Periodicals	\$ 2,500	\$ 2,520	\$ 20	0.8%
WiFi Hotspots	\$ 4,200	\$ 6,000	\$ 1,800	42.9%
Library supplies		\$ -		
Book binding/mending	\$ 2,000	\$ 2,040	\$ 40	2.0%
Library materials--other	\$ -	\$ -	\$ -	
Memberships & dues	\$ 5,000	\$ 5,040	\$ 40	0.8%

Network services	\$ 63,000	\$ 64,000	\$ 1,000	1.6%
Over/short		\$ -	\$ -	
Programs		\$ -	\$ -	
Literacy	\$ 4,000	\$ 4,080	\$ 80	2.0%
Adults	\$ 4,500	\$ 4,560	\$ 60	1.3%
Children's	\$ 14,000	\$ 14,040	\$ 40	0.3%
Teens & Young adults	\$ 5,000	\$ 5,040	\$ 40	0.8%
Travel & meetings	\$ 5,000	\$ 1,680	\$ (3,320)	-66.4%
Total Services	\$ 161,700	\$ 164,000	\$ 2,300	1.4%
		\$ -		
Administrative		\$ -		
Advertising	\$ 250	\$ 360	\$ 110	44.0%
Bank charges	\$ 400	\$ 480	\$ 80	20.0%
Computer services	\$ 2,500	\$ 2,520	\$ 20	0.8%
Office expense	\$ 7,500	\$ 7,560	\$ 60	0.8%
Postage	\$ 1,200	\$ 1,200	\$ -	0.0%
Professional services		\$ -	\$ -	
Legal	\$ 6,000	\$ 6,000	\$ -	0.0%
Accounting	\$ 11,000	\$ 11,040	\$ 40	0.4%
Audit	\$ 12,000	\$ 12,000	\$ -	0.0%
Grant Writing	\$ 3,000	\$ 3,000	\$ -	0.0%
Insurance	\$ 20,000	\$ 22,080	\$ 2,080	10.4%
Printing	\$ 2,700	\$ 2,760	\$ 60	2.2%
Telephone expense	\$ 4,250	\$ 4,320	\$ 70	1.6%
Staff development & recognition	\$ 2,000	\$ 2,040	\$ 40	2.0%
Strategic Planning	\$ 3,000	\$ 3,000	\$ -	0.0%
Total	\$ 75,800	\$ 78,360	\$ 2,560	3.4%
		\$ -		
Facilities		\$ -		
Janitorial services & supplies	\$ 10,000	\$ 10,080	\$ 80	0.8%
Grounds maintenance	\$ 5,000	\$ 5,040	\$ 40	0.8%
Building security	\$ 1,500	\$ 1,560	\$ 60	4.0%
Building maintenance	\$ 10,000	\$ 10,080	\$ 80	0.8%
Utilities		\$ -	\$ -	
City of Santa Paula	\$ 6,000	\$ 6,000	\$ -	0.0%
SoCal Edison	\$ 25,000	\$ 25,080	\$ 80	0.3%
The Gas Co.	\$ 1,200	\$ 1,200	\$ -	0.0%
Trash	\$ 2,250	\$ 2,280	\$ 30	1.3%
Total	\$ 60,950	\$ 61,320	\$ 370	0.6%
		\$ -		
TOTAL OPERATING EXPENSES	\$ 921,217	\$ 986,460	\$ 65,243	7.1%
OPERATING SURPLUS/(DEFICIT)	\$ (27,587)	\$ 3,750	\$ 31,337	-113.6%
		\$ -	\$ -	
Extraordinary Expenses		\$ -	\$ -	
Equipment replacement reserve	\$ -	\$ 18,000	\$ 18,000	
Legal	\$ -	\$ -	\$ -	
		\$ 18,000	\$ 18,000	
		\$ -		
		\$ -		
NET SURPLUS/(DEFICIT)	\$ (27,587)	\$ (14,250)	\$ 13,337	-48.3%
		\$ -	\$ -	
REIMBURSEMENT FROM DIF FUND	\$ 25,000	\$ 25,000	\$ -	0.0%
DEFERRED REVENUE	\$ 30,000	\$ -	\$ (30,000)	-100.0%
TOTAL SURPLUS/(DEFICIT)	\$ 27,413	\$ 10,750	\$ (16,663)	-60.8%
		\$ -		
		\$ -		
		\$ -		

# ANALYSIS OF JANUARY 2022 WAGE INCREASE

	2021				2022				INCREASE			
	Pay Period Hours	Grade	Step	RATE	Payroll	Pay Period Hours	Grade	Step		RATE	Payroll	
Michael Baudizon IT	40	6	8	\$32.24	\$1,289.80	40	6	9	\$33.21	\$1,328.49	\$0.97	3.0%
Yadira Santos Library Assistant I	40	3	7	\$15.00	\$600.03	46	3	7	\$19.10	\$878.82	\$4.10	27.4%
Nancy Duenas Library Assistant Iii	80	4	8	\$20.15	\$1,612.25	80	4	8	\$22.14	\$1,771.02	\$1.98	9.8%
Olivia Escoto Youth Services Librarian	80	6	6	\$30.39	\$2,431.52	80	6	6	\$30.39	\$2,431.52	\$0.00	0.0%
Marian Mendoza Library Assistant I	20	3	3	\$13.33	\$266.56	20	3	3	\$16.97	\$339.49	\$3.65	27.4%
Kathy Crowder Library Assistant I	30	3	5	\$14.14	\$424.19	30	3	5	\$18.01	\$540.24	\$3.87	27.4%
Irene Ortega Library Assistant II	35	4	1	\$16.39	\$573.52	35	4	2	\$18.54	\$648.90	\$2.15	13.1%
Anita McLaughlin Library Assistant I	35	3	5	\$14.14	\$494.89	35	3	5	\$18.01	\$630.28	\$3.87	27.4%
Ned Branch District Director					\$4,077.00		0	0		\$4,077.00		
Justin Formanek Accounting Clerk	30	6	2	\$27.00	\$810.14	30	6	3	\$27.81	\$834.44	\$0.81	3.0%
Justin Formanek Adult Services Librarian	80	7	8	\$34.93	\$2,794.56	80	7	9	\$35.98	\$2,878.40	\$1.05	3.0%
Justin Formanek Volunteer Coordinator	0	5	1	\$18.57	\$0.00	30	5	1	\$23.00	\$690.00	\$4.43	23.8%
	470				\$0.00	506				\$17,048.60	\$1,674.17	10.9%
					\$15,374.44							
Ricardo Alvarez Page	18	1	1	\$13.00	\$234.00	16	1	1	\$14.00	\$224.00	\$1.00	7.7%
Ricardo Alvarez Page	16	1	1	\$13.00	\$208.00	16	1	1	\$14.00	\$224.00	\$1.00	7.7%
Thomas Wodzinski Page	16	1	1	\$13.00	\$208.00	16	1	1	\$14.00	\$224.00	\$1.00	7.7%
Thomas Wodzinski Page	16	1	1	\$13.00	\$208.00	16	1	1	\$14.00	\$224.00	\$1.00	7.7%
	66				\$858.00	80				\$1,120.00	\$262.00	30.5%
Misty Finch Literacy Programs Director	60	6	2	\$27.00	\$1,620.28	60	6	3	\$27.81	\$1,668.89	\$0.81	3.0%
Olivia Molina Literacy Programs Coordinator	34	3	9	\$15.91	\$541.08	34	2	6	\$17.39	\$591.23	\$1.47	9.3%
	94				\$2,161.36	94				\$2,260.12		
					\$0.00							
					\$0.00							
Unfunded Accrued Pension Liability	630				\$18,393.80	680				\$20,310.84	\$1,917.04	10.4%

REGULAR MEETING OF APRIL 27, 2021  
H(a) NEW BUSINESS:

REGULAR MEETING OF APRIL 27, 2021  
I(a)(i) REPORTS: PUBLIC SERVICES

## MARCH 2021 ADULT SERVICES REPORT

### Programs

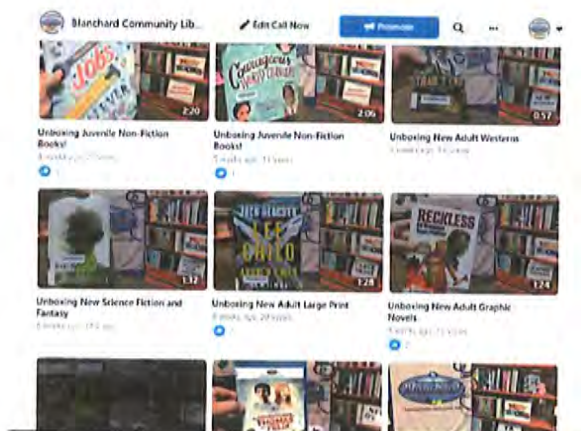


In February, the library hosted an interactive Zoom-based presentation by researcher Curt Strutz, who took attendees on an historical journey to several haunted locations around the U.S. Though Mr. Strutz's stories were highly entertaining and engaging, attendance was relatively low (8), and was limited primarily to staff.

Attendance for our monthly trivia games were similarly plagued by low turnout. Despite some initial interest and prize giveaways, turnout dwindled to zero and the series was discontinued.



### Services



In an effort to drive interest in new acquisitions and connect patrons to the collection, Youth and Adult services began releasing "unboxing" videos that showcase new arrivals via the library's Facebook page.

To date, both departments have produced nearly 60 videos combined, which have received over 2,000 views. In response to the series' popularity, staff have enrolled in CALL Academy sponsored training in digital editing and broadcasting software.

Adult Materials Added to Collection

2021	FICTION	NON-FIC	LARGE PRINT	SPANISH	DVD	BLU-RAY
JANUARY	59	156	5	0	22	11
FEBRUARY	41	23	4	34	26	6
MARCH	148	49	24	21	18	2
<b>649</b>	<b>248</b>	<b>228</b>	<b>33</b>	<b>55</b>	<b>66</b>	<b>19</b>

**Youth Services Report  
4/19/2021**

**Take and Make Activity Bags**

January	180
February	185
March	190

**Family Literacy Virtual Party**

I provided a bilingual storytime, Misty and Olivia C provided the activities and games.

February 13

March 27

**Dia de los ninos grant \$500.0.** Grant will be used to provide a storytime literacy kit to participate in a Virtual Bilingual Dia de los ninos Celebration. In celebration of literacy, each kit will include tips for interactive storytelling and a copy of *Book Fiesta* by Pat Mora. This kit will also feature the supplies needed to make a mini piñata and tissue paper flowers. Kits will be used to participate in a Virtual celebration via Zoom.

**Zip Books**

January	47
February	116
March	151

**Social Media**

<b>Unboxing Videos</b>	Adult	DVD/Bluray	YA	Juvenile	J DVD/BlueRay	Total
Over 2,000 views	20	3	8	20	6	57

In response Justin, Anita and I have taken an online class on (OBS) Open Broadcasting Studio, to further our video recording and editing skills.

<b>Circulation</b>	Adult	Juvenile	Audio Visual	Hotspots	Total
January	294	281	58	38	671
February	306	365	79	34	784
March	278	498	72	42	890

<b>New Books</b>	YA	Juv Fic	Juv Non-Fic	JBK on CD	DVD	BluRay	Total
January	6	74	18	0	0	0	98
February	5	23	14	0	51	13	106
March	68	103	110	2	11	8	302

<b>Discards</b>	Adult Fic	Adult Non-Fic	YA	Juv Fic	Juv Non-Fic	Total
January	0	0	3	0	6	9
February	0	0	0	0	0	0
March	0	3	0	20	1	24

<b>New Patron Registrations</b>	Adult	Juvenile	Total
January	8	0	8
February	8	0	8
March	12	1	13

## Blanchard Community Library BEST Adult Learning Center Library Board Report March 2021



In March, adult literacy tutors and learners spent a combined total of 172 hours practicing reading and writing skills. This month, *David Copperfield* by Charles Dickens was selected as our next read for our *BEST Virtual Book Discussion*. A big thank you goes out to Laura Phillips for recommending this book. Program staff also hosted a virtual webinar to educate literacy tutors and learners about *New for You Online* - a website that offers easy-to-read news articles that can help adult learners read, write, speak, and understand English. We are also delighted to welcome a new literacy tutor, Jim White to BEST. Jim White is a former elementary school teacher and taught for 15 years in Fillmore. He would like to carry out his passion for teaching and share his love of reading to others.

Literacy staff hosted *Spring Fling*, the next installment in our virtual party series for family literacy. Youth Services librarian, Olivia Escoto conducted a spring-themed bilingual storytime. Then, program director Misty Finch led a directed drawing lesson in real-time (see photo.) Each child drew a ladybug to commemorate the season and learned fun facts about these gentle critters in the process. Finally, *Homework Help* and *Mommy and Me* are going strong. A total of 56 children received homework tutoring this month. Olivia Castillo and Adrianna Rodriguez conducted two *Mommy and Me* sessions encouraging attendees to read stories aloud together. Families enjoyed reading, "I See a Song," by Eric Carle and "The Three Billy-Goats Gruff."

### Statistics

March 2021 Adult Literacy Tutoring and Small Groups		
One-to-one Tutoring	BEST Virtual Book Discussion (Small Groups)	News For You Virtual Webinar
Active tutors: 11	Book Discussion facilitator: 1	Hosted by Program staff
Total hours: 82	Attendees: 22	Attendees: 3
Active learners: 15		
Total hours: 90		

**\*\* Family Literacy Programs and Events Statistics on page 2**

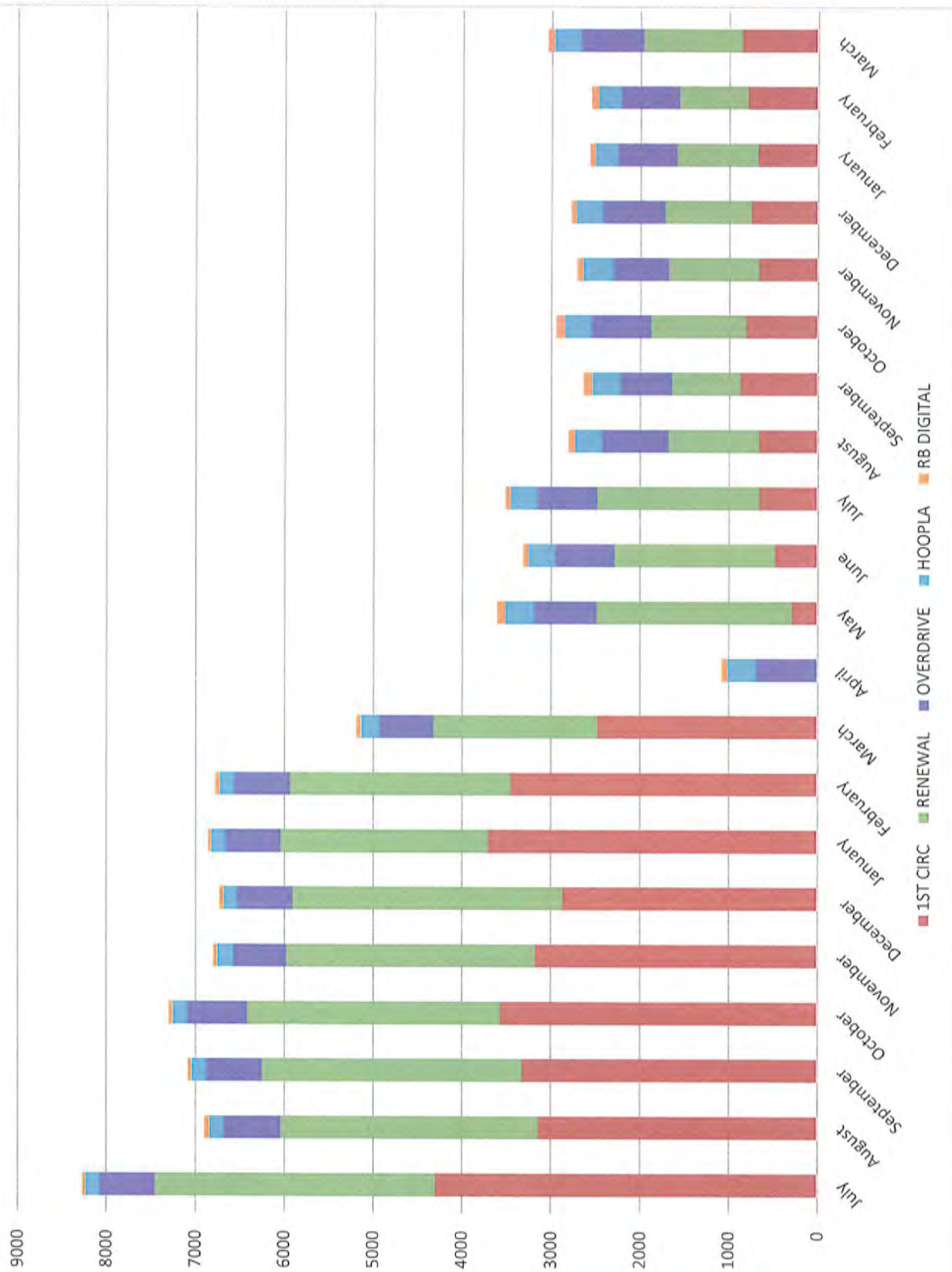


REGULAR MEETING OF APRIL 27, 2021

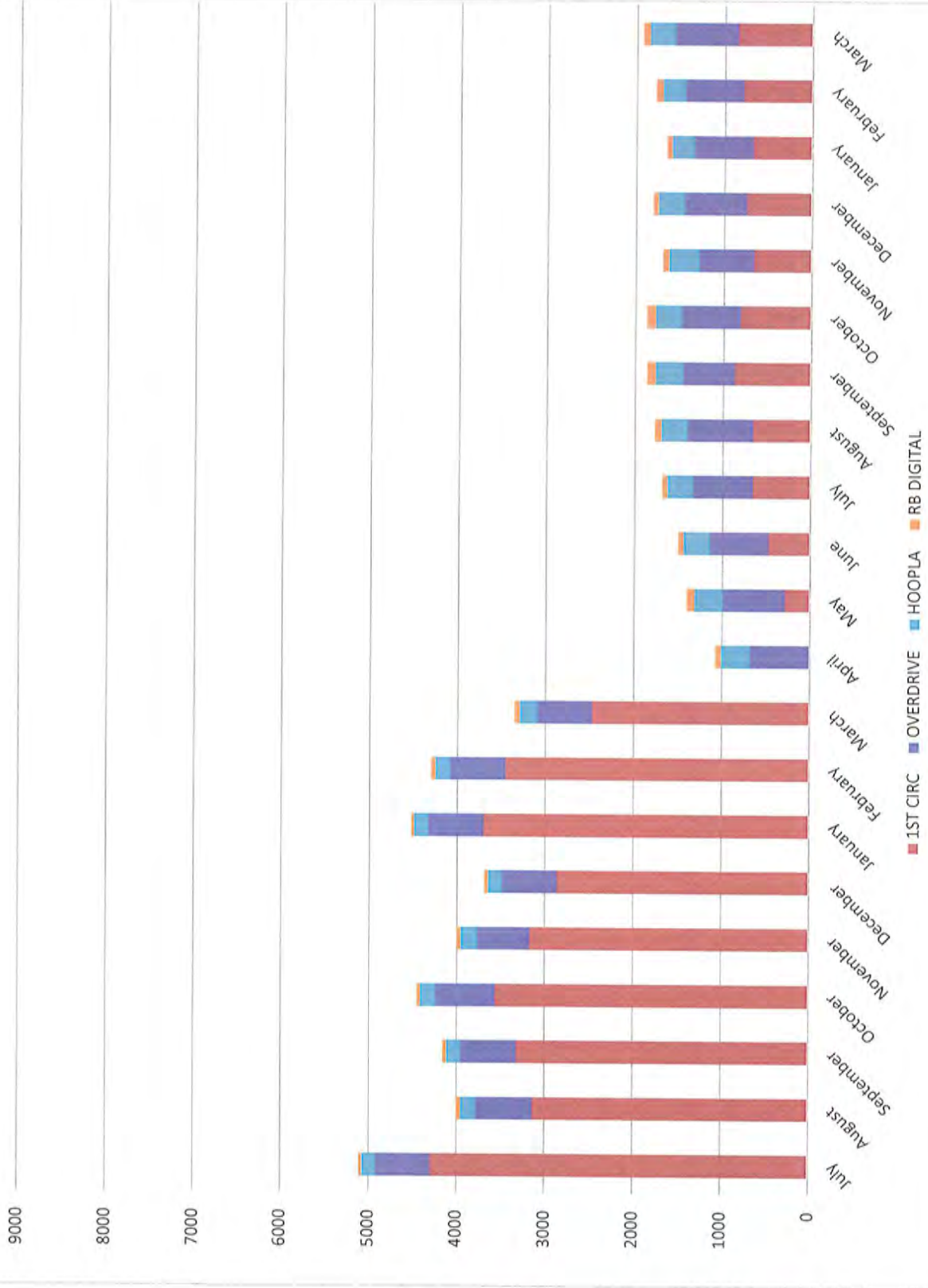
I(a)(ii)REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Status of library operations as a result of state and county health orders regarding mitigation of COVID 19/staff vaccination
3. Status of library renovations
4. New bookkeeper
5. Possible change of Integrated Library System (ILS) and/or discovery layer.

# TOTAL CIRCULATION



# UNIQUE CIRCULATION



# hOOPLA

