



Board of Trustees
Kathy Little — President
Alex Geronimo — Vice President
Melanie Lara — Secretary
Jana Brassfield — Trustee
Loretta Cousar — Trustee

Special Board Meeting Agenda

July 14, 2021
5:00 p.m.
Children's Room

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. **Consent Calendar**

All Consent Calendar items will be acted upon a single action of the Board unless otherwise requested by an individual Board Member for separate consideration.

Recommended Action: The Board of Trustees hereby approves the items below:

- 4.1 Minutes of the Regular Board meeting—June 9, 2021
- 4.2 Minutes of the Special Board meeting—June 16, 2021

5. **Consideration of Items Removed from the Consent Calendar**

Items removed from the Consent Calendar will be discussed individually at this time.

6. **Finance Report**

7. **District Director's Report**

8. **Board Reports and Comments**

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

9. Unfinished Business

10. New Business

- 10.1 Authorize the Director to Replace the Library Logo by Nicolet St. and N. San Geronio Ave.
- 10.2 Amendments to Policy No. 5100 Hours of Work and Overtime
- 10.3 Amendments to Policy No. 5130 Bereavement Leave
- 10.4 Library Reopening Update
- 10.5 Formation of Strategic Planning Committee

11. Last Minute Action Items

The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is not present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

12. Closed Session

- 12.1 Potential Litigation Government Code Section 54956.9 – One Item

13. Agenda Items for Future Agendas

14. Next Regular Board Meeting

August 11, 2021

15. Adjournment



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www.banninglibrarydistrict.org

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

June 9, 2021 | 5:00 P.M. | Children's Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Little called the Regular Meeting of the Banning Library District Board of Trustees to order on June 9, 2021 at 5:16 p.m.

Members Present: President Kathy Little, Vice President Alejandro Geronimo, and Trustee Jana Brassfield.

Members Absent: Secretary Melanie Lara and Trustee Loretta Cousar.

Staff Present: Kevin Lee, District Director; Fernando Morales, Library Manager; and Christian Tzintzun, Library Technician.

Guests: None.

ADOPTION OF AGENDA

It was moved by Brassfield and seconded by Geronimo to adopt the agenda for the June 9, 2021 Regular Meeting.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

PUBLIC COMMENT

None.

CONSENT CALENDAR

It was moved by Geronimo and seconded by Brassfield to approve all items on the Consent Calendar.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

FINANCE REPORT

Lee asked the Board if they wanted to make changes to the format of the financial report and the Board decided to keep the format as is.

DISTRICT DIRECTOR'S REPORT

Fernando gave an update on the Summer Reading Program and the progress with the internet upgrades. More patrons are starting to come to the library.

COMMITTEE REPORTS

8.1 Budget Committee

The Budget Committee recommended the Fiscal Year 2021-2022 Budget Proposal to the Board.

BOARDREPORTS AND COMMENTS

Little asked Lee to seek the city manager and inquire about the satellite location that was supposed to be at the Rancho San Geronio development. Geronimo is looking forward to the upcoming Open House to show the public the newly renovated Children and Teen rooms to the public.

UNFINISHED BUSINESS

10.1 Resolution 2021-03: Adopting the Fiscal Year 2021-2022 Budget Proposal

A motion was made by Brassfield and seconded by Geronimo to approve and adopt Resolution 2021-03. A roll call vote was made:

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

NEW BUSINESS

11.1 Discussion and Action: Reopening the Library with Restrictions.

A motion was made by Geronimo and seconded by Brassfield to approve reopening the library according to option 1.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

Effective June 15, 2021, the Library returns to its normal hours, extend 30-minute stay to unlimited, remove physical distancing rule, and allow patrons to stay inside. Masks and temperature checks are still required.

11.2 Discussion and Action: Removal of Freestanding Wall by the Magazine Section.

A motion was made by Brassfield and seconded by Geronimo to approve and authorize the Director the option to exercise to remove the wall, but if the amount of such project expense exceeds \$3,000, the Director is required to bring the contract to the Board for approval, Per board policy.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

11.3 Donation of Japanese, Bangladeshi, and Hmong Dolls to Museum.

Little would like to ask the local Hmong community for permission to return the donated dolls to them. If they cannot be reached, the Library should donate as it sees fit, preferably contacting appropriate museums. A motion was made by Brassfield and seconded by Geronimo to authorize the Director to donate the Japanese, Bangladeshi, and Hmong dolls to appropriate museums.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

11.4 Inland Library System Retirement Pension Liability.

Information was given to Board about the Inland Library System Retirement Pension Liability.

11.5 Amendments to Policy No. 5115 Employee Benefits.

A motion was made by Geronimo and seconded by Brassfield to approve and adopt Policy No. 5115.

AYES: Little, Geronimo, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Lara, Cousar.

LAST MINUTE AGENDA ITEMS

None.

AGENDA ITEMS FOR FUTURE AGENDAS

None.

NEXT REGULAR BOARD MEETING

July 14, 2021

ADJOURNMENT

Adjourned at 6:10 p.m.

Prepared by:

Christian Tzintzun, Library Technician

The foregoing minutes are approved by the Board of Trustees on _____, 2021.

Melanie Lara, Board Secretary

Kathy Little, Board President



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MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES

June 16, 2021 | 5:00 P.M. | Children's Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board President Kathy Little called the Special Meeting of the Banning Library District Board of Trustees to order on June 16, 2021 at 5:07 p.m.

Members Present: Board President Kathy Little, Vice President Alejandro Geronimo, Secretary Melanie Lara, Trustee Brassfield and Trustee Cousar.

Members Absent: None

Staff Present: Kevin Lee, District Director; Fernando Morales, Library Manager; Christian Tzintzun, Library Technician

Guests: None.

ADOPTION OF AGENDA

Lee wanted to add a new item to the agenda, Item 5.1 Closed Session: Potential Litigation. A motion was made by Geronimo and seconded by Lara to approve the agenda for the June 16, 2021 Special Meeting with the added item.

AYES: Little, Geronimo, Lara, Brassfield, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC COMMENT

None.

NEW BUSINESS

4.1 Authorize the Director to Enter into a Renewal Agreement with Kinsale for Director and Officer (D&O Liability) and Employment Practices Liability in the Amount of \$11,191.25.

A motion was made by Cousar and seconded by Brassfield to approve and authorize the Director to enter into a Renewal Agreement with Kinsale.

AYES: Little, Geronimo, Lara, Brassfield, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

4.2 Amendments to Policy No. 5140 Jury Duty.

A motion was made by Lara and seconded by Geronimo to approve and adopt the amendments to Policy No. 5140.

AYES: Little, Geronimo, Lara, Brassfield, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

4.3 Creation of Policy No. 5060 Professional Development.

A motion was made by Brassfield and seconded by Cousar to create and adopt Policy No. 5060

AYES: Little, Geronimo, Lara, Brassfield, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

CLOSED SESSION

5.1 Potential Litigation

The Board entered Closed Session at 5:16 p.m.

The Board returned from Closed Session at 5:24 p.m.

The Board reported out, no action was taken.

ADJOURNMENT

Adjourned at 5:25 p.m.

Prepared by:

Christian Tzintzun, Library Technician

The foregoing minutes are approved by the
Board of Trustees on _____, 2021.

Melanie Lara, Board Secretary

Kathy Little, Board President

Banning Library District
Profit & Loss Budget vs. Actual
General Fund
July 2020 - May 2021

		Jul 20 - May 21	Budget	\$ Over (Under) Budget	% of Budget
1	Income				
2	REVENUES				
3	COUNTY REVENUES	\$ 1,004,647	\$ 980,200	\$ 24,447	102%
4	LOCAL REVENUES				
5	Interest	2,545	10,000	(7,455)	25%
6	Late Fees and Misc. Revenue	922	5,000	(4,078)	18%
7	Fines	26	3,100	(3,074)	1%
8	Service Sales	1,337	4,100	(2,763)	33%
9	State Library	1,320	-	1,320	100%
10	Rental Fees	-	500	(500)	0%
11	Total REVENUES	1,010,797	1,002,900	7,897	101%
12	Expense				
13	CAPITAL OUTLAY	222,241	200,000	22,241	111%
14	SALARIES & BENEFITS				
15	Regular Salaries	391,206	467,100	(75,894)	84%
16	Overtime	-	1,000	(1,000)	0%
17	Health Insurance	26,942	26,700	242	101%
18	Social Security	22,766	29,100	(6,334)	78%
19	Retirement	14,477	17,800	(3,323)	81%
20	Medicare	5,442	6,800	(1,358)	80%
21	Unemployment Insurance	4,681	4,500	181	104%
22	Total SALARIES & BENEFITS	465,513	553,000	(87,487)	84%
23	OPERATIONAL				
24	Equipment Leases/Automation	19,741	20,200	(459)	98%
25	Maintenance	10,262	16,000	(5,738)	64%
26	Program Expense	947	14,000	(13,053)	7%
27	Juvenile Books (Childrens)	6,458	10,000	(3,542)	65%
28	Adult Books	6,477	6,300	177	103%
29	Youth books (YA)	781	1,000	(219)	78%
30	Equipment & Furniture	4,586	10,000	(5,414)	46%
31	Data Base	10,899	20,000	(9,101)	54%
32	Audio	2,122	2,700	(578)	79%
33	DVD/Videos	2,336	2,700	(364)	87%
34	Periodical	1,566	1,500	66	104%
35	Processing Books & ILL	-	3,800	(3,800)	0%
36	Security	1,672	2,400	(728)	70%
37	Website Maintenance	901	4,000	(3,100)	23%
38	Janitorial	1,619	2,600	(981)	62%
39	Total OPERATIONAL	70,366	117,200	(46,834)	60%
40	ADMINISTRATIVE				
41	HR Services	38,863	25,000	13,863	155%
42	Professional	57,659	83,600	(25,941)	69%
43	Insurance	16,736	17,000	(264)	98%
44	Professional Development	3,548	8,000	(4,452)	44%
45	Recognition Events	787	1,500	(713)	52%

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Banning Library District
Profit & Loss Budget vs. Actual
General Fund
July 2020 - May 2021

		Jul 20 - May 21	Budget	\$ Over (Under) Budget	% of Budget
46	Recruitment	-	500	(500)	0%
47	Advertising/Marketing	926	1,200	(274)	77%
48	Cty. Auditing and Accounting	-	500	(500)	0%
49	Bank Fees	-	200	(200)	0%
50	Membership	5,062	4,500	562	112%
51	Travel/Training	4,555	5,500	(945)	83%
52	Utilities	30,765	48,000	(17,235)	64%
53	Office	22,374	22,700	(326)	99%
54	Total ADMINISTRATIVE	181,275	218,200	(36,925)	83%
55	Total Expense	939,396	1,088,400	(149,004)	86%
Net Income		\$ 71,402	\$ (85,500)	\$ 156,902	

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Banning Library District

Profit & Loss

Grants

July 2020 - May 2021

Jul 20 - May 21

1	Income	
2	REVENUES	
3	Grant Income	\$ 119,917
4	Total REVENUES	<u>119,917</u>
5	Expense	
6	CAPITAL OUTLAY	89,419
7	OPERATIONAL	
8	Program Expense	2,475
9	Juvenile Books (Childrens)	12
10	Adult Books	7,012
11	Data Base	3,938
12	DVD/Videos	823
13	Processing Books & ILL	4,058
14	Total OPERATIONAL	<u>107,737</u>
15	Total Expense	<u>107,737</u>
16	Net Income	<u>\$ 12,180</u>

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Banning Library District

Balance Sheet

As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of Hemet Money Market	\$ 83,690
Operating Account Bank of Hemet	571,077
LAIF	607,963
LAIF FMV	2,962
Petty Cash	2,508
County General Fund Cash	1,059,693
Total Checking/Savings	<u>2,327,893</u>
Other Current Assets	
Prepaid Expenses	13,228
Total Other Current Assets	<u>13,228</u>
Total Current Assets	<u>2,341,121</u>
Fixed Assets	
County General Fund Assets	1,009,490
Accumulated Depreciation	(572,566)
Total Fixed Assets	<u>436,924</u>
TOTAL ASSETS	<u><u>2,778,045</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	7,610
Credit Cards	2,955
Payroll Liabilities	363
Year End Accrued Payroll	15,746
Vacation Payable	25,334
Total Liabilities	<u>52,008</u>
Equity	2,726,037
TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,778,045</u></u>

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Board of Trustees

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Alex Geronimo — Vice President
Melanie Lara — Secretary
Jana Brassfield — Trustee
Loretta Cousar — Trustee

DIRECTOR'S REPORT

Meeting Date: July 17, 2021
By: Kevin Lee

- Summer Reading Program: We have 53 participants for the Program. This is lower compared to two years ago, which was slightly over 100 participants. We hope, with our two live performances coming up, more patrons will come to the library and sign up for the Program. There is still time!
- Staff and Yamada are drafting ideas for the remaining areas of the library. Yamada will present two different plans in August.
- Some staff members will attend the Association for Rural and Small Libraries (ARSL) Conference 2021 (October 20-23) in Reno, Nevada. Other staff members will virtually attend this conference.
- Historian is still working with museums to figure out how to send the dolls out. He reached out to the Hmong community, but so far, he was not able to get anyone to return his call. After a few more attempts, the Library will donate them as it sees fit.
- 2021 Dragonfly Gala, August 14, 2021, Morongo Community Center – Each ticket is \$60. Exhibits, music, and dinner. If any board member wishes to attend the Gala, please let me know.
- We ordered two stencils “RESERVED” and “TOW AWAY ZONE” for Friends reserved parking spots. We also ordered parking lane stencil for our parking lot. Staff will repaint our parking lanes (few at a time). We will work on this as soon as our materials come in.
- Lunch at the Library program is on July 27 (Carol’s Kitchen), July 28 (First Mission Baptist Church), July 29 (BUSD Community Center), and July 30 (Community Center). Our library staff will be out there to promote library programs and services, and also hand out crafts and books related to meals, nutrition, meditation, and exercise. Check our social media and website for more information.
- Website development is still ongoing. There are some technical glitches that we found along the way that we are trying to solve.

- There is a leak in one of the building pipes outside. All restrooms are closed until further notice. We have a plumber coming to fix this.
- As Fernando's report points out, our broadband project is near its completion. Once our phone system is set up to the new router, we will be ready to release this to the public.
- We received seventeen hotspots and are waiting for six Chromebooks. This grant is worth \$7,000. Each T9 device, with advanced LTE technology and multi band support, provides seamless wireless data connection whenever needed, where it goes (\$1,360). The 12 months of 30 GB and 4G LTE data-only plan is also included (\$2,040.00). The remaining funds is used for six Chromebooks. We will start letting patrons borrow them after configuration and a lending policy is in place.
- Incident on June 18, 2021: Unknown person is making abusive phones calls to staff.
- Incident on June 26, 2021: Unknown person tossed his/her old mattress by our garbage bin. We called Waste Management. The problem is solved.
- Incident on June 26, 2021: Unknown person left his/her potatoes and trash in the parking lot area.



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STAFF REPORT

Meeting Date: July 14th 2021

Prepared by: *Fernando Morales, Library Manager*

In honor of our new federal holiday, Juneteenth, the Banning Library District did some research and found three articles that covered the events of that time. Library Clerk, Darnise Wiggins, set up the three displays. This became a positive talking point, among the public, as many people seemed to be genuinely curious about new holiday.

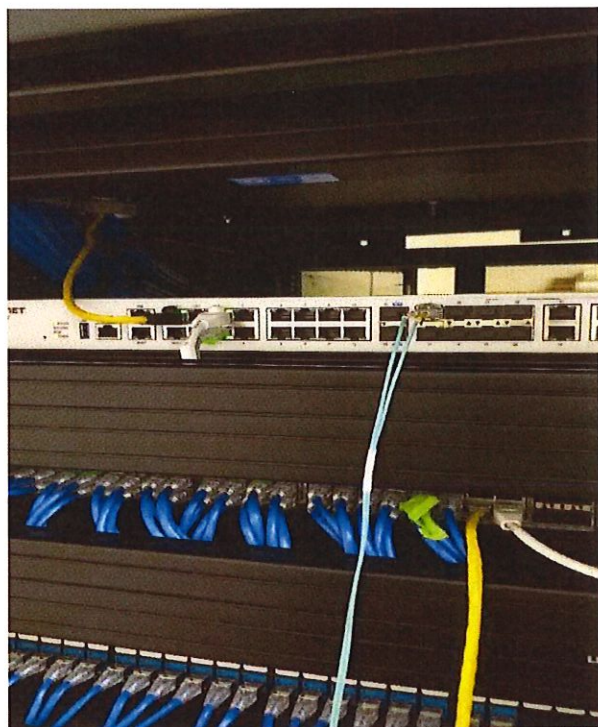




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Our high-speed internet installation is nearly done! We have connected to the main HUB at UCR, and with that the CalREN network. We have positive feedback from the CalREN network and have finished speed test on multiple devices. One speed test you can see below courtesy of Library Technician Christian Tzintzun's phone.

Our next step will be connecting our phone system's VOIP (voice over internet protocol) Star2star, to the new network. Once we established our phone lines, we will be able to re-create a windows server and network all the computers together in a controlled environment.



Internet speed test

X

582.4	535.5
Mbps download	Mbps upload

Latency: 18 ms
Server: San Francisco Bay Area

Your Internet connection is very fast.

Your Internet connection should be able to handle multiple devices streaming HD videos, video conferencing, and gaming at the same time.

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Banning Library District with the Friends of the Library and the San Geronio Educational Fund participated in the 2021 Banning High School Graduation Parade. Congratulation class of 2021!

Picture provided by Library Clerk Darnise Wiggins.





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The Banning Library District congratulates Reyna Brock on winning the June 2021 giveaway baskets.





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Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	The Earth Abides by George R Stewart	61
DVDs	Only the Brave	129
Adult		
Fiction	Someone Knows by Lisa Scottoline	273
Non-Fiction	One Straw Revolution by Masanobu Fukuoka	82
Young Adult		
Fiction	Kimi ni todoke by Karuho Shiina	70
Non-Fiction	Third Chimpanzee by Jared Diamond	1
Juvenile		
Fiction	The fairy berry bake off	114
Non-Fiction	Drawing Manga – Female Action Figures	16

Computer Usage	Total Sessions
Adult	103
Teen	14
Children	2

*Each session is one (30) hour long. One 15-minute extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.



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Database	Description	Total Sessions
Ancestry	Genealogy	30
CreativeBug	Online learning	3
Enki	eBook*	25
Gale Legal Forms	Legal Forms & Templates	17
Mango	Language	30
OverDrive	Audio Book and eBook	467
World Book	Online Encyclopedia	10
BrainFuse	Online Tutoring	5
Hoopla	Movie streaming and eBook	57
ComicPlus	Comic books	0
JobsNow	Résumé and Job advice	2
VetsNow	Veteran Help	0
Tumblebooks	Early Readers and Math	13



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STAFF REPORT

Meeting Date: 07/14/2021

Prepared by: *Fernando Morales, Library Manager*

Department: Children

Subject: February Statistics

The Banning Library District began its Summer Reading Program for 2021. As mentioned in the previous month, we are using the iReads program theme this year "Reading Colors Your World". Due to the newly lifted Covid-19 restrictions and the expiring permission given by book publishers, the library will be offering in-person programs from the end of June on. We will continue to adapt to the changing conditions as they arise. We currently have 53 people registered for the children's summer reading program. While there are 4 teens register, and a surprisingly 17 adult registrations for the adult reading program.

Video Events

Program Week	Platform	views	Explanation
06/1/21	Zoom live Summer Reading Program	3	Read 2 books for both English and Spanish sessions.
06/3/21	Zoom Live Bilingual Story time	2	Technical difficulties later realized to Facebook upgrading the business page.
06/8/21	Zoom live Summer Reading Program	2	Zoom difficulties.
06/10/21	Zoom Live Bilingual Story time	2	Read 2 books for both English and Spanish sessions. Included craft.
6/15/21	Zoom live Summer Reading Program	4	
6/17/21	Zoom Live Bilingual Story time	3	



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6/22/21	Zoom live Summer Reading Program	2	
6/24/21	In house Bilingual	20	
6/29/21	In House English	3	

Historians Report for June 2021

June was a successful and busy month in the preservation section and research areas of the history room. In early June, I located in our archive two portfolios of early Banning Herald newspapers from the early to late 1890s. These have been in our possession for many decades but have yet to be published online or digitized for preservation purposes. Christian Tzintzun and I have started the work of taking high resolution photos of these fragile and rapidly deteriorating newspapers. These papers are 140 years old, deteriorating, and needed to be digitized to preserve their information. Upon finding them, I reached out to Brian Geiger at UC Riverside who is in charge of their Newspaper Digitization project. He agreed to include our newspapers in their grant funds, which would seek to preserve them and digitize them professionally. However there may be a slight delay to this project. Recently, a new file of the same newspapers was discovered at the Los Angeles Public Library. According to Brian, if their copies are more complete and are stable enough to be digitized they will be included in the project, and our copies will included if we have any other issues that are not already included in the LA collection. In the digitization project, the best copies should be transcribed first, so as to guarantee the survival of them during the process. As such, we will be continuing to contact each other as this project goes on, and I will update the board next month as to what happens next.

Secondly, as requested by our director, I have reached out to several institutions regarding the donation of the Japanese Dolls and Hmong Dolls that are in our possession. Communication has been slow, but so far the Japanese American National Museum has declined their donation, and I am searching out others. The Edward Dean Museum in Cherry Valley, would accept them should they fit in their collection and we get an appraisal as to their value. I will still search other institutions that may accept them. Further, I reached out to the Hmong Cultural Museum here in Banning regarding their placement. I have not received any word back as to whether would like them or not. I'll be looking to other organizations as well to see if they are interested.

Lastly, the FOX documentary has taken considerable time for me to finish editing. As a non-professional editor, this has severely delayed my progress so far. However, Gae Rusk who used to be a documentarian and our "Friends" Organization President has greatly helped. Moreover, I was approached by filmmaker John Garside who works for the City of Banning in their communications department, regarding helping with the project. I met him in May when the Banning Electric Company reached out and asked if they could consult me for their historic project regarding the 100th anniversary celebration of the Banning Power Company. He has

offered to help educate me in this process and I will be looking forward to learning more from him.

Third, there were several photo requests his month from patrons as well as 2 requests about the History of St. Boniface. Recently, former Indian schools in the United States are coming under investigation by the United States Department of Interior. Under the leadership of Secretary Deb Haaland, our former Catholic run school, St. Boniface, as well as Sherman Indian School in Riverside, will be under investigation for repatriation of remains as well as the gathering of historical information. This investigation was outlined in an important article recently by the Press-Enterprise. I suspect that in the coming months, we will get more inquiries regarding our own small collection of St. Boniface materials.

Programing will also continue for our "Oral History" zoom sessions as the current construction here in the library will largely prevent us from having any in-person events for the immediate future. However I am in talks with Albert Chacon a Native American film maker who recently completed a documentary called "We Are Birds, A California Indian Story." Albert has agreed to give our library a behind the scenes presentation of his film. His documentary won several awards at the Idyllwild Film Festival in 2016, and was to be premiered at the Palm Springs Film Festival before the COVID Shutdown. "We Are Birds" is a Native American documentary produced with Agua Caliente Band, Morongo Band and other local native members who recount the oral history of Bird Signing for their cultures. This reach oral history tradition of singing was very important and a cornerstone to our local tribes. As such, Albert's documentary dives deep into this rich history. We are looking to host him and his fellow co-stars on the film either in late July or early August. You can see his documentary on YouTube if you search, "We Are Birds" or Albert Chacon. Lastly, Mr. Garside with the City of Banning's communications department may be able to help us broadcast this ZOOM lecture on the cities channel. We are yet to get those details sorted, but I will update you and would like to invite each board member to the program, when we have more details.

Respectfully submitted by,

Francisco Ramos -Historian



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Melanie Lara — Secretary
Jana Brassfield — Trustee
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STAFF REPORT

Meeting Date: July 14, 2021
Prepared By: Kevin Lee, District Director
Agenda Item: 10.1
Title: Authorize the Director to Replace the Library Logo by Nicolet St. and N. San Gorgonio Ave.

RECOMMENDATION:

That the Board **approve and authorize** the Director to replace the old library logo.

BACKGROUND/INFORMATION:

The library logo that is on the corner of the library by Nicolet St. and N. San Gorgonio needs a replacement to reflect our new logo.



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STAFF REPORT

Meeting Date: July 14, 2021
Prepared By: Kevin Lee, District Director
Agenda Item: 10.2
Title: Amendments to Policy No. 5100 Hours of Work and Overtime

RECOMMENDATION:

That the Board **approve and adopt** amendments to Policy No. 5100 Hours of Work and Overtime

BACKGROUND/INFORMATION:

The current policy has conflicting sections due to a recent change in the District's time tracking system. Whereas 5100.4 requires employees to record accurate number of hours worked, 5100.5 allows the District to round hours worked to the nearest quarter per 7-minute rule. The former policy section is the better practice to follow per auditors.

Section 5100.3 has been modified to reflect the new work week schedule.

Banning Library District

POLICY MANUAL

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 5100

DRAFT

5100.1 This policy will apply to all non-exempt employees of the Banning Library District.

5100.2 The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

5100.2.1 Split shifts will be considered on a case-by-case basis by the District Director.

5100.3 The work week will consist of seven (7) consecutive days from 12:01a.m. ~~Friday through midnight Thursday~~ *Sunday through midnight Saturday*.

51003.1 Business hours are as follows:

Monday, Tuesday, Thursday, Friday	9am -6pm
Wednesday	10am -7pm
Saturday	10am -5pm
Sunday	Closed

5100.4 Non-exempt employees must clock in and out to record accurate number of hours worked. Off-the-clock work is not permitted.

~~**5100.5** The District uses the California and Federal DOL accepted practice of computing working time by rounding to the nearest 15-minute increment when calculating the number of hours worked. Employee time from 1 to 7 minutes will be rounded down, and not counted as hours worked. Employee time from 8 to 14 minutes will be rounded up and counted as a quarter hour of work time.~~

5100.6 Overtime is defined as:

5100.6.1 Time worked in excess of forty (40) hours in a work week.

5100.6.2 Compensatory time off may be approved in lieu of overtime pay at the request of the employee. Compensatory time off accrues at the rate of 1.5 hour for each hour, or fraction thereof, worked after 40 hours of actual work with the employee's designated work week. Compensatory time off cannot be accumulated in excess of 6 hours at any given time. Accrued compensatory time must be taken in the two months following the accrual.

5100.6.3 Time worked on a designated holiday.

5100.7 Normal work should be completed during regular work hours. Overtime must be approved in advance by the District Director. District Director may assign overtime when necessary and with much advance notice as possible. Employees who work unauthorized overtime may be subject to disciplinary action.

5100.8 Makeup time must be approved in advance by the District Director and time accrued must be taken within the pay period in which it is earned.



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STAFF REPORT

Meeting Date: July 14, 2021
Prepared By: Kevin Lee, District Director
Agenda Item: 10.3
Title: Amendments to Policy No. 5130 Bereavement Leave

RECOMMENDATION:

That the Board **approve and adopt** amendments to Policy No. 5130 Bereavement Leave

BACKGROUND/INFORMATION:

Bereavement leave allows employees to mentally and physically process feelings of grief. People grieve differently. Some employees may need up to three days, but others may need more days to recover from their loss. To accommodate this, the draft version recommends two changes. First, it increases paid leave from three days to up to five days. This does not mean that employees need to take all five days, but that they have the option to do so, if needed. Second, employees can use available vacation time as additional time.

In addition, section 5130.4 adds more categories to immediate family. Other libraries' bereavement policies included some of the additional categories that staff is recommending.

Banning Library District

POLICY MANUAL

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 5130

DRAFT

5130.1 This policy will apply to all non-exempt full-time and part-time employees.

5130.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed ~~three (3)~~ five (5) days and to be taken within one month of the death. Bereavement leave is not charged against vacation or sick leave. *If additional time is necessary, vacation hours may be used for this purpose.* The Library District Director may require certification.

5130.3 Bereavement Leave is based on a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

5130.4 "Immediate family" is defined as being spouse, domestic partner, parents, *stepparents*, children, *stepchildren*, siblings, *step siblings*, *half-brother*, *half-sister*, grandparents, *grandchildren*, father-in-law, mother-in-law, sister-in-law, brother-in-law, *son-in-law*, *daughter-in-law*, or legal dependent. ~~any other person who is a legal dependent of the employee.~~



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STAFF REPORT

Meeting Date: July 14, 2021
Prepared By: Kevin Lee, District Director
Agenda Item: 10.4
Title: Library Reopening Update

RECOMMENDATION:

No action is required. This is an update.

BACKGROUND/INFORMATION:

At the last regular board meeting the Board wanted an update on the new reopening procedure. At this time, most patrons did not have any problems with the new reopening procedure. Some did not want the masks on but complied after staff told them that it was a requirement to enter the library.

At the time of this writing, Cal/OSHA and Statewide Industry Guidance on COVID-19 mentioned that "Face coverings required in public spaces for unvaccinated persons" and "Vaccinated persons are not required to wear a face covering in indoor DIR spaces but are encouraged to do so if they prefer." California Department of Public Health stated that libraries can 1) allow vaccinated individuals to self-attest that they took vaccines 2) implement vaccine verification process or 3) require all patrons to wear masks. Deputy State Librarian said that the [3rd option] could be an option used by libraries while indoors.



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STAFF REPORT

Meeting Date: July 14, 2021
Prepared By: Kevin Lee, District Director
Agenda Item: 10.5
Title: Formation of Strategic Planning Committee

RECOMMENDATION:

That the Board President **appoint** two Board Members to lead an ad hoc Strategic Planning Committee.

BACKGROUND/INFORMATION:

At the last regular board meeting the Board President expressed interest in forming the Strategic Planning Committee.

Strategic planning is important to the Banning Library District because it will set the Library's goals over the next three, five or ten years (Board's discretion). In an everchanging environment, the Library needs to review its current practices, products, and services, and adjust them to meet the new needs and demands of the future.

The Board can discuss what is important to the Library. Then, the Board President will outline what she wants the Committee to research, which must be in the scope of strategic planning, and when to report back the findings to the board. The Committee will meet and establish tasks and a time frame to accomplish its goal. The Committee will dissolve once its final report has been made to the board.

Per Policy No. 4130.1, only board members can be members of an ad hoc committee. This does not mean that staff and community members cannot join the committee, but that only the board members appointed to this committee can make decisions on behalf of the committee. Everyone else will be playing an advisory role. Once the Committee identifies what it wants to focus, staff will create a committee application for community members to apply and those applications will be sent to the Chair of the Committee.