Regular Board Meeting Agenda
October 12, 2022
5:00 p.m.
Conference 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 – September 14, 2022
5. Consideration of Items Removed from the Consent Calendar
6. Friends Report
7. Finance Report
8. District Director’s Report
9. 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)

10. Closed Session
10.1 Public Employee Discipline/Evaluating of Performance Pursuant to Government Code Section 54957(b)(1)

11. Unfinished Business

12. New Business
12.1 Creation of Policy 6065 Naming Policy
12.2 Approve Renaming of the Children’s Room
12.3 Create and Adopt Job Description: Library Community Services Director
12.4 Discussion: Purchase of a Delivery and Outreach Van
12.5 Letter of Recommendation: Open Seat for Board Members
12.6 Approve the Director to Enter into an Agreement with F&M Foam and Coatings in the amount not to exceed $22,942.50
12.7 Discussion: Recording of Board Meetings to be Published on District website

13. 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 no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

14. Agenda Items for Future Agendas

15. Next Regular Board Meeting
TBD

16. Adjournment
CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board Vice President Geronimo called the Regular Meeting of the Banning Library District Board of Trustees to order on September 14, 2022 at 5:06 p.m.

Members Present: Alejandro Geronimo, Melanie Lara, Jana Brassfield, and Loretta Cousar.

Members Absent: Kathy Little.

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

Guests: None.

ADOPTION OF AGENDA

A motion was made by Brassfield and seconded by Lara to approve and adopt the agenda for the September 14, 2022 Regular Meeting.

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

PUBLIC COMMENT

Francisco Ramos spoke to the Board to announce his resignation and gave a brief history of his time working for the library.

CONSENT CALENDAR

A motion was made by Lara and seconded by Brassfield to approve the Minutes for the August 10, 2022 Regular Meeting and August 17, 2022 Special Meeting.

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

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

FRIENDS REPORT

Gae Rusk demonstrated the Little Free Library plaques to the Board. The Friends have four locations for the Little Free Libraries, two in the Morongo Reservation and two in private
residences. They received $1,875 from the Excalibur grant for Toni’s certifications. Tickets for the Shopping Extravaganza are still for sale.

FINANCE REPORT

The Financial Report is for the first month of the fiscal year which is why there are a lot of zeros. #35 and 36 are high because the library was stocking up in custodial supplies and paying annual subscriptions of databases. #71 is the remaining expenses of the renovation.

DISTRICT DIRECTOR’S REPORT

The library donated 4 computers to FOBL which will then be donated to nonprofits. The library is waiting to receive applications for the open Librarian and Library Assistant positions. Brassfield mentioned that the pay was too low for a Bachelor’s requirement and Lee said that they may also be considered using the two years of library experience. The study pod is ready and a guideline is being made for its usage. The wall construction was delayed because the Fire Marshall had more pressing matters to attend — the Fairview Fire. Patron traffic has increased compared to this month last year.

BOARD REPORTS AND COMMENTS

Lara announced that she will be attending the Leadership Academy conference and will present a report at the next meeting on what she learns there. Lara also suggested that the Library have a booth at local fairs.

UNFINISHED BUSINESS

None.

NEW BUSINESS

11.1 Authorize the Director to Purchase a Sign for the Exterior Wall of the Children Room in the Amount Not to Exceed $25,498.81.
The Board recommends Option 1 to purchase a non-illuminated sign.

LAST MINUTE AGENDA ITEMS

Cousar would asked Lee to purchase and place a plaque with the names of current Board member and with space for future Board members, as well as a flag.

AGENDA ITEMS FOR FUTURE AGENDAS

The Board would like an update on the flagpole, parking lot and the open library positions.

NEXT REGULAR BOARD MEETING

October 12, 2022

ADJOURNMENT

Adjourned at 5:44 p.m.

Prepared by:

Christian Tzintzun, Library Technician

The foregoing minutes are approved by the Board of Trustees on _____________, 2022.

Melanie Lara, Board Secretary
# Banning Library District
## Profit & Loss (Unaudited)
### General Fund

<table>
<thead>
<tr>
<th></th>
<th>August 2022 YTD</th>
<th>Budget</th>
<th>$ Over (Under) Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Current Secured</td>
<td>$ -</td>
<td>$950,600</td>
<td>$ (950,600)</td>
<td>0%</td>
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<tr>
<td>Property Tax Current Unsecured</td>
<td>-</td>
<td>$47,100</td>
<td>$(47,100)</td>
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<tr>
<td>Tax Current Supplemental</td>
<td>-</td>
<td>$8,800</td>
<td>$(8,800)</td>
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<td>Tax Prior Year Supplement</td>
<td>1,284</td>
<td>$15,100</td>
<td>$(13,816)</td>
<td>9%</td>
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<td>RDV Property Tax LMH</td>
<td>-</td>
<td>$67,100</td>
<td>$(67,100)</td>
<td>0%</td>
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<tr>
<td>Homeowner Tax Relief</td>
<td>-</td>
<td>$8,300</td>
<td>$(8,300)</td>
<td>0%</td>
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<tr>
<td>Contractual Revenue</td>
<td>-</td>
<td>$36,600</td>
<td>$(36,600)</td>
<td>0%</td>
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<tr>
<td>Interest County Invested Funds</td>
<td>74</td>
<td>$1,100</td>
<td>$(1,027)</td>
<td>7%</td>
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<tr>
<td>Other Misc Revenue</td>
<td>606</td>
<td>-</td>
<td>606</td>
<td>100%</td>
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<tr>
<td><strong>Total Property Tax Revenues</strong></td>
<td>1,964</td>
<td>1,134,700</td>
<td>(1,132,736)</td>
<td>0%</td>
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<tr>
<td><strong>Local Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Sales</td>
<td>59</td>
<td>4,100</td>
<td>$(4,042)</td>
<td>1%</td>
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<tr>
<td>Fines</td>
<td>4</td>
<td>300</td>
<td>(296)</td>
<td>1%</td>
</tr>
<tr>
<td>Rental Fees</td>
<td>-</td>
<td>1,000</td>
<td>$(1,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest - LAIF/Bank of Hemet</td>
<td>7</td>
<td>1,000</td>
<td>$(993)</td>
<td>1%</td>
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<tr>
<td><strong>Total Local Revenues</strong></td>
<td>69</td>
<td>6,400</td>
<td>(6,331)</td>
<td>1%</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>2,033</td>
<td>1,141,100</td>
<td>(1,139,067)</td>
<td>0%</td>
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<tr>
<td><strong>EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>97,420</td>
<td>543,600</td>
<td>(446,180)</td>
<td>18%</td>
</tr>
<tr>
<td>Overtime</td>
<td>-</td>
<td>1,000</td>
<td>$(1,000)</td>
<td>0%</td>
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<tr>
<td>Health Insurance</td>
<td>10,981</td>
<td>40,500</td>
<td>(29,519)</td>
<td>27%</td>
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<tr>
<td>Retirement</td>
<td>3,847</td>
<td>19,100</td>
<td>(15,253)</td>
<td>20%</td>
</tr>
<tr>
<td>Social Security</td>
<td>5,816</td>
<td>33,800</td>
<td>(27,984)</td>
<td>17%</td>
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<tr>
<td>Medicare</td>
<td>1,368</td>
<td>7,900</td>
<td>(6,532)</td>
<td>17%</td>
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<tr>
<td>Unemployment Insurance</td>
<td>-</td>
<td>4,500</td>
<td>(4,500)</td>
<td>0%</td>
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<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>119,431</td>
<td>650,400</td>
<td>(530,969)</td>
<td>18%</td>
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<tr>
<td><strong>Operational</strong></td>
<td></td>
<td></td>
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<tr>
<td>Automation - Equipment Leasing</td>
<td>2,117</td>
<td>20,200</td>
<td>(18,083)</td>
<td>10%</td>
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<tr>
<td>Equipment &amp; Furniture</td>
<td>4,475</td>
<td>15,000</td>
<td>(10,525)</td>
<td>30%</td>
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<tr>
<td>Maintenance</td>
<td>2,737</td>
<td>17,700</td>
<td>(14,963)</td>
<td>15%</td>
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<tr>
<td>Website Maintenance</td>
<td>-</td>
<td>4,000</td>
<td>(4,000)</td>
<td>0%</td>
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<tr>
<td>Security</td>
<td>635</td>
<td>1,900</td>
<td>(1,265)</td>
<td>33%</td>
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<tr>
<td>Janitorial</td>
<td>588</td>
<td>2,000</td>
<td>(1,412)</td>
<td>29%</td>
</tr>
<tr>
<td>Adult Books</td>
<td>1,355</td>
<td>5,500</td>
<td>(4,145)</td>
<td>25%</td>
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<tr>
<td>Juvenile Books</td>
<td>997</td>
<td>10,000</td>
<td>(9,003)</td>
<td>10%</td>
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<tr>
<td>Youth Books</td>
<td>185</td>
<td>700</td>
<td>(515)</td>
<td>26%</td>
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<tr>
<td><strong>Data Base</strong></td>
<td>7,503</td>
<td>30,000</td>
<td>(22,497)</td>
<td>25%</td>
</tr>
<tr>
<td>Service</td>
<td>August 2022 YTD</td>
<td>Budget</td>
<td>$ Over (Under) Budget</td>
<td>% of Budget</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Audio</td>
<td>$333</td>
<td>$2,100</td>
<td>$(1,767)</td>
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<tr>
<td>Periodicals</td>
<td>832</td>
<td>2,300</td>
<td>(1,468)</td>
<td>36%</td>
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<tr>
<td>DVD Videos</td>
<td>481</td>
<td>2,500</td>
<td>(2,019)</td>
<td>19%</td>
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<tr>
<td>Processing Books &amp; ILL</td>
<td>-</td>
<td>5,000</td>
<td>(5,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Program Expense</td>
<td>1,988</td>
<td>14,000</td>
<td>(12,012)</td>
<td>14%</td>
</tr>
<tr>
<td><strong>Total Operational</strong></td>
<td>24,226</td>
<td>132,900</td>
<td>(108,674)</td>
<td>18%</td>
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<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>5,156</td>
<td>23,600</td>
<td>(18,444)</td>
<td>22%</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,299</td>
<td>19,800</td>
<td>(16,501)</td>
<td>17%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>2,544</td>
<td>15,800</td>
<td>(13,256)</td>
<td>16%</td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>199</td>
<td>1,700</td>
<td>(1,501)</td>
<td>12%</td>
</tr>
<tr>
<td>Membership</td>
<td>1,374</td>
<td>5,700</td>
<td>(4,326)</td>
<td>24%</td>
</tr>
<tr>
<td>Recognition Events</td>
<td>45</td>
<td>2,000</td>
<td>(1,955)</td>
<td>2%</td>
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<tr>
<td>Travel/Training</td>
<td>1,216</td>
<td>29,200</td>
<td>(27,984)</td>
<td>4%</td>
</tr>
<tr>
<td>County Auditing &amp; Accounting</td>
<td>7</td>
<td>-</td>
<td>7</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Administrative</strong></td>
<td>13,841</td>
<td>97,800</td>
<td>(83,959)</td>
<td>14%</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Services</td>
<td>3,413</td>
<td>41,000</td>
<td>(37,588)</td>
<td>8%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>3,058</td>
<td>10,000</td>
<td>(6,942)</td>
<td>31%</td>
</tr>
<tr>
<td>Independent Audit</td>
<td>8,000</td>
<td>15,500</td>
<td>(7,500)</td>
<td>52%</td>
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<tr>
<td>Human Resource Services</td>
<td>-</td>
<td>12,000</td>
<td>(12,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Payroll Processing Fees</td>
<td>318</td>
<td>2,600</td>
<td>(2,282)</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td>14,789</td>
<td>81,100</td>
<td>(66,312)</td>
<td>18%</td>
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<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>5,317</td>
<td>32,000</td>
<td>(26,683)</td>
<td>17%</td>
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<tr>
<td>Communications</td>
<td>1,656</td>
<td>10,100</td>
<td>(8,444)</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>6,974</td>
<td>42,100</td>
<td>(35,126)</td>
<td>17%</td>
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<tr>
<td><strong>TOTAL EXPENSE</strong></td>
<td>179,239</td>
<td>1,004,300</td>
<td>(825,041)</td>
<td>18%</td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Improvements/Furniture</td>
<td>56,850</td>
<td>75,000</td>
<td>(18,150)</td>
<td>76%</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>56,850</td>
<td>75,000</td>
<td>(18,150)</td>
<td>76%</td>
</tr>
<tr>
<td><strong>TOTAL ANNUAL BUDGET</strong></td>
<td>236,110</td>
<td>1,079,300</td>
<td>(843,190)</td>
<td>22%</td>
</tr>
<tr>
<td><strong>NET INCOME / (LOSS)</strong></td>
<td>$(234,077)</td>
<td>$61,800</td>
<td>$(295,877)</td>
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## Banning Library District
### Profit & Loss (Unaudited)
#### Grants

<table>
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<tr>
<th></th>
<th>August 2022</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REVENUES</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant Income</td>
<td>$12,362</td>
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<tr>
<td>3</td>
<td>TOTAL REVENUES</td>
<td>$12,362</td>
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<tr>
<td>4</td>
<td>EXPENSE</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Program Expense</td>
<td>4,693</td>
</tr>
<tr>
<td>6</td>
<td>Processing Books &amp; ILL</td>
<td>500</td>
</tr>
<tr>
<td>7</td>
<td>TOTAL EXPENSE</td>
<td>$5,193</td>
</tr>
<tr>
<td>8</td>
<td>REMAINING GRANT FUNDS</td>
<td>$7,169</td>
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# Balance Sheet (Unaudited)

**As of August 31, 2022**

<table>
<thead>
<tr>
<th>Assets</th>
<th>August 31, 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ASSETS</td>
<td></td>
</tr>
<tr>
<td>2 Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>3 County General Fund Cash</td>
<td>$1,149,115</td>
</tr>
<tr>
<td>4 LAIF</td>
<td>610,802</td>
</tr>
<tr>
<td>5 Bank of Hemet - Operating Account</td>
<td>256,827</td>
</tr>
<tr>
<td>6 Bank of Hemet - Money Market</td>
<td>83,795</td>
</tr>
<tr>
<td>7 Petty Cash</td>
<td>500</td>
</tr>
<tr>
<td>8 LAIF FMV</td>
<td>(7,827)</td>
</tr>
<tr>
<td>9 Total Checking/Savings</td>
<td>2,093,212</td>
</tr>
<tr>
<td>10 Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>11 Prepaid Expenses</td>
<td>15,681</td>
</tr>
<tr>
<td>12 Accounts Receivable Property Tax</td>
<td>-</td>
</tr>
<tr>
<td>13 Total Other Current Assets</td>
<td>15,681</td>
</tr>
<tr>
<td>14 Fixed Assets</td>
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</tr>
<tr>
<td>15 Fixed Assets</td>
<td>1,331,087</td>
</tr>
<tr>
<td>16 Accumulated Depreciation</td>
<td>(671,214)</td>
</tr>
<tr>
<td>17 Construction in Progress</td>
<td>235,702</td>
</tr>
<tr>
<td>18 Total Fixed Assets</td>
<td>895,575</td>
</tr>
<tr>
<td>19 TOTAL ASSETS</td>
<td>$3,004,469</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities &amp; Fund Balance</th>
<th>August 31, 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Liabilities</td>
<td></td>
</tr>
<tr>
<td>21 Accounts Payable</td>
<td>1,665</td>
</tr>
<tr>
<td>22 Credit Cards</td>
<td>7,580</td>
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<tr>
<td>23 Payroll Liabilities</td>
<td>352</td>
</tr>
<tr>
<td>24 Year End Accrued Payroll</td>
<td>18,518</td>
</tr>
<tr>
<td>25 Vacation Payable</td>
<td>20,775</td>
</tr>
<tr>
<td>26 Total Liabilities</td>
<td>48,889</td>
</tr>
<tr>
<td>27 Fund Balance</td>
<td>2,955,580</td>
</tr>
<tr>
<td>28 TOTAL LIABILITIES &amp; FUND BALANCE</td>
<td>$3,004,459</td>
</tr>
</tbody>
</table>
Director’s Report

Meeting Date: October 12, 2022
By: Kevin Lee

- Parking lot: Staff is slowly clearing out what is left in the container box. Once the container box is returned, staff can begin to work on the asphalt project to fix the parking lot. Furthermore, staff will also seek assistance from a professional company to design the parking lot to be more effective, if possible.

- Flagpole: Staff is contacted some flagpole companies. At the time of this writing, none has replied. But staff is hopeful that there will be another update at the next regular board meeting about this.

- Staff will ask current landscaper to remove the shrub (below). Behind it, staff found clothes, food, etc.—it appears that someone has was sleeping inside the shrub.

- Jobs: We are still collecting applications. We reposted our job announcements on our social media platforms but have not received many applications.

- Staff: Elizabeth is promoted from part-time library assistant to full-time library assistant. Her start date is TBD.
• Staff is exploring different vending machine options. Vending machine will be located outside by the Children’s Room. The purpose of the vending machine is to provide access to books and items for people who cannot visit the library during open hours. It will have hold items as well as some popular items. Patrons can call and request that his or her book/items be placed in the vending machine.

• Incidents:
  o 9/10/22 – Patron tossed trash that was on fire on our parking lot. Reported to the Banning Police.
Meeting Date: October 12th, 2022
Prepared by: Fernando Morales, Library Manager

Library:

- Work has begun on the new storage room outside of Kevin office.
- The study room has been completed!
- The Banning Library Book Club had 10 people attend.
- Our Banned Book display was enjoyed by our patrons. It raised many interesting conversations about why books are challenged.
Congratulations to Martha Dailey for being our September Gift Basket winner.
Children's Department

During the month of September, the Children's room programs had a total of 99 people for all our programs.

- Elizabeth attended Banning Parks and Rec: Hispanic Heritage Month.
- Many patrons have complimented us about the story time activities and Saturday craft days.
August/September 2022 Circulation Stats

<table>
<thead>
<tr>
<th>Section</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIOBOOKS</td>
<td>66</td>
<td>51</td>
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<tr>
<td>DVD</td>
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<td>MAGAZINES</td>
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<td>CHROMEBOOKS</td>
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DATABASE STATS

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<tr>
<th>Service</th>
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<tr>
<td>Mango Languages</td>
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<td>Ancestry</td>
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Mango Languages and Ancestry

![Bar chart showing Mango Languages and Ancestry usage comparison between August and September]
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.1
Title: Creation of Policy 6065 Naming Policy

RECOMMENDATION:
That the Board approve and adopt Policy 6065 Naming Policy

BACKGROUND/INFORMATION:
The District does not have a Naming Policy.

The purpose of this policy is to establish the authority and process for naming and renaming Banning Library District ("Library") buildings as well as interior and exterior spaces associated with the Library, and major programs and collections.
Banning Library District

POLICY MANUAL

POLICY TITLE:  Naming Policy
POLICY NUMBER:  6065

6065.1 Purpose
The purpose of this policy is to establish the authority and process for naming and renaming Banning Library District (“Library”) buildings as well as interior and exterior spaces associated with the Library, and major programs and collections. Consistent with this policy the specific recognition given to donors may include named spaces, furnishings or fixtures within the Library, placement on a donor wall, and other items that commemorate a gift.

6065.2 Authority
The Library Board of Trustees has authority over naming. All naming proposals shall be approved by the District Director. The District Director will refer naming proposals for an entire building, significant area or collection within the Library at any of its locations, to the Trustees for their consideration and review.

6065.3 Criteria for Naming Buildings and Interior/Exterior Spaces
A building or significant area within and building occupied by the Library may be named for individuals, families or entities meeting one or more of the following criteria:

- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a building or major renovation of an existing building or portion thereof; an endowment whether at the Library or at the Friends & Foundation, or other program or activity of the Library.
- Distinguished person who has provided extraordinary service to the Library or who otherwise merits special recognition.

A building or significant area within a building shall not be named for an individual not otherwise qualifying under the donor exceptions as stated above, earlier than five years following the departure, death, or retirement of the person from the Library, the City of Banning, Riverside County or the State of California or the end of an elected official’s service in office.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect on the Library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending the naming opportunities that includes a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the Library and will not detract from the Library’s use or the Library’s reputation as a public entity.
6065.4 Duration of Names and Name Changes
Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Trustees may at their sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of the Library.

6065.5 Prior Procedures and Named Spaces
Building names or names of interior/exterior spaces in existence at the time of the adoption of this policy shall remain in effect, subject to future renaming consistent with this policy.

6065.6 Removal or Change of Name
Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities name from the naming opportunity.
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.2
Title: Approve Renaming of the Children’s Room

RECOMMENDATION:
That the Board Approve Renaming of the Children’s Room to Snowden, Page, and Rusk Children’s Room

BACKGROUND/INFORMATION:
The contribution that Rusk, Page, and Snowden gave to the Library is tremendous. Each of those individuals provided voluntary hours to help the Library grow; not once, not twice, but for decades. As Friends group, they donated significant amount of funding to the Library’s programs, in particular for children’s activities and events.

Just to name a few:
- Passed out early literacy books to new parents at the hospital
- Supported the Library’s summer reading programs, especially the children’s programs
- Gave funds to the Library for performers
- Donated Christmas trees every year for patrons and staff to enjoy
- Provided cameras and recording equipment to the Library
- Reorganized books and items
- Hosted essay contests for Banning students
- Wrote grants to obtain Little Free Libraries
- This list can go on and on

One theme is certain: all three individuals care about children. Their work is the proof. It’s time to recognize their hard work, dedication, and commitment to the Library.

If approved by the Board, the current Children’s Room will be renamed to Bowden, Page, and Rusk Children’s Room.
**STAFF REPORT**

Meeting Date: October 12, 2022  
Prepared By: Kevin Lee  
Agenda Item: 12.3  
Title: Create and Adopt Job Description: Library Community Services Director

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**RECOMMENDATION:**  
That the Board **create and adopt** Job Description: Library Community Services Director

**BACKGROUND/INFORMATION:**  
As the Library grows and expands in the upcoming years, the Library needs a Library Community Services Director to be in charge of and responsible for community programs and activities. The Library is planning exciting programs, such as delivery/activities van, second satellite branch, and co-partnerships, just to name a few.

The Library Community Services Director will focus on community partnerships and delivering needed services to all parts of Banning by providing programs both at the Library and at partnership sites.
LIBRARY COMMUNITY SERVICES DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for functions and activities of the Library; directs and approves the planning, prioritizing, and development of community services including the development and delivery of library programs, classes, and events, system-wide youth services, community outreach services, community engagement, branch library operations, and virtual reference services; formulates District policies, goals, and directives; coordinates assigned activities and fosters cooperative working relationships with District departments, officials, community groups, and various private and public groups; provides highly responsible and complex professional assistance to the District Director in areas of expertise; serves as acting District Director in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Library's operations, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the District Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Library Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the District with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the District. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assumes management responsibilities as assigned by the District Director; plans, prioritizes, and develops community services including the development and delivery of library programs, classes, and events, system-wide youth services, community outreach services, community engagement, branch library operations, and virtual reference services; plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently.
- Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the District, in conjunction with the
District Director; establishes, within District policy, appropriate budget, service, and staffing levels; provides strategic direction by developing, defining, and conceptualizing new partnerships and initiatives among various agencies that will ultimately result in innovative or more effective services for the community.

- Selects, trains, motivates, and directs District personnel; strives to create a positive work environment for staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; evaluates staff training needs and coordinates training and professional growth opportunities; recommends disciplinary action; approves personnel changes; responds to staff questions and concerns.

- Provides leadership and strategic direction for specialized library programs and services to immigrant and refugee communities, Black, Indigenous, and communities of color and culture and other marginalized communities; strives for collaboration, cooperation, and coordination with other division leaders and managers and through strategic direction and leadership.

- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Attends, participates in, and makes presentations at meetings of the Library Board of Trustees, Friends of the Library, and a wide variety of committees, boards, and commissions.

- Attends and participates in professional group meetings, conferences, and other functions; stays abreast of new trends and innovations in the field of library operations and services; evaluates trends and makes recommendations to modify District processes and procedures accordingly.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.

- Responds to inquiries and complaints from library patrons, community members, and the general public; assists with resolutions and alternative recommendations; greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas.

- Serves as a spokesperson for the District at a variety of community events, meetings, and other public relations activities; advocates for the District in the community; makes presentations to and works with community members regarding Library services; participates in and develops outreach efforts.

- Performs other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of contract management.
- Principles, practices, and procedures of public administration in a municipal setting.
Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
Current library administration principles, organization, and procedures.
Effects of dominant culture society on communities of color and other communities subjected to marginalization.
Library programming and outreach principles, practices, and procedures.
Information technology related to the delivery of library services.
Theory, principles, and practices of modern library management including collection development and technical services.
Methods and techniques of developing technical and administrative reports and business correspondence.
Research methods and techniques.
Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the District.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Gain cooperation through discussion and persuasion.
- Effectively manage workplace diversity issues in a diverse organization; understand, celebrate, and serve diverse groups of people.
- Foster a culture that encourages innovation.
- Lead and implement culturally specific and responsive programs and services.
- Lead, model, and support an environment of equity and inclusion that includes an understanding of the impact of racism and oppression.
- Demonstrate a positive attitude, excellent interpersonal skills, cultural sensitivity, and a sense of humor while working with customers, co-workers, and the community.
- Exercise quick and mature judgment in dealing with potentially disruptive, physically dangerous, or abusive customers and emergencies is crucial.
- Create and deliver effective public presentations.
- Assume responsibility for maintaining a safe working environment.
- Commit to the principles of intellectual freedom and equal access.
- Initiate, recommend, and carry out personnel actions.
- Hold self and others to the highest level of accountability.
- Maintain a personal commitment to providing exceptional public service.
- Prepare and deliver effective presentations before community groups, Board of Library Trustees, commissions, committees, and District staff.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
➤ Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
➤ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
➤ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
➤ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
➤ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:**

➤ Equivalent to a master’s degree from an accredited college or university with major coursework in library and information science or a related field.

**Experience:**

➤ Four (4) years of increasingly responsible and major program experience in libraries including three (3) years of program supervisory and/or leadership experience. Experience in a district, government, or public agency is desirable.

**Licenses and Certifications:**

➤ Possession of a valid California Driver’s License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

**WORKING CONDITIONS**

Occasional evening and weekend work may be required as job duties demand.
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.4
Title: Discussion: Purchase of a Delivery and Outreach Van

RECOMMENDATION:
Discussion: Purchase of a Delivery and Outreach Van

BACKGROUND/INFORMATION:
One of the ways the Library can improve library access is by use of a delivery and outreach van. While the van would mainly be used for delivering books, DVDs, activity kits, laptops, etc., staff can also provide library programs. Staff would bring tables and tarps to setup programs at parks or team up with other organizations and use their parking areas. Some of the services include material check outs, Wi-Fi system, library card registration, hold pick up station at select stops, computer assistance, etc.

If the Board approves this idea, staff can research the cost associated with this van/project.
For now, we will be looking for a van like this:

Maybe in the future:
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.5
Title: Letter of Recommendation: Open Seat for Board Members

RECOMMENDATION:
That the Board recommend candidate(s) to the County for open Library Board of Trustees seats.

BACKGROUND/INFORMATION:
There are two open seats for the Library Board of Trustees. One candidate who is interested in joining the Library Board of Trustees; she submitted her application and resume.

The deadline to send the recommendation letter to the County of Riverside Registrar of Voters is November 1st, 2022.
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.6
Title: Approve the Director to Enter into an Agreement with F&M Foam and Coatings in the amount not to exceed $22,942.50

RECOMMENDATION:
That the Board Approve the Director to Enter into an Agreement with F&M Foam and Coatings in the amount not to exceed $22,942.50

BACKGROUND/INFORMATION:
All three roofers, who came to inspect the Library’s roof, agree that Banning Library’s roof needs repair. To ensure the Library’s new furniture is safe from rain, the Library will need to start this roofing project as soon as possible.

FISCAL IMPACT:

Option 1: Desert Roof Concepts will use polyurethane foam. Their bid is $58,000. Their warranty is 8 years. Did not include acrylic option.

Option 2: HP Roofing Pro will use acrylic. Their bid is $41,800. Their warranty is 15 years. Did not offer polyurethane foam option.

Option 3: F&M Foam and Coatings provided two bids. First, with acrylic, the bid is $19,950. Second, with polyurethane foam, the bid is $46,950.

The recommendation is based on F&M Coatings bid, acrylic option with 15% adjustment for any unknown costs. $19,950 + 15% is $22,942.50
Banning Library District

![Banning Library District Image]

Project Location

21 W. Nicolet St., Banning, CA 92220

Prepared and submitted by:

Al Thien
Director of Operations
Cell: (909) 856-2222 // Office: (909) 521-1285
athien@hroofingpro.com
Dear Kevin and Fernando,

Thank you for the opportunity to provide you an assessment and estimate on your property's roof. With our expert knowledge in commercial roofing, we hope to provide you with competitive pricing for your roofing needs. This report will provide you a thorough assessment on the current condition on your roof and our recommendation on actions to take.

**In this report, you will find the following:**

- FACILITY ANALYSIS WITH PHOTOS ................................................................. 4
- FACILITY ANALYSIS WITH PHOTOS ................................................................. 5
- ROOF SYSTEM SPECIFICATION ....................................................................... 10
- ROOFING PROPOSALS ..................................................................................... 17
- HP ROOFING PRO PORTFOLIO ....................................................................... 18
- HP ROOFING PRO: LICENSES, INSURANCE, WORKERS COMPENSATION, AND REFERENCES ................................................................. 23

HP Roofing Pro has an incredible reputation in the roofing industry and we are one of the few roofing contractors to lead the way in applying sustainable roofing material for our clients. We look forward to partnering with you to provide you with your roofing needs.

Sincerely,

Al Thien
HP Roofing Pro
Director of Operations
Commercial Assets We Protect

7 ELEVEN
RITE AID
Starbucks
Bank of America
BR Baskin Robbins
24 Hour Fitness

DNV
CHASE
CVS pharmacy
Food 4 Less

H&R Block
IHOP
metroPCS
planet fitness

O'Reilly AUTO PARTS
SoCalGas
T-Mobile

WaBa Grill
El Super
cricket
TOKYO CENTRAL
Spectrum

California Department of State Hospitals
OneWest Bank
Spectrum
Domino's

ROGER DUNN
G LFSH PS

Page 3 of 25
FACILITY ANALYSIS WITH PHOTOS

**Property Address**

21 W. Nicolet St., Banning, CA 92220

**Specific Area of Roof Work**

Low Slope Roofing and Affiliated Walls

**Existing Roofing System Construction**

- Substrate or Roof Deck: Plywood Roof Deck
- Insulation: N/A
- Roofing System: Torch-down Capsheet

**Aerial**

The protective reflective surfacing for this roof is a grey mineral surfaced cap sheet. The grey mineral absorbs the heat of the sun and can cause daily rooftop temperatures to exceed 175 degrees, which accelerates the breakdown and aging of the roofing system. White Title-24 compliant cool roof surfacing is recommended which will keep roof temperatures within 10% of ambient temperature, extending roof life and reducing heat transfer into the building.
Existing Roof Membrane
The overall roof condition is poor. The existing capsheet roof membrane is losing its granules. Once the granules are loss on the capsheet membrane, the UV from the sun can easily burn off the waterproof grade asphalt. For the most part, the foundation of this roof is still well intact. This building should be reroofed in order to ensure that there are no water leaks to disrupt the building's operations.
Exposed Areas on the Roof
The roof penetrations/flashings are cracking. These areas are more vulnerable to cracking when the roofing system expands and contracts due to thermal cycling. All flashings and curbs on the roof will be addressed in the coated roofing system.
Roof Drains and Scuppers

The existing roof drains are in poor condition. Roof drains are the most important component on a roof as these locations are the only avenue for water to be removed off the roof.
With the current roof conditions at 21 W. Nicolet St., Banning, CA 92220, we recommend a commercial coated roof system. The system is one of the premier coated roofing systems out in the market today. The application applies a roof membrane overlay to your existing roof. The construction process is incredible convenient because roof installation creates little to no disruption to the building and its occupants. Whereas tear-off and re-roof construction are significantly disruptive to operations. This roofing system will save you time, money, energy and headaches.
RainArmor®

“RainArmor® Commercial Roof System”
Sustainable – Cost Effective – Reliable – Energy Efficient – Durable
Specification: 6RA-1P-3A
For Smooth Surface / Cap Sheet / Single Ply

PART 1 – GENERAL

1.1 APPLICABLE PUBLICATIONS: The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

1.1.1 American Society for Testing and Materials Publication (ASTM)
1.1.2 Underwriters Laboratories Inc. (U.L.)
1.1.3 Factory Mutual (FM Global)
1.1.4 Western Colloid Details, Drawings and Notes
1.1.5 ENERGY STAR® guidelines for energy efficiency (Roof Coatings)
1.1.6 CRRC – Cool Roof Rating Council
1.1.7 California Building Standards Code - Title 24
1.1.8 LEED (USGBC)

1.2 QUALITY CONTROL

1.2.1 Warranty: The contractor shall warrant the new roofing system for the duration of the warranty from the date of completion that the new roofing system was installed. This warranty is a performance warranty. This warranty is a “leak free” roof warranty. Repairs that become necessity because of defective materials and/or workmanship while this roofing is under warranty shall be performed by the contractor without any cost to the building owner. An annual roof maintenance is required by the building owner to retain the roofing warranty.

1.3 DELIVERY, STORAGE AND HANDLING:

1.3.1 Storage: Prior to and during project, protect all materials from inclement weather conditions. Keep lids tightly closed on all containers when not in use. Locate materials temporarily stored on the roof in approved areas and distribute the load to stay within the live load limits of the roof construction.

1.3.2 Handling: Select and operate materials handling equipment so as not to damage existing construction and applied roofing. Handle roll materials in a manner to prevent damage to edges and ends.

1.4 ENVIRONMENTAL CONDITIONS: This Commercial Roof System is water based and should be applied when weather conditions permit proper application and drying. Application will not be permitted during inclement weather (wet, rain, snow, freeze). The temperature during application shall be a minimum of 55 degrees Fahrenheit (F) and rising. Do not attempt application when rain, inclement weather or
temperatures below 40 degrees F are expected within 48 hours after application. The system should not be applied if there is ice or frost on the roof surface/deck. The preparation and repair portion of the system that does not include water based materials may be applied immediately prior to inclement weather if necessary.

1.5. PROTECTION OF PROPERTY:

1.5.1 Protective Coverings: Contractor shall take proper precautions to protect owner’s property against damage and overspray. The use of shield boards, masking and protective coverings shall be used as necessary. RainArmor® is not responsible for damages caused by the overspray of any of its products.

RainArmor® COMMERCIAL ROOF SYSTEM COMPONENTS AND WEIGHTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Amount</th>
<th>Dry Weight Pounds (Lbs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Base Coat — Asphalt Emulsion</td>
<td>6 Gallons</td>
<td>24</td>
</tr>
<tr>
<td>2</td>
<td>Polyester Fabric</td>
<td>1 Ply</td>
<td>2.5</td>
</tr>
<tr>
<td>3</td>
<td>Premium White Acrylic Coating</td>
<td>3 Gallons</td>
<td>21</td>
</tr>
</tbody>
</table>

Total System Dry Weight

84.5 lbs

Total System Dry Mils (approximately) 80 Mils

*weight approximately (per 100 sq. ft.)

PART 2 – PRODUCTS

2.1 DESCRIPTION OF ROOF SYSTEMS:

2.1.1 Sustainable, Energy Efficient: This specified assembly is a cold process method to upgrade existing roofing, including BUR, Mod Bit, EPDM, TPO and Hypalon. The system is water based and environmentally friendly. It has very low odor. It is reinforced with tough, lightweight polyester fabrics. It is intended to significantly extend the life of applicable existing roof membranes. This system eliminates or indefinitely delays the need to remove existing roof membranes which reduces land fill usage. The system is surfaced with a highly reflective elastomeric coating. This type of reflective surface has proven to significantly reduce temperatures and save energy on many types of commercial structures.

This specified assembly meets the following criteria:

a. U.L. Class A
b. Factory Mutual Standard 4470 Class 1
c. California Title 24
d. LEED (USGBC)
e. Energy Star

2.2 MATERIALS: Shall conform to the respective specifications and to the requirements herein.
2.2.1 Polyester Fabric: Shall be RainArmor®’s 2.75 ounce firm or 3.0 ounce soft, stitchbonded polyester fabric. To be used as a reinforcing fabric in asphalt emulsion, acrylic coating and flashing materials. Available in various widths.

2.2.2 Seamless Walkway Coating: A water based coating designed to protect walking areas and paths on smooth roofing systems. It is formulated with extremely tough acrylic resins and binders, to form a long lasting walking surface on smooth and coated roofs. Seamless walkway coating contains an aggregate to form a textured non-slip surface with very high abrasion resistance.

2.2.3 All Weather Elastic Cement: A solvent-based, white sealant. The sealant is designed for use on various roof membranes and surfaces, including asphalt BUR, modified bitumen, metal and single ply roofs. (Including EPDM, PVC, TPO and Hypalon). Used where wet conditions are present during repair and also to set metal flanges and sheets where water based sealant is not practical. The All Weather Elastic Cement sealant may be used in place of Elastic Cement when a more immediate resistance to water is required.

2.2.4 Mastic Cement: Mastic Cement compound: A water base, highly concentrated acrylic resinous plastic emulsion with inert mineral pigments. For application to all exposed terminations, metal joints, drain sumps and any areas needing a tough, highly flexible sealing compound. Available in white or black.

2.2.5 Asphalt Emulsion: A premium clay stabilized asphalt emulsion ASTM D 1227 Type III. Produced in a continuous mill process without any added surfactants or additives. Also known as Glas-Shield Waterproofing Compound for cold process roofing.

2.2.6 White Acrylic Coating: Meets and exceeds ASTM D6083-97a for 100% acrylic roof coating. The White Acrylic Coating is manufactured from premium resins, pigments and components producing an acrylic coating of the highest quality. The acrylic is a durable coating that will resist rigorous weather conditions while protecting roof surfaces and contributing to substantial energy savings. The White Acrylic Coating meets the requirements of a “Cool Roof” and is listed by the “Cool Roof Rating Council” (CRRC). As an ENERGY STAR® Partner, RainArmor® has determined that the White Acrylic Coating meets the ENERGY STAR® guidelines for energy efficiency (white only).

PART 3 - EXECUTION

3.1 PREPARATION:

3.1.1 Roof membrane shall be repaired and made sound and watertight prior to application of the fluid applied reinforced roofing membrane using one or more of the following steps.

3.1.2 Remove loose gravel, dirt, dust and foreign debris by vacuum, washing, sweeping or power blower. The entire surface shall be properly cleaned so as to receive proper attachment of the new fluid applied membrane. Areas of light dirt and dust may require only sweeping or power blowing. Areas of heavier dirt, dried mud or contamination may require washing. Use strongest cleaning method necessary to achieve best results.
3.1.3 Valleys and ponding areas shall be washed and may require priming so as to receive a positive attachment of the system. If priming is necessary to any area, use Asphalt Emulsion diluted 20 to 30 percent with water as primer. Apply vigorously with brush and allow to dry. Valley and ponding areas shall receive an extra ply of polyester set in Asphalt Emulsion prior to the application of the membrane.

3.1.4 All blisters are to be repaired using the “floating patch” (or other approved) method with asphalt flashing compound and modified cap sheet. Remove blisters with flat shovel, scraper or knife. Embed modified cap sheet in application of asphalt flashing compound. Apply pressure to smooth and achieve complete contact of sheet and flashing compound. Edges of sheet shall extend at least 6 inches beyond widest point of blister being repaired.

3.1.5 Large splits are to be repaired using asphalt flashing compound and modified cap sheet. Embed modified cap sheet in application of asphalt flashing compound. Apply pressure to smooth and achieve complete contact of sheet and flashing compound. Edges of sheet shall extend at least 6 inches beyond widest point of split being repaired. Peel & Stick modified cap or APP torch applied may also be used for repairs.

3.1.6 Repair and dress roof area as needed with special attention to penetrations, pipes, terminations and flashings. Small splits and irregularities are to be repaired using a three course method with Mastic Cement Compound. To the area needing repair apply Mastic Cement at a rate of 5 gallons per 100 sq. ft. (aprox. 1/8 in. thick). Into the wet Mastic Cement embed 1 ply of polyester fabric. Brush the fabric into the Mastic Cement to insure full saturation having no wrinkles or voids. Over the fabric apply another coat of Mastic Cement at a rate of 4-gal. per 100 sq. ft.. Allow to dry.

3.2 APPLICATION

3.2.1 Base and Wall Flashings: Prior to the application of the membrane, install the base and wall flashings. First install the base flashing over the cant strip using one ply of 6” (or wider if needed) Polyester Fabric set into a coat of 5 gallons per 100 sq. ft. of Asphalt Emulsion achieving full embedment, terminating at least 2” above the cant and extending onto the deck at least 2”. Next install the wall flashing using one full ply of Polyester Fabric set into a coat of 5 gallons per 100 sq. ft. of Asphalt Emulsion achieving full embedment and continuing up the wall to terminate as necessary under counter flashing, reglet or wall cap flashing per RainArmor® details. Wall flashing shall extend out onto the deck at least 3” beyond the termination of the base flashing.

3.2.2 Edge Flashings: Remove and replace gravel stops and metal edge where necessary. Where gravel stop is replaced, replace with low or no rise metal edge. Metal edge shall be nailed at 4" O.C.. Strip-in the metal with polyester fabric and Mastic Cement making sure to cover all nails. Where edge flashing is left in place, cut back roofing 2 inches from rise and strip-in with polyester fabric and Mastic Cement to provide for a positive attachment of the metal edge to the new membrane per RainArmor® details.

3.2.3 Vent and Pipe Flashings: If flange is removed and replaced or new flange is installed, set flange of metal "jack" in a bed of All Weather Elastic Cement and attach with nails. Strip-in the metal with polyester fabric and Mastic Cement making sure to cover all nails. See section 3.2.7 for sealing of
the cone and pipe after installation of the membrane. The new membrane shall terminate at base of the cone. **Do Not use Mastic Cement to set the flange of a new flashing. Use only the All Weather Elastic Cement under the flange.**

3.2.4 Roof Drains (clamping type): Prior to the application of the roofing membrane, remove clamping ring and clean as necessary. Clean all existing build-up of mastics and repair compounds from around the drain and sump. Three course using Mastic Cement the entire drain sump area and extend into the drain bowl and extending a minimum of 18" from center of drain onto the deck (or as necessary to extend beyond drain sump). Allow to dry. Replace clamping ring. The roofing membrane system shall be applied overlapping onto the reinforced Mastic Cement at least 3". The drain area will also receive an application of polyester reinforced Premium White Acrylic Coating per section 3.2.8.

Optional: Prior to the application of the roofing membrane, remove clamping ring and clean as necessary. Clean all existing build-up of mastics and repair compounds from around the drain and sump. Embed modified cap sheet in application of modified asphalt flashing compound into the drain bowl and extending a minimum of 18" from center of drain onto the deck (or as necessary to extend beyond drain sump). Apply pressure to smooth and achieve complete contact of cap sheet and modified asphalt flashing compound. Replace clamping ring. The roofing membrane system shall be applied overlapping onto the modified cap sheet at least 3". The drain area will also receive an application of polyester reinforced White Acrylic Coating per section 3.2.8.

3.2.5 Misc. Flashings: Where sign anchors, equipment supports or other projections penetrate the roof membrane, seal with Mastic Cement creating a "cone" shaped seal. Where large voids must be bridged use 1 ply of polyester fabric in the Mastic Cement. Misc. flashings to be of Mastic Cement and Polyester Fabric and to be constructed in a manner acceptable to the membrane manufacturer as necessary to meet the needs of each flashing detail.

*Refer to RainArmor® detail drawings and notes for additional details and application information.*

3.2.6 Membrane: Over the properly prepared surface, apply a coat of Asphalt Emulsion at a rate of 6 gallons per 100 sq.ft.. Immediately following and starting at the low edge of the roof, embed a full width of Polyester Felt continuing up the roof with full width sheets. Overlap each ply a minimum of 3". End laps shall overlap a minimum of 4". Lightly broom each ply of polyester felt to achieve full embedment while leaving fabric showing on the surface. Take care to apply fabric leaving no wrinkles or voids. Polyester shall terminate at the base of the wall or cant and overlap the wall flashings at least 3 inches. Do Not walk on the polyester during application while emulsion is still wet causing displacement of the Asphalt Emulsion. Do not apply a top coat of Asphalt Emulsion to the polyester. Allow to cure.

3.2.7 Pipe Flashings & Penetrations – Surface Treatment: After the application of the membrane and before the reflective coating, apply Mastic Cement and Polyester Fabric in a three course method to all pipe flashings, cones, exposed metal joints and flanges. Also apply Mastic Cement to all corners at curbs and skylight flashings or any area that has been previously repaired with roofing mastic.

3.2.8 Drains & Special Areas of Ponding: Areas around drains and scuppers shall receive an extra ply of polyester fabric set in the White Acrylic Coating. In addition valleys, waterways and any locations where
water ponds for more than 48 hours shall receive an extra ply of polyester fabric set in the White Acrylic Coating. The extra ply is to extend 12 inches beyond the ponding area or as needed to extend beyond the drain sump. To this area set 1 ply of polyester into a 3 gallon per 100 sq. ft. application of White Acrylic Coating and broom lightly to achieve full saturation having no wrinkles or voids. This application shall be applied after the roof membrane and prior to the final coatings of White Acrylic Coating.

3.2.9 Reflective Coating – White Acrylic Coating: After roof has been properly prepared apply reflective coating. To prevent damage to the membrane, the reflective coating should be applied early in the day prior to the heating and softening of the emulsion surface. If surface becomes soft and sticks to equipment or feet, discontinue application. Wash roof surface to remove any asphalitic residue that may cause lack of adhesion or “tobacco staining”. Apply over the entire roof surface, a first coat of White Acrylic Coating at a rate of 1½ gallons per 100 sq. ft. and allow to dry for 24 hours. Over the first coat apply a second (final) coat of White Acrylic Coating reflective surface coating at a rate of 1½ gallons per 100 sq. ft.. This shall be done in a "cross hatch" manner (each coat shall be at a right angle to the previous). Before application, mix well and strain if spray applying. Do not thin or dilute.

3.2.11 Cleanup: Each day, remove from the job site, debris, scraps, containers and any rubbish resulting from the installation of the roofing system.
ROOFING PROPOSALS

PROPERTY ADDRESS: 21 W. Nicolet St., Banning, CA 92220
SYSTEM SPECIFICATION: RainArmor® Roof Specification: 6RA-1P-3A
SYSTEM WARRANTY: 15 Years Material and Labor
RainArmor ROOF COST (Acrylic): $41,800.00
REPLACE PLYWOOD/BEAM: $550.00 per sheet (if necessary)

Scope of work
The area inside the yellow boundary is included in the scope of work.

Items those are NOT Included:
- Plumbing and Electrical Work,
- HVAC Unit and Duct Work or lifting of HVAC unit if necessary,
- Stucco Wall Damage,
- Downspouts,
- Concrete Work and Repair

PRICE INCLUDES ALL LABOR, MATERIALS, TAXES, FREIGHT AND INSURANCE

ROOFING SYSTEM WARRANTY
Any defect in workmanship or materials for the installation of the roofing membrane will be repaired at no cost to the customer for the duration of the warranty period. Simply putting it, if you experience a roof leak from our roofing system, we will repair it or replace it at no cost to the building owner.
ATT: KEVIN LEE (BANNING LIBRARY DISTRICT)  
21 W NICOLET  
BANNING, CA 92220  
(951) 849-3192

DESERT ROOF CONCEPTS
30720 Avenida Del Yermo  
Cathedral City, California 92234  
Phone: (760) 409-4236  
Email: Melaraalbert@desertroofconcepts.com  
Web: desertroofconcepts.com/

Estimate # 14907  
Date 09/27/2022  
Business / Tax # C-39 107994

Description                                      Total

POLYURETHANE FOAM ROOFING/THermo-FLEX 1001 ELASTOMERIC (WHITE) SYSTEM $58,000.00

CONTRACTOR STATE LICENSE # 1079994

A. Mask all areas not to receive polyurethane foam and or protect from dust (cars, shrubs, pools, lawn equipment, etc.)

B. Perform a complete sweep off of the substrate from the built-up roof. All surfaces must be clean, dry, and sound; free of loose and peeling coatings, grease, oil, dirt, mildew, rust, and other detrimental foreign matter that will adversely affect adhesion and product performance of system components being applied. Manually or mechanically remove excessive amounts of deteriorated patching, flashing, or caulking materials.

C. haul-away all substrate removed from roof deck to local recycling center.

D. Spray water based Thermo-flex acrylic primer on roof deck at 1 gallon every 250 sq ft to improve adhesion and to inhibit corrosion and degradation.

E. Install 12-18" construction paper throughout home edging, windows, drains, skylights, electrical outlets and windows to prevent polyurethane foam from adhering to unwanted areas.

F. Apply Spray polyurethane foam roofing system throughout home at 1" and 1/2 " near edging and drains to promote slope for water drainage.

G. Grind polyurethane foam surrounding edging, drains to promote drainage.
H. Apply acrylic elastomeric caulking at roof penetrations (pipes, skylights, etc.) as secondary sealant in top of SPF system.

I. Spray national A acrylic elastomeric basecoat at 1.5 gallons per 100sqft through entire roof deck, edging of roof deck will be back rolled to promote strong adhesion.

J. Spray Thermo-Flex 1001 (white, offering longevity, UV protection and brightness) and acrylic elastomeric Topcoat at 1.5 gallons per 100sqft while simultaneously applying 35 lbs. per 100sqft of white Artic granules to be embedded into topcoat for appearance, traffic protection and impact.

K. At the end of each workday, remove rubbish, empty containers, rags, and other discarded items from the site. After completing work, clean glass and spattered surfaces. Remove spattered coatings by washing, scraping, or other methods being careful not to scratch or damage adjacent finished surfaces.

L. Perform final inspection with owner/owner representative.

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<table>
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<th>Subtotal</th>
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<tr>
<td>Deposit Due</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

---

**Notes:**

ROOF TO CARRY 8 YEAR WARRANTY.

---

Desert Roof Concepts will work with your budget!
Albert Melara  
(owner/operator)  
760-409-4236 | DesertRoofConcepts.com  
MelaraAlbert@DesertRoofConcepts.com  
Locally Owned & Operated • Ca Lic# 1079994  

Polyurethane Foam • Tile • Shingle • Torchdown • Roof Certs  
Maintenance • Commercial/Residential • Licensed Bonded & Insured
By signing this document, the customer agrees to the services and conditions outlined in this document.

_________________________  __________________________
Albert Melara              ATT: KEVIN LEE (BANNING LIBRARY DISTRICT)

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PROPOSAL

F & M FOAM AND COATINGS
LIC #913172
4020 NEW MARK AVENUE
SAN BERNARDINO, CA 92407
(909) 475-8277 CELL: (909) 936-3408

PROPERTY LINES: Owner shall locate and point out property lines to contractor. Contractor may, at his option, require owner to provide a licensed land surveyor's map of property.

Submitted To
Banning Library District
21 W. Nicolet St.
Banning Cty, 92220

I.C. Type: Same
I.C. Use: Commercial
C.E. Type: ASAP
C.E. Use: ASAP

We hereby submit the following specifications and estimates for:

Polyurethane foam and coating:

1) Prepare roof as needed. Power wash
2) Apply Polyurethane foam, one inch average over existing roof.
   (Total square feet = 11,614)
3) Apply (2 coats) Tropical #911 elenerlastic coating over foam,

10 yr. warranty against leaks.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors. If a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 25000, Sacramento, CA 95826.

State law requires anyone who contracts to do construction work to be licensed by the Contractors' State License Board. In the license category in which the contractor is going to be working - if the total price of the job is $1000 or more (including labor and materials).

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with a complaint. Your only remedy against an unlicensed contractor may be in civil court, and you may be liable for damages arising out of any injuries to the contractor or his or her employees.

You may contact the Contractors' State License Board to find out if this contractor has a valid license. The board has complete information on license history contractors, including any possible suspensions, revocations, judgments, and citations. The board has offices throughout California. Please check the government pages of the yellow pages for the office nearest you or call 1-800-952-5700 for more information.

We propose to perform the above work in accordance with the drawings and specifications submitted, and to complete it in a workmanlike manner according to standard practices for the sum of $46,950.

Down Payment of: $23,175

payment to be made as follows:

% $23,175.00 upon signing contract;

% $11,373.00 upon completion of foam and 1st coat;

% $11,239.00 shall be made forthwith upon completion of work under this contract.

Upon satisfactory payment being made for any portion of the work performed, the contractor shall, prior to any further payment being made, furnish to the owner or tenant contracting for the home improvement or swimming pool a full and unconditional release from any claim or mechanic lien pursuant to Section 3114 of the Civil Code for that portion of the work for which payment has been made.

You the owner or tenant have the right to require the contractor to have a performance and payment bond or funding control.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement and no contractual rights arise until this proposal is accepted in writing.

Failure by the Contractor without lawful excuse to substantially commence work within twenty (20) days from the approximate date specified in this contract when the work will begin is a violation of the Contractors' License Law.

Date: 10/22/2022

Acceptance X

IMPORTANT INFORMATION ON BACK
PROPOSAL

PROPERTY LINES: Owner shall locate and point out property lines to contractor. Contractor may, at his option, require owner to provide a licensed land surveyor's map of property.

SUBMISSION

Submitted to:
Banning Library District
21 W. Nicoter St.
Banning CA 92220

CONTRACTOR'S LICENSE NUMBER: 913178

We hereby submit specifications and estimates for:

Roof Coatings:

1) Prepare roof as needed, powerwash
2) Apply 40 inch fabric and coating around areas of drains
3) Then apply (2 coats Tropical #1) Eternalastic roof coating over existing roof (Total square feet 11,614)

10 year warranty against leaks.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 2650, Sacramento, CA 95826.

STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD IN THE LICENSED CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING - IF THE TOTAL PRICE OF THE JOB IS $500 OR MORE (INCLUDING LABOR AND MATERIALS), LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTORS' STATE LICENSE BOARD MAY BE UNABLE TO HELP YOU WITH A COMPLAINT. YOU REMEDIATE AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES.

YOU MAY CONTACT THE CONTRACTORS' STATE LICENSE BOARD TO FIND OUT IF THE CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION ON THE HISTORY OF LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEARST YOU OR CALL 1-800-425-7888 FOR MORE INFORMATION.

We propose to perform the above work in accordance with the drawings and specifications submitted, and to complete it in a workmanlike manner according to standard practices for the sum of $19,950.00. Down payment of $9,975.00

Payment to be made as follows:

% ($9,975.00) upon signing contract;

% ($ __________) upon completion of __________;

% ($ __________) upon completion of __________;

% ($ __________) upon completion of __________;

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement and no contractual rights arise until this proposal is accepted in writing.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is understood and agreed that this work is not provided for in any other agreement and no contractual rights arise until this proposal is accepted in writing.

Failure by the Contractor without lawful excuse to substantially commence work within twenty (20) days from the approximate date specified in this contract when the work will begin is a violation of the Contractor's License Law.

You, the Owner, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the Notice of Cancellation form (reverse side) for an explanation of this right.
STAFF REPORT

Meeting Date: October 12, 2022
Prepared By: Kevin Lee
Agenda Item: 12.7
Title: Discussion: Recording of Board Meetings to be Published on District website

RECOMMENDATION:
Discussion: Recording of Board Meetings to be Published on District website

BACKGROUND/INFORMATION:
Newspaper reporter David Heiss requested that board meetings be recorded and posted on our website, for later viewing.

There are no laws that require meetings be recorded and published by the District, but the public does have the right to videotape or broadcast a public meeting (Gov. Code § 54953.5) if the public chooses to.

The Board can choose to have board meetings recorded and published anytime the Board wishes to. Since the incoming Board takes place in December, the Board can also table this until then for the incoming Board to decide.