

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, March 27, 2018, at 5:30 p.m.  
Blanchard Community Library, Hardison Room  
119 N. 8th St., Santa Paula, CA 93060.

## AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF THE ORDER OF THE AGENDA
- C. 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. CONSENT CALENDAR
  - a. Approval of Minutes:
    - i. Regular Meeting of February 27, 2018
- E. REPORTS
  - a. Financial Reports
  - b. Friends of the Library
- F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT
- G. OLD BUSINESS
  - a. Cap on Accrued Vacation Policy (information, discussion, possible action)
- H. NEW BUSINESS
  - a. Staff Member Retirement (information, discussion, 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
    - 3. Volunteerism
    - 4. Community Connections
    - 5. Publicity/Public Relations
    - 6. Adult Programs
    - 7. Facilities
    - 8. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

April 24, 2018

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 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF MARCH 27, 2018  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of February 27, 2018.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 27, 2018**

**CALL TO ORDER**---The Meeting was called to order at 5:31 PM by Board President Maureen Coughlin. Trustees Laura Phillips, Tim Hicks, and Nancy Nasalroad were in attendance, a quorum established. Trustee Linda Spink was absent. District Director Ned Branch and Steve McFadden, CPA, were present.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was unanimously approved (Hicks/Nasalroad, 4-0).

**PUBLIC COMMENT ON NON-AGENDA ITEMS**---a. Director Branch introduced Justin Formanek, the library's new Adult Librarian to the Board. b. The library's Endowment Committee presented check for \$22,000 to President Maureen Coughlin, photo taken.

**CONSENT CALENDAR**---The *Minutes* of the Special Meeting on January 3, 2018 was unanimously approved (Nasalroad/Hicks, 4-0). The Minutes of the Regular Meeting on January 30, 2018 , were unanimously approved with one addition (Nasalroad/Hicks, 4-0).

**REPORTS**--- a. Steve McFadden presented the Financial Statements and Budget. The Financial statements were received and filed (Hicks/Nasalroad, 4-0). Mr. McFadden departed after the report.

b. Friends of the Library (FOL). President Coughlin shared that FOL would no longer be donating excess books to thrift stores. Trustee Phillips shared that 3/4/18 Saturday sale would have a half price special for green books.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**--- a. Board discussed Don and Debbie Johnson Chamber Mixer event. B. President Coughlin commented re: East Area One piping progress. Director Branch stated that some homes were expected to be ready in 2019.

**UNFINISHED BUSINESS**--- a. Job Description for BEST Adult Learning Center Director-unanimously approved with corrections (Hicks/Nasalroad, 4-0.)

b. Cap on Accrued Vacation Policy- Board reviewed accrual rates and costs of currently accrued vacation for all employees (unidentified.) Motion made and unanimously approved: HR Committee to rewrite policy/amend Employee Handbook capping accrued vacation at two times

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 27, 2018**

employee's annual accrual (use it or lose it), with a one time excess payout this year for four employees who are currently over their accrual caps (Hicks/Nasalroad, 4-0).

- NEW BUSINESS**--- a. 2018 Contract for District Director – Unanimously approved (Hicks/Nasalroad, Hicks-Aye, Nasalroad- Aye, Phillips-Aye, Coughlin- Aye, Spink-Absent.)
- b. Resolution to Levy Parcel Tax for 2018-19 – Unanimously approved (Phillips/Hicks, 4-0.)
- c. Resolution Requesting a Contrafund Advance for 2018-19 - Unanimously approved (Phillips/Hicks, 4-0.)
- d. Request for Consolidation of District Trustee Election with November 6, 2018, General Election. – Unanimously approved (Hicks/Phillips, 4-0.)

**REPORTS CONT.** --- The Board received and reviewed reports from Literacy Services, Public Services, Volunteer Coordinator and District Director. Literacy Services report included discussion of VCAEC and the need to improve Santa Paula's adult education. Volunteer Coordinator report included discussion of successful outreach for RFID volunteers and request for list of volunteer opportunities which could be put on the library's website. Director's report additions. Item 3: Director Branch stated that RFID project began over 2 weeks ago and approximately 10,000 books had been tagged and/or removed. Item 4: Open Data Beta Curriculum Testing (online data retrieval) training was attended by Justin Formanek who is planning a class in April. Additional items: Director Branch showed Board an in-house draft calendar of meetings/spaces that Justin prepared. Director Branch indicated he would be attending the annual Chamber Banquet 3/8/18; Trustee Phillips will also attend. Director Branch stated that three Trustees (Coughlin, Nasalroad, Phillips) had been registered for AB 1234 Ethics Training (online) on 3/13/18 at 10 AM. Director Branch stated that due date for required County Form 700 (for Trustees) was due 4/6/18. Director Branch indicated that later in March, County Department of Human Services would start holding information sessions at the library every Thursday evening and one Saturday per month. Director Branch stated that a new General Checking account was going to be opened and the Book Trust account (currently used as general account) would revert to being used for book purchases, funds and donations. Director Branch stated that the library had been accepted into the state's Zip books program which includes \$8500/year and a special Amazon account for purchases of books requested by patrons that aren't in the library's or Black Gold's catalogs. Director Branch stated that after the library

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 27, 2018**

break-in and antique doll theft the night of 2/14/18, glass had been replaced (sliding door and doll cases, ~\$1k), the inactive motion detectors had been replaced and research regarding the value of stolen dolls was in progress (before deciding to file insurance claim.)

**Board Committee Reports:** Finance- Trustee Phillips asked if 2016-17 Budget was going to be revised, Director Branch stated no. President Coughlin and Trustee Hicks discussed training/turning over petty cash reconciliations in April. Human Resources- No additional report.

**Strategic Plan Team Reports:** Visioning/Strategic Plan- Trustee Phillips stated that the Year 3 Progress Report would be finalized after acquiring data re: current volunteer hours. President Coughlin recommended holding another Strategic Plan seminar for staff in April and Director Branch suggested combining it with in-service training on a Wednesday and closing the library that day. Fundraising / Grants: Trustee Phillips stated that previous Imagine logo examples had been given to Justin and asked that Director Branch contact him and/or another staff member for more logos. Also proposed holding a March fundraising meeting to initiate building fundraiser materials, efforts and publicity. Volunteerism, Community Connections, Publicity/ Public Relations: no further reports. Adult Programs: Trustee Phillips told Director Branch that she had spoken with Justin Formanek about setting up a meeting regarding programs that were in the works prior to his arrival. Also talked about connecting with a senior community proponent in town who had spoken to City Council - which could lead to expanding the library's senior services and programs. Facilities: Director Branch stated that the new building plans had been submitted to the City Planning Department. Technology: Director Branch had expressed that the library may purchase ~10 laptops to be used for classes and training programs.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas: Final Vacation Cap Policy.

**UPCOMING MEETING DATE**---The next Meeting will be on Tuesday, March 27, 2018, at 5:30 PM.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned unanimously at 7:57 PM.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, February 27, 2018**

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**Library Board Clerk**

**ATTEST:**

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**District Director**

**DRAFT**

REGULAR MEETING OF MARCH 27, 2018  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file February 2018 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						



BLANCHARD COMMUNITY LIBRARY

FINANCIAL STATEMENTS

and Supplementary Schedules

February 28, 2018

BLANCHARD COMMUNITY LIBRARY

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Accountant's Compilation Report	1
Statement of Assets, Liabilities and Fund Balance	2
Comparative Statement of Revenue and Expense	3
Supplementary Schedules	
Schedule of Cash Balances	4
Comparative Expanded	5
Schedule of Accounts Payable	6

STEPHEN F MCFADDEN  
CERTIFIED PUBLIC ACCOUNTANT  
915 EAST MAIN STREET  
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SANTA PAULA CA 93060  
TELEPHONE 805-525-4494  
FACSIMILE 888-881-3210

ACCOUNTANTS COMPILATION REPORT

Board of Directors  
Blanchard Community Library  
Santa Paula CA

**MANAGEMENTS RESPONSIBILITIES**

Management is responsible for the preparation and fair presentation of the accompanying interim financial statements which comprise the statement of assets, liabilities and fund balance and the related statements of revenues and expenses for the period ended January 31, 2018 in accordance with the modified accrual basis of accounting and for determining that the modified accrual basis of accounting is an acceptable framework. Management is also responsible for designing, maintaining and implementing internal control relevant to the financial statements.

**MY RESPONSIBILITY**

My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I have compiled the accompanying interim statement of assets, liabilities and fund balance, statement of revenue and expense as of February 28, 2018 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA  
March 15, 2018

BLANCHARD COMMUNITY LIBRARY  
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

February 28, 2018

**ASSETS**

CURRENT ASSETS		
CASH		\$ 1,300,046
RESTRICTED CASH		279,667
PREPAID EXPENSES		4,275
TOTAL CURRENT ASSETS		<u>1,583,988</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>570,045</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 2,154,033</u></u>

**LIABILITIES AND FUND BALANCES**

LIABILITIES		
ACCOUNTS PAYABLE	\$ 3,687	
ACCRUED PAYROLL EXPENSE	<u>12,811</u>	
TOTAL LIABILITIES		\$ 16,498
FUND BALANCES		
GENERAL FUND	1,287,823	
FIXED ASSET FUND	570,045	
RESTRICTED FUNDS	279,667	
TOTAL FUND BALANCE		<u>2,137,535</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u><u>\$ 2,154,033</u></u>

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH AND PERIOD ENDED FEBRUARY 28, 2018

	FEBRUARY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 1,076			\$ 573,060	\$ 525,908	9.0%
LIBRARY OPERATIONS	818	417	96.16%	8,136	2,917	178.9%
DONATIONS	13,425	2,083	544.50%	60,397	16,667	262.4%
CLLS LITERACY				\$ 23,000	\$ 26,000	
	<u>\$ 15,319</u>	<u>\$ 2,500</u>	512.8%	<u>\$ 664,593</u>	<u>\$ 571,492</u>	16.3%
EXPENSES						
PERSONNEL	\$ 64,216	\$ 49,579	29.5%	\$ 370,525	\$ 368,972	0.4%
ADMINISTRATIVE	4,653	4,779	-2.6%	35,647	46,233	-22.9%
FACILITIES	4,760	4,704	1.2%	40,186	37,633	6.8%
OPERATIONS	5,315	21,628	-75.4%	90,567	103,020	-12.1%
	<u>\$ 78,944</u>	<u>\$ 80,690</u>	-2.2%	<u>\$ 536,925</u>	<u>\$ 555,858</u>	-3.4%
NET INCOME (LOSS)	<u>\$ (63,625)</u>	<u>\$ (78,190)</u>	-18.6%	<u>\$ 127,668</u>	<u>\$ 15,634</u>	716.6%
NON BUDGETED INCOME (EXPENSES)						
REIMBURSEMENT DIF		1,667		2,720	13,334	
INVESTMENT INTEREST				4,384		
NET AFTER NON BUDGETED ITEMS	<u>\$ (63,625)</u>	<u>\$ (76,523)</u>	-16.9%	<u>\$ 134,772</u>	<u>\$ 28,968</u>	365.2%

**SUPPLEMENTARY SCHEDULES**

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

February 28, 2018

COUNTY	\$ 873,851	
SANTA PAULA CITY	184,160	1
BUILDING FUND	41,500	1
BLAKE	35,669	1
LITERACY	18,348	1
BOOK TRUST	54,035	
WELLS FARGO	362,314	
OTHERS	<u>9,846</u>	
<b>TOTAL CASH</b>	<b><u>\$ 1,579,723</u></b>	
	restricted	279,677
	unrestricted	1,300,046

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	2/28/17	2/28/18	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$ 545,644	\$ 573,060	\$ 525,908	\$ 740,132
LIBRARY OPERATIONS	12,388	8,136	2,917	5,000
DONATIONS	23,364	48,334	16,667	45,000
CLLS LITERACY	34,040	35,063	26,000	27,000
<b>TOTAL REVENUE</b>	<u>\$ 615,436</u>	<u>\$ 664,593</u>	<u>\$ 571,492</u>	<u>\$ 817,132</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	239,474	270,118	263,324	407,333
RETIREMENT	47,367	37,150	36,904	56,141
HEALTH INSURANCE	40,490	36,873	45,504	68,250
PAYROLL TAX	21,995	25,512	22,112	33,866
EMPLOYEE BENEFIT	849	872	1,128	1,692
	<u>350,175</u>	<u>370,525</u>	<u>368,972</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			167	250
BANK CHARGES	262	216	267	400
COMPUTER NETWORK		2,114		
INSURANCE	4,910	6,594	5,767	8,650
OFFICE EXPENSE	4,199	3,962	3,333	5,000
TELEPHONE	2,392	2,392	2,667	4,000
POSTAGE	539	570	233	350
PRINTING	1,968	1,038	1,800	2,700
PROFESSIONAL FEES	21,378	18,743	30,667	38,000
STAFF DEVELOPMENT	1,459	47	1,333	2,000
	<u>37,107</u>	<u>35,676</u>	<u>46,234</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANC	7,422	10,201	9,373	14,000
JANITORIAL	5,360	5,360	5,360	8,100
UTILITIES	21,159	24,625	22,900	34,350
	<u>33,941</u>	<u>40,186</u>	<u>37,633</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	47,471	43,701	45,000	60,000
PUBLICITY	10,032	3,094	8,000	12,000
MEMBERSHIPS	3,345	4,450	2,000	3,000
ACQUISITIONS	12,621	20,411	21,667	30,000
PROGRAMS	10,687	13,036	20,153	30,230
COMPUTER SERVICE	2,036	9	3,200	4,800
BOOK BINDING	707	2,082	1,333	2,000
ADVERTISING	1,535	1,422		
TRAVEL	892	2,361	1,667	2,500
	<u>89,326</u>	<u>90,566</u>	<u>103,020</u>	<u>144,530</u>
<b>TOTAL EXPENSES</b>	<u>510,549</u>	<u>536,953</u>	<u>555,859</u>	<u>829,612</u>
<b>NET INCOME(LOSS)</b>	<u>\$ 104,887</u>	<u>\$ 127,640</u>	<u>\$ 15,633</u>	<u>\$ (12,480)</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
REIMBURSEMENT DIF	12,693	2,720	16,667	20,000
INVESTMENT INTEREST	555	4,383		
<b>NET AFTER NON BUDGETED ITEMS</b>	<u>\$ 118,135</u>	<u>\$ 134,743</u>	<u>\$ 32,300</u>	<u>\$ 7,520</u>



BLANCHARD COMMUNITY LIBRARY  
SCHEDULE OF ACCOUNTS PAYABLE

February 28, 2018

Due to Friends of the Library	603
Credit Card	3,079
OTHER	5
Total	<u>\$ 3,687</u>

BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE \$ 175,133.01
	TRANSACTIONS	
	INTEREST	276.73
	INTEREST	249.90
	INTEREST	258.06
	MR 6847	2,014.00
	MR 6891	2,014.00
	MR 6921	4,028.00
	MR 6940	4,028.00
	MR 7181	2,014.00
	MR 7187	2,014.00
3.06.17	CHECK	(4,310.97)
6.26.17	CHECK	(2,691.96)
7.17.17	CHECK	(96.00)
4.15.17	INTEREST	324.37
7.15.17	INTEREST	382.03
8.14.17	MR 7308	2,014.00
12.11.17	CHECK	(3,491.15)
	TOTAL	9,027.01
		<u>\$ 184,160.02</u>
	BALANCE AT 12.31.17	

REGULAR MEETING OF MARCH 27, 2018

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF MARCH 27, 2018

G(a): ESTABLISH A CAP ON ACCRUED VACATION TIME

One of the drafts of the Employee Handbook that was considered by the Human Resources Committee in 2016 contained a provision that would cap the amount of vacation time an employee would be allowed to accrue. Since the issue needed research and further discussion and the Board needed to finalize a revised handbook quickly, the committee recommended retention of the current vacation policy but with the intention to consider the matter further at a later date.

Attached is the revision limiting vacation accrual to two times the average annual accrual. There are currently three employees whose accrued vacation balance exceeds the limit. The Board at its last meeting approved a motion to cash out those employees who accrued balances exceeded the cap. However, unless those employees took vacation immediately they would cease accruing vacation time without prior notice. Staff recommends allowing those employees who would be ineligible for additional accrual to be permitted to accrue additional time until the end of the calendar year, after which they would be subject to the cap.

**RECOMMENDATION:** Approve the revision to the Employee Vacation Policy and to allow employees who would immediately cease accruing vacation time to continue to accrue vacation but become subject to the cap by January 1, 2019.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Spink						

YEARS OF SERVICE	HOUR OF CREDIT PER HOUR OF SERVICE	APPROXIMATE NUMBER OF HOURS/DAYS PER YEAR
Less than 15	0.0385	Up to 80 hours or 10 work days
Less than 15 and holds Master's degree in library science (applies to hiring dates prior to 1/1/2016 only)	0.0577	Up to 120 hours or 15 work days
15-24	0.0577	Up to 120 hours or 15 work days
25 or more	0.0769	Up to 160 hours or 20 work days

These accruals are pro-rated for eligible regular part-time employees.

Vacation time accrues on a pro rata basis per pay period. Negative accruals of vacation leave are prohibited unless it is in the best interest of the District to permit them. Vacation pay is paid to you at your current straight-time hourly rate at the time you take the vacation. We do not advance vacation time or pay to employees. Vacation is paid in accordance with normal schedule, and it may not be paid at less than normal schedule to prolong other benefits.

You may use vacation time in minimum increments of one hour. You may not use more than four weeks of vacation at one time. Employees are entitled to accrue vacation up to not more than 2.0 times their annual accrual unless approved by the District Director or Board of Trustees for excess accrual based upon District need or personal emergency.

You will not accrue vacation benefits while on a leave of absence. You will not receive additional vacation time if you become ill or injured while on vacation. If a designated paid holiday is observed by the District during your vacation period, it will not count against your vacation bank. All accrued but unused vacation will be paid to you at your final rate of pay when you leave the District.

You should submit your vacation request at least 30 days in advance. Notice of less than 30 days may be approved in the discretion of the District Director, and all vacation requests must be approved in advance by your supervisor. If there is a conflict in scheduling vacations, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting vacation requests.

Although you are allotted vacation pay benefits to cover periods of absence for personal time off, you should not automatically assume that an absence is permissible merely because you have sufficient vacation pay benefits available to cover all or a portion of your time off. The District may determine that your absences are excessive if,

REGULAR MEETING OF MARCH 27, 2018  
I(a) REPORTS: LITERACY SERVICES

20. March, 2018

# **BEST** Adult Learning Center



## **Board Report for March, 2018**

Ned and I spent another afternoon with the **Ventura County Adult Education Consortium (VCAEC)**, highlighting our interest in more adult education in this “under-served” valley. We just want to keep our faces in front of them. Our purpose is to encourage VCAEC to build up the offerings for adult education in Santa Paula, and the rest of our valley. Such need!! We need many partners in the task.

Mary Lou Zuanich started as a one-on-one tutor, morphed to Conversation Group teacher, and now is the TUTOR-IN-THE-KNOW re: the **GED and Hi-Set**. For the last several months, Mary Lou has been researching High School Equivalency instruction- and testing- options in our county. She and her “Gang of Four” (below) made the trek down to Oxnard Adult School last week, to meet with the GED Instructor there. He gave them some great information, and they came back prepared to **GO FOR IT!**

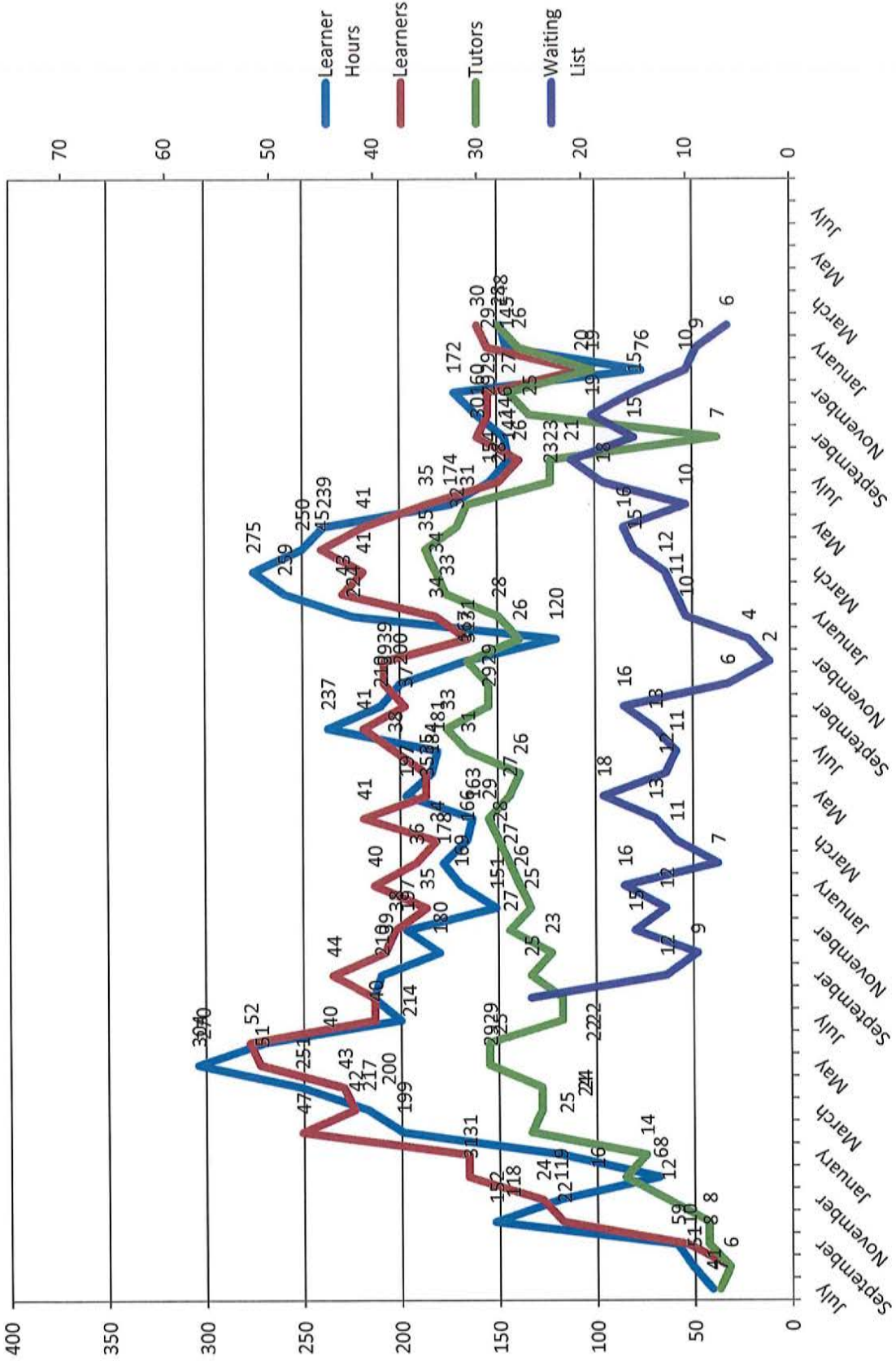
This is NOT an easy undertaking, especially for those who may have completed only 6<sup>th</sup> grade in their own country, or have been out of school for quite a while, working and raising children. Another student who has been working on GED Math for a year with his own tutor, joined the group last night, and they are going to encourage each other to the goal!



I get a steady stream of applicants for tutoring who are NOT Second-language English, people who for many different reasons never achieved much more than “Functional Literacy.” That is the term we use for adults who might even have finished High School, but are reading at 3<sup>rd</sup> grade level or below. These people need help in more than just reading and writing. They have been told for years, “You’re dumb.” and they need esteem-building as well. I need some especially patient, compassionate tutors to work with these DESERVING people. It’s not easy to find such.

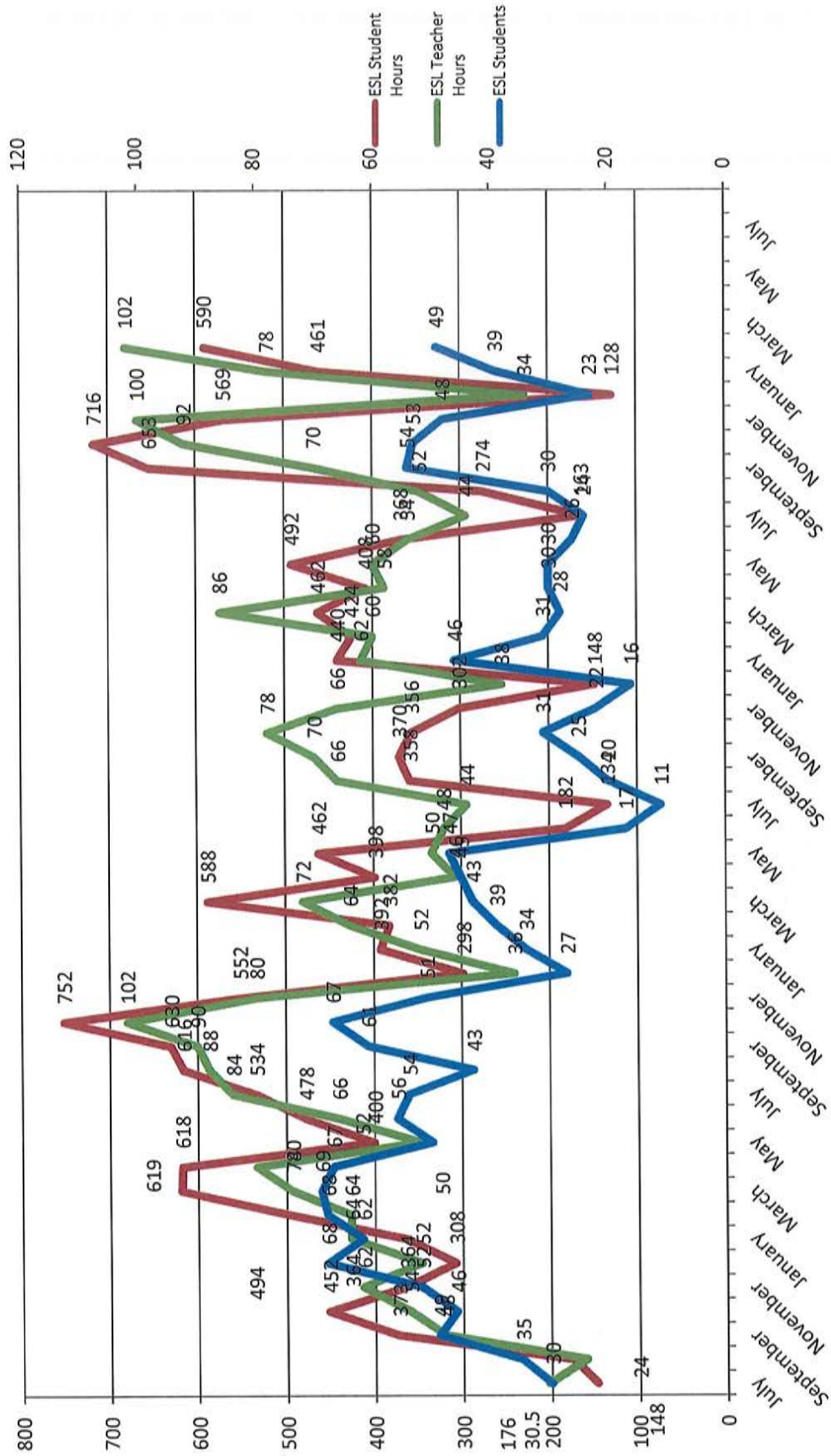
But I’m working through my newest set of Tutor Trainees, and we’ll see what happens.

# LITERACY TUTORING





# ESL CLASSES



REGULAR MEETING OF MARCH 27, 2018  
I(b) REPORTS: PUBLIC SERVICES

REGULAR MEETING OF MARCH 27, 2018  
I(c) REPORTS: VOLUNTEER COORDINATOR

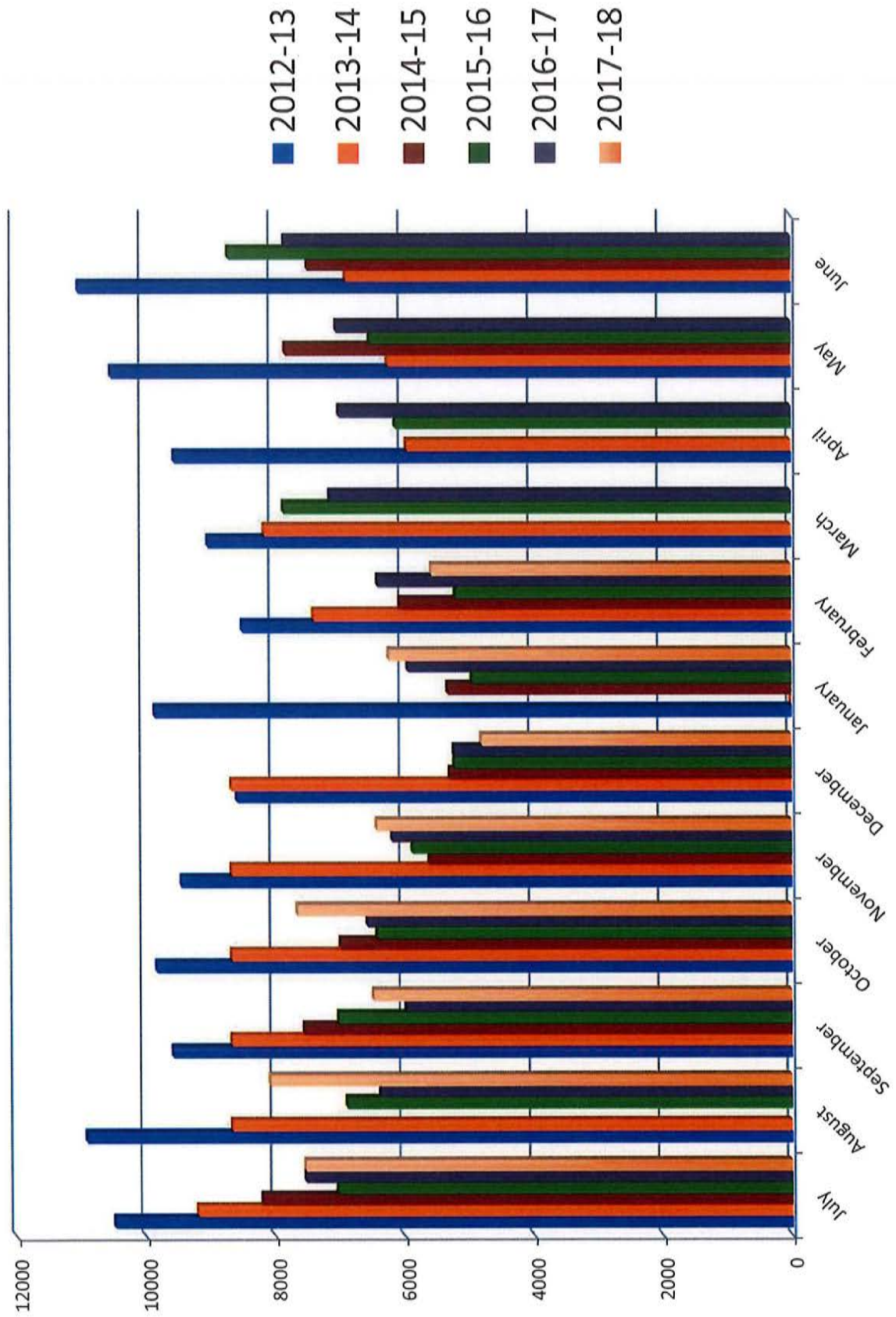
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REGULAR MEETING OF MARCH 27, 2018  
I(d) REPORTS: DISTRICT DIRECTOR'S REPORT

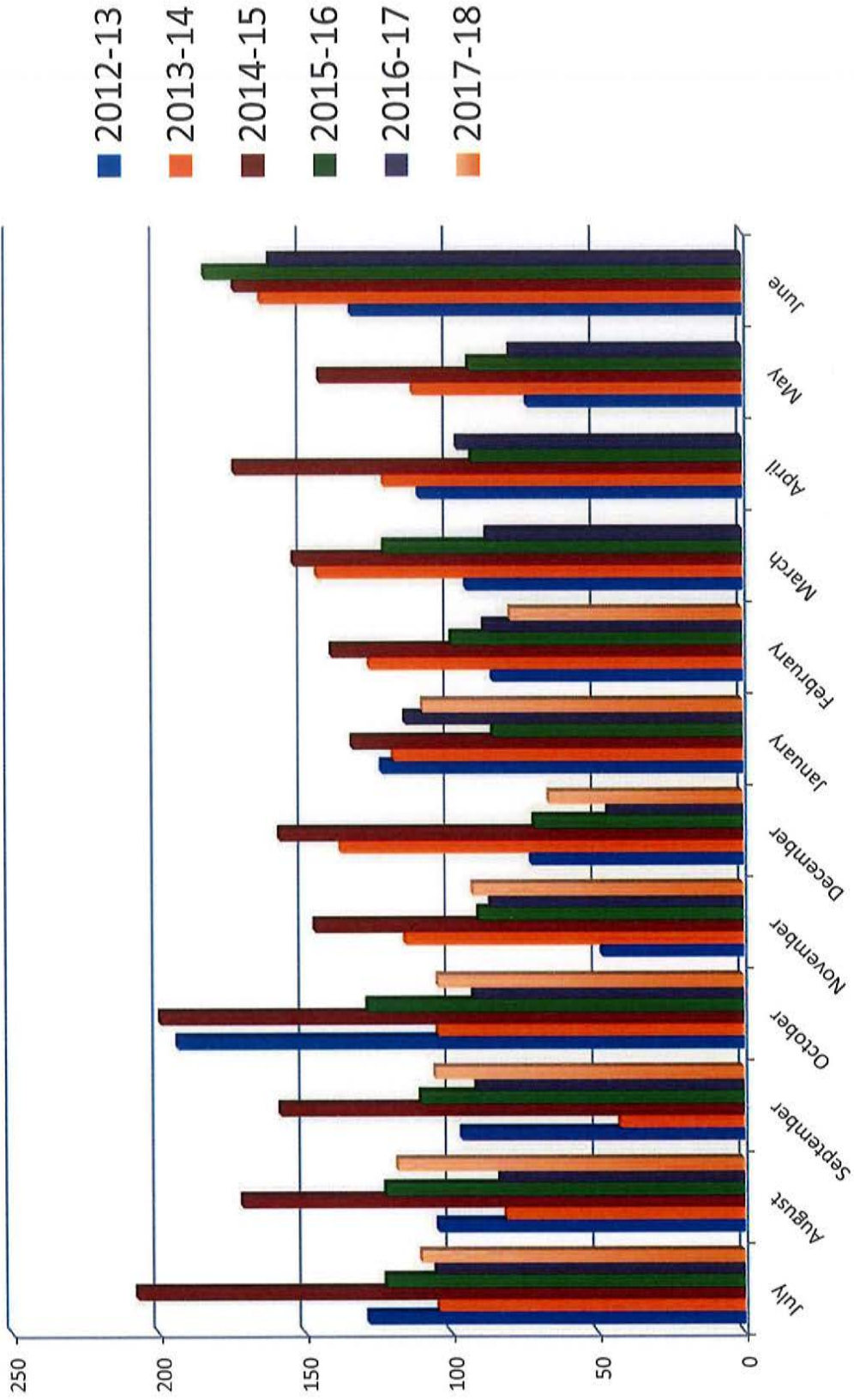
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1. Statistics
2. RFID Project
3. Pitch An Idea Grant
4. MOU with Ventura County Human Services

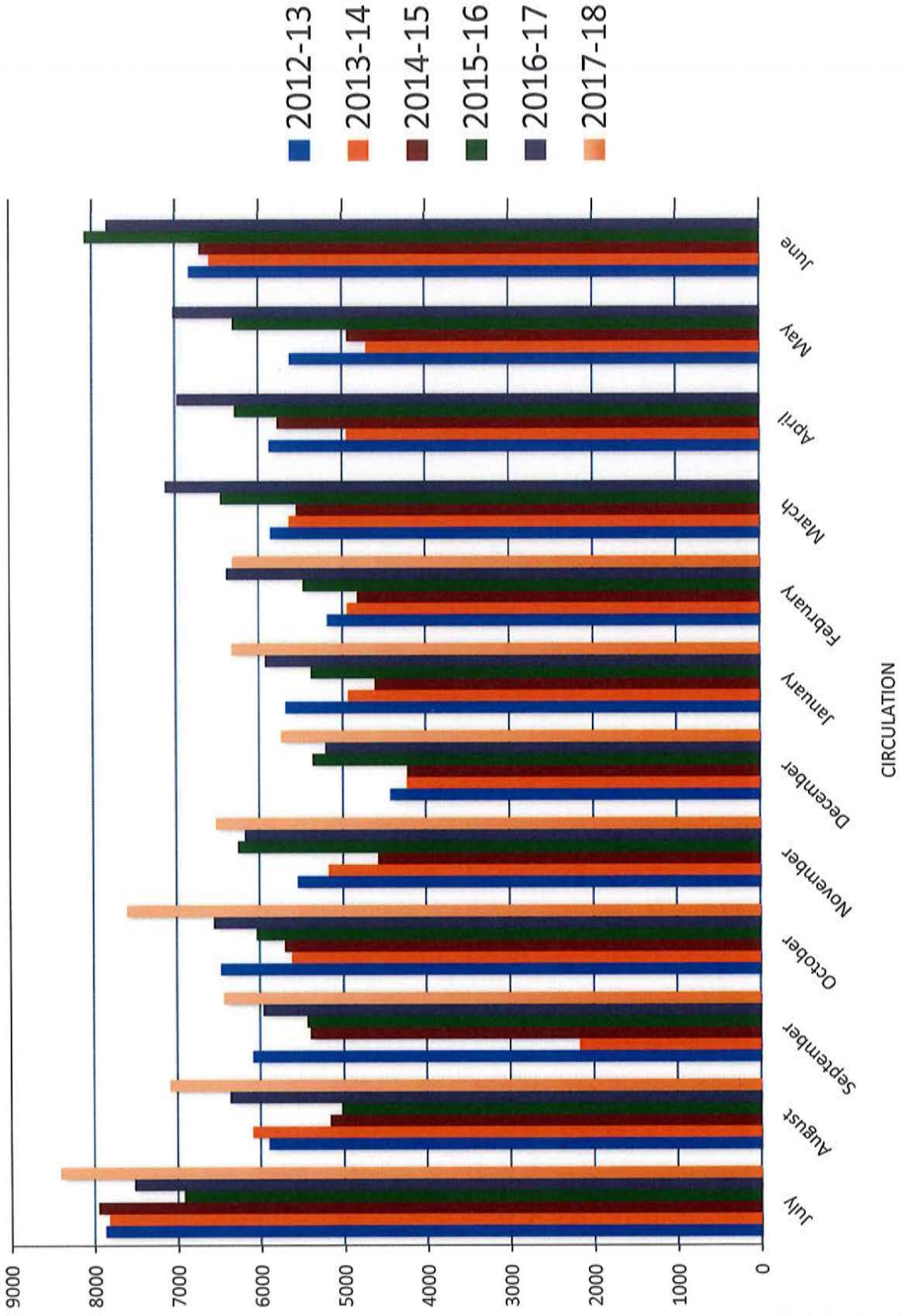
# PATRON COUNT



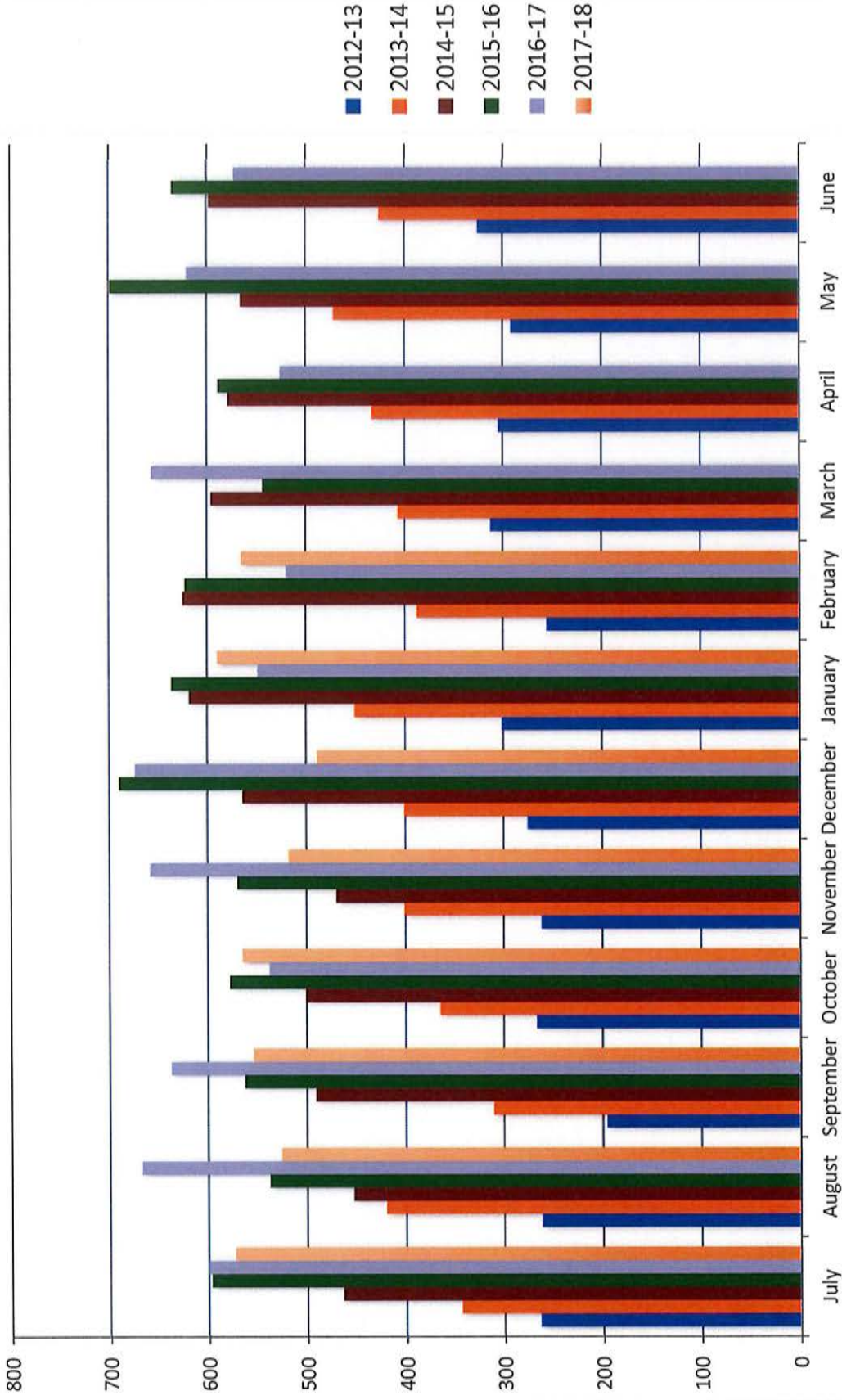
# PATRON REGISTRATIONS



# TOTAL PRINT CIRCULATION

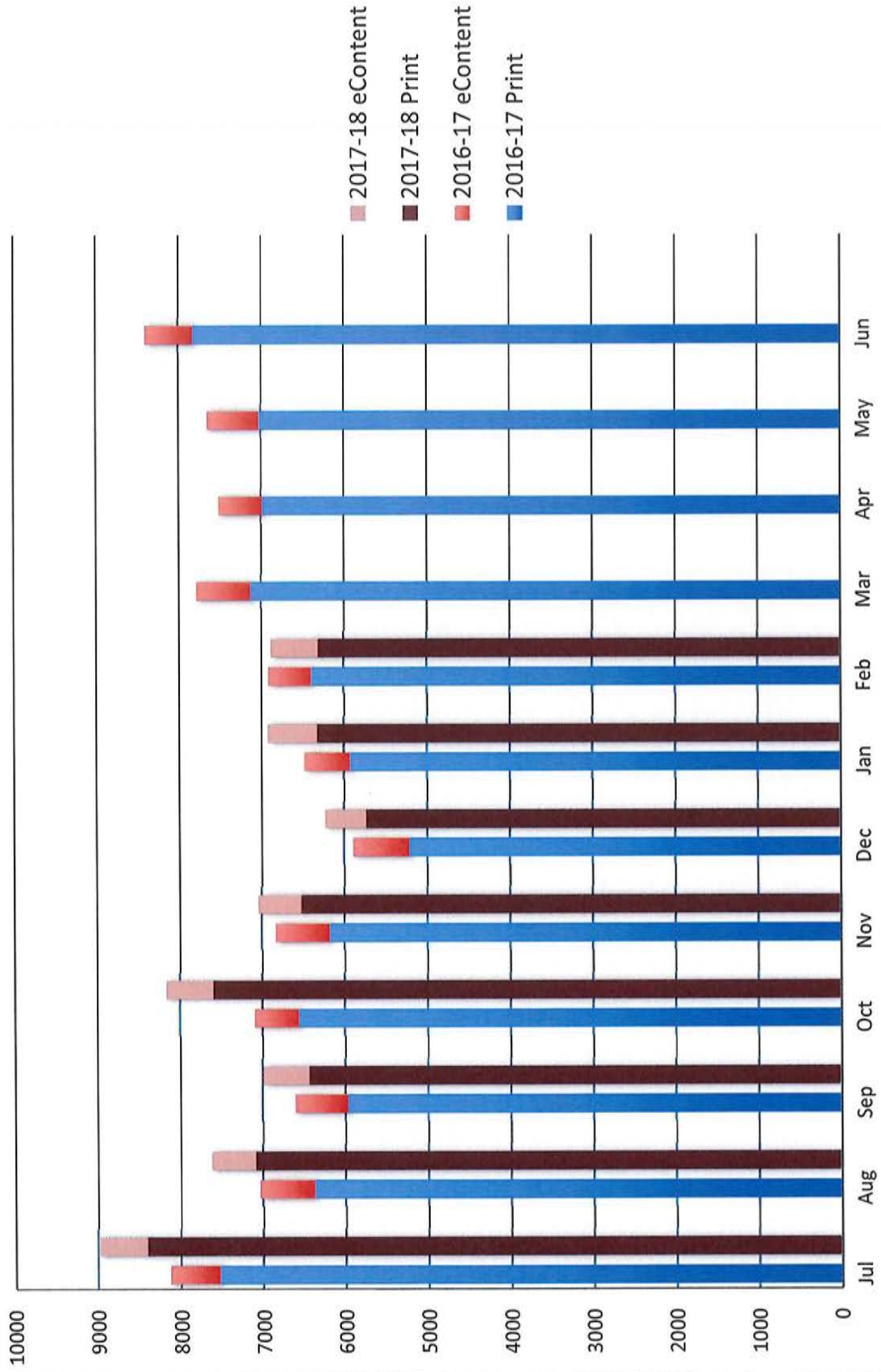


# eBOOK CIRCULATION

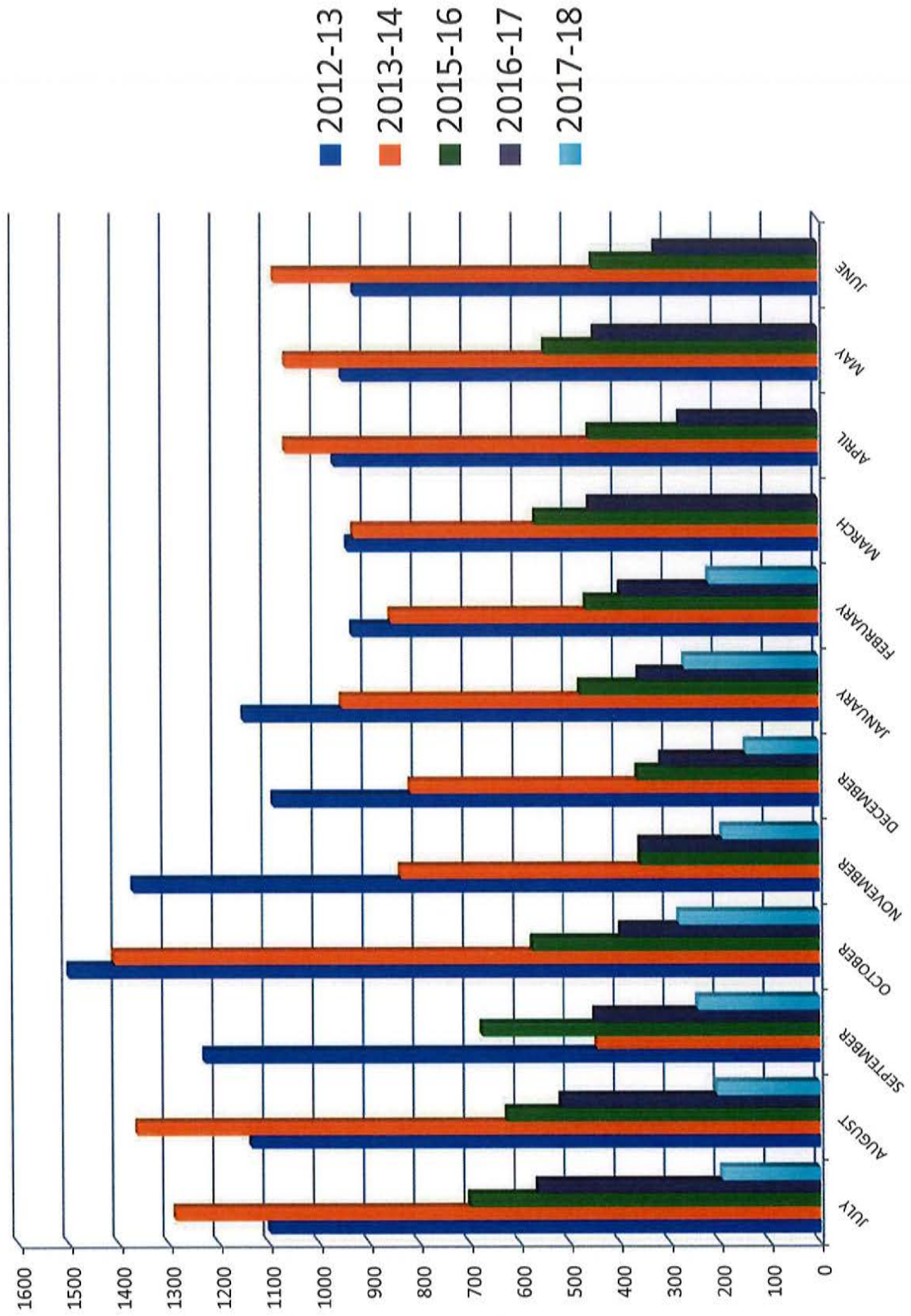




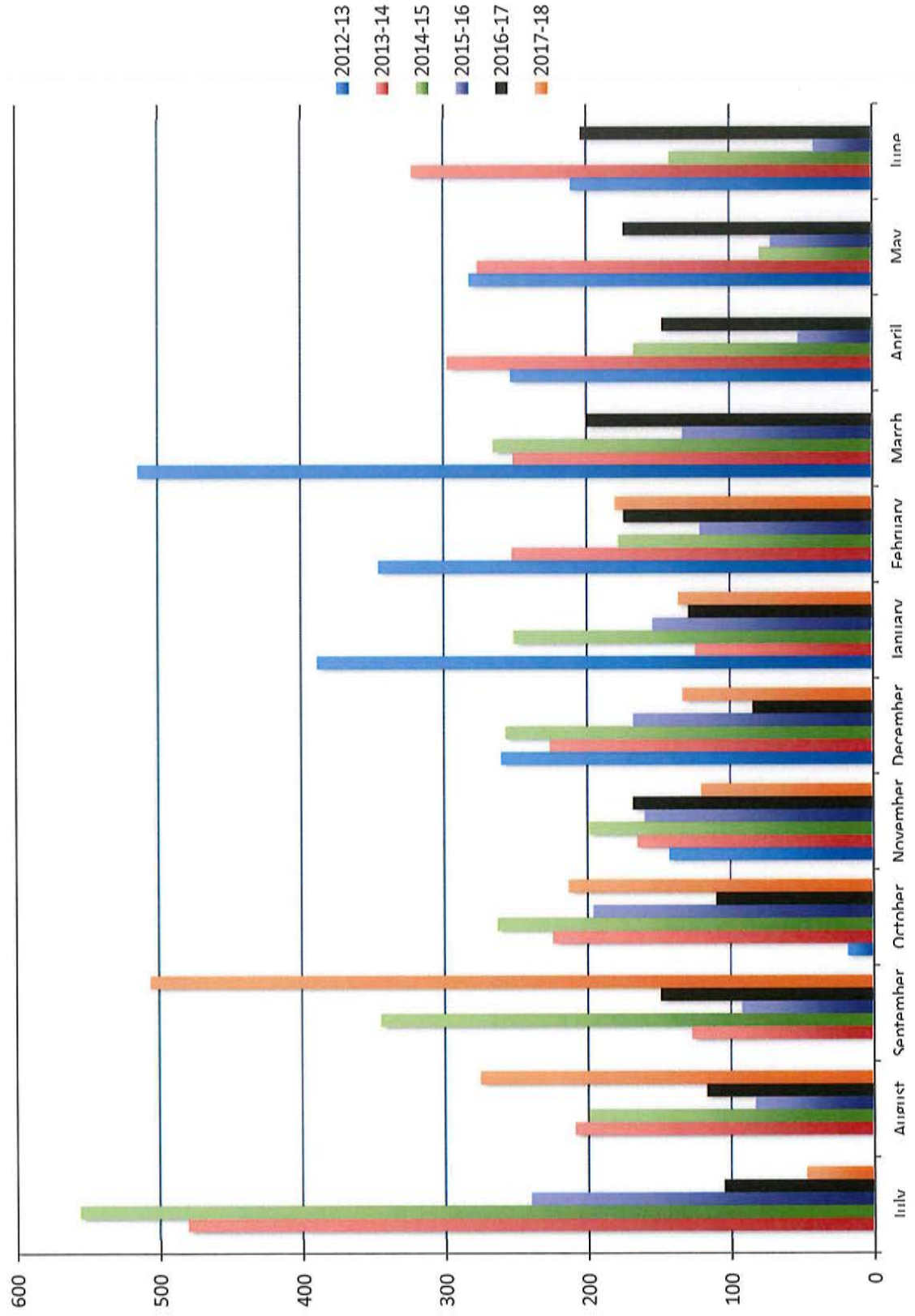
# TOTAL CIRCULATION



# REFERENCE INQUIRIES

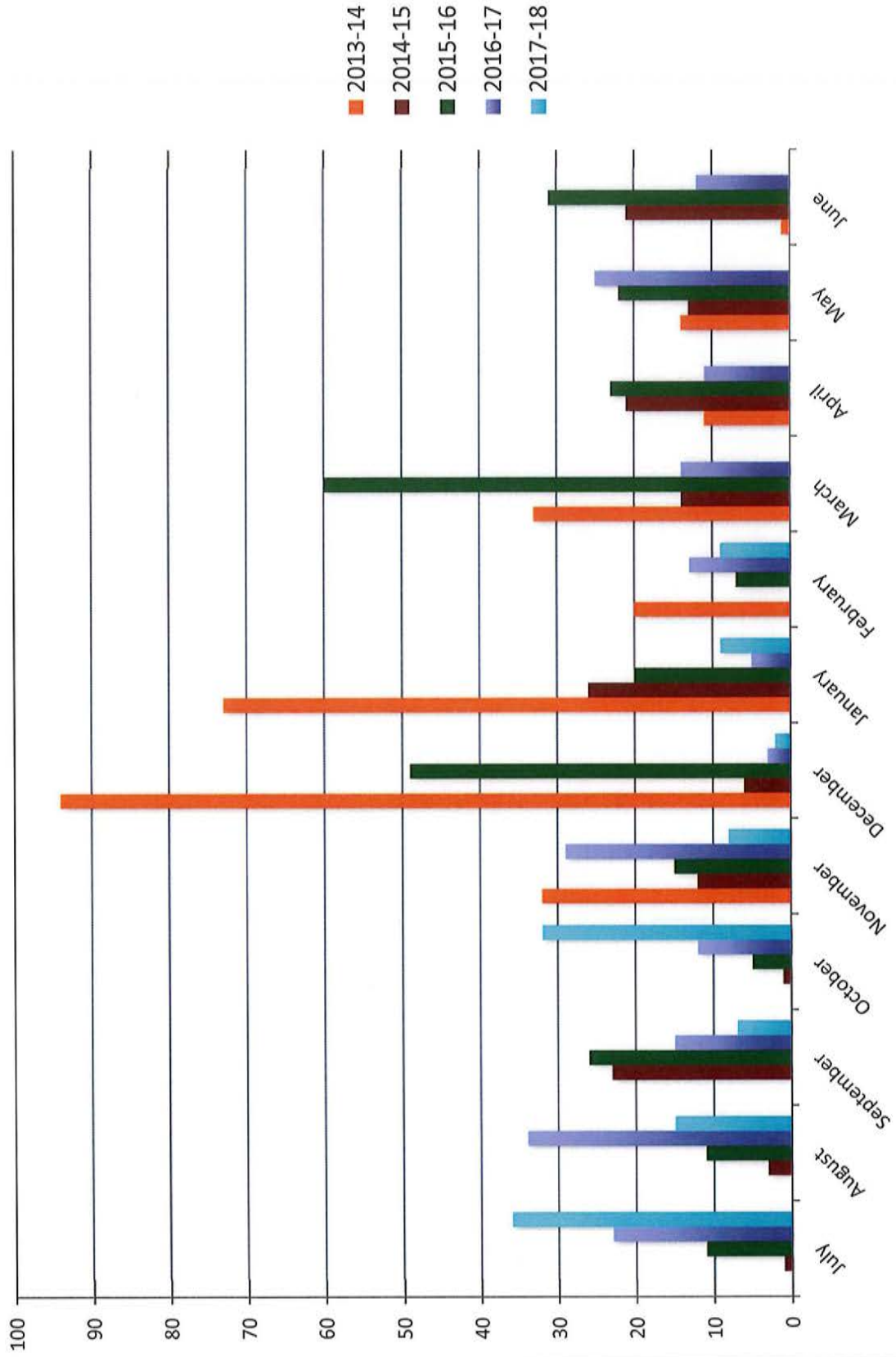


# VOLUMES ADDED





# ZINIO CIRCULATION



# HOOPLA

