



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

### **Regular Board Meeting Agenda**

November 16, 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 – October 12, 2022

4.2 Minutes of the Special Board meeting – October 27, 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 Evaluation of Performance Pursuant to Government Code Section 54957(b)(1)

**11. Unfinished Business**

11.1 Consider and Approve Landmark HealthPlan Benefit for Staff

**12. New Business**

12.1 Create and Adopt Policy No. 2110 Volunteer Worker

**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 not 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**

December 14, 2022

**16. Adjournment**



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

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
October 12, 2022 | 5:00 P.M. | Conference Room

**CALL TO ORDER,  
PLEDGE OF  
ALLEGIANCE, ROLL  
CALL**

Board President Little called the Regular Meeting of the Banning Library District Board of Trustees to order on October 12, 2022 at 5:04 p.m.

**Members Present:** Kathy Little, Alejandro Geronimo, Melanie Lara, and Jana Brassfield.

**Members Absent:** Loretta Cousar.

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

**Guests:** Chantal Cedillo.

**ADOPTION OF  
AGENDA**

A motion was made by Geronimo and seconded by Lara to approve and adopt the agenda for the October 12, 2022 Regular Meeting.

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

A motion was made by Brassfield and seconded by Geronimo to approve the Minutes for the September 14, 2022 Regular Meeting.

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**CONSIDERATION OF  
ITEMS REMOVED  
FROM THE CONSENT  
CALENDAR**

None.

**FRIENDS REPORT**

None.

**FINANCE REPORT**

Rental fees are zero because the conference room has been closed to the public for storage and website maintenance is also zero because it has not been time to pay it yet. #50 and #55 have been merged.

**DISTRICT DIRECTOR'S  
REPORT**

The bush behind the children's room will be removed with the board's approval. People have been sleeping or leaving personal stuff there. The library will be adding Novel Effect, ArtistsWorks, and Kanopy to its online databases. There will be a Staff Thanksgiving Dinner in November. Geronimo voiced his concern over the possibility of the book vending machine being vandalized. Toni's Banned Books Week display was very popular with the patrons. Elizabeth Fritz will be promoted to full time.

**BOARD REPORTS AND  
COMMENTS**

Lara went to the Leadership Academy conference and gave a brief report on what she learned there.

**CLOSED SESSION**

**10.1 Public Employee Discipline/Evaluating of Performance  
Pursuant to Government Code Section 54957(b)(1)**

The Board into closed session at 5:27 pm.

The Board returned from closed session at 5:28 pm.

Little reported out that no decision was made and will continue to next month.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**12.1 Creation of Policy 6065 Naming Policy.**

Lara asked to add to the end of Section 6065.2 to give the Board the Final Approval of the name. A motion was made by Geronimo and seconded by Brassfield to approve and adopt Policy No. 6065 with the changes.

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**12.2 Approve Renaming of the Children's Room.**

Little asked Lee to double check Nit's last name. A motion was made by Brassfield and seconded by Lara approve the renaming of the children's room to Bowden, Page, and Rusk Children's Room.

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**12.3 Create and Adopt Job Description: Library Community  
Services Director.**

The Board agreed to table Item 12.3.

**12.4 Discussion: Purchase of a Delivery and Outreach Van.**

The Board directed Lee to continue researching the cost associated with the van project and bring estimates.

**12.5 Letter of Recommendation: Open Seat for Board Members.**

The Board interviewed Chantal Cedillo. The Board accepted Cedillo's application and will recommend the candidate to the County for open Library Board of Trustees seats.

**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.**

The Board asked what the warranty was on the roof work. Lee said it is ten years. A motion was by Lara and seconded by Brassfield to Approve the Director to Enter into an Agreement with F&M Coatings in the amount not to exceed \$22,942.50

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**12.7 Discussion: Recording of Board Meetings to be Published on District Website.**

A motion was made by Geronimo and seconded by Lara to not record the Board Meetings.

AYES: Little, Geronimo, Lara, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Cousar.

**LAST MINUTE  
AGENDA ITEMS**

None.

**AGENDA ITEMS FOR  
FUTURE AGENDAS**

None.

**NEXT REGULAR  
BOARD MEETING**

November 16, 2022

**ADJOURNMENT**

Adjourned at 6:25 p.m.

Prepared by:

\_\_\_\_\_  
Christian Tzintzun, Library Technician

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

\_\_\_\_\_  
Melanie Lara, Board Secretary



Board of Trustees

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

**MINUTES**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

October 27, 2022 | 5:00 P.M. | Conference Room

**CALL TO ORDER,  
PLEDGE OF  
ALLEGIANCE, ROLL  
CALL**

Board Secretary Lara called the Special Meeting of the Banning Library District Board of Trustees to order on October 27, 2022 at 5:00 p.m.

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

**Members Absent:** Kathy Little, Alejandro Geronimo

**Staff Present:** Kevin Lee, District Director; and Christian Tzintzun, Library Technician.

**Guests:** James, Amanda, Keturah (via Zoom).

**ADOPTION OF  
AGENDA**

A motion was made by Brassfield and seconded by Cousar to approve and adopt the agenda for the October 27, 2022 Special Meeting.

AYES: Lara, Cousar, Brassfield.

NOES: None.

ABSTAIN: None.

ABSENT: Little, Geronimo.

**PUBLIC COMMENT  
NEW BUSINESS**

None.

**4.1 Letter of Recommendation: Open Seat for Board  
Members.**

The Board interviewed the Board of Trustees candidates: Keturah, James and Amanda.

No motion was made to recommend James Cousar.

A motion was made by Cousar and seconded by Brassfield to recommend Amanda Morgan to the County for the open Library Board of Trustees seat.

AYES: Cousar, Brassfield.

NOES: Lara.

ABSTAIN: None.

ABSENT: Little, Geronimo.

**4.2 Consider and Approve Landmark HealthPlan Benefit for Staff.**

The Board decided to table Item 4.2 until the November Regular Meeting.

**ADJOURNMENT**

Adjourned at 5:50 p.m.

Prepared by:

\_\_\_\_\_  
Christian Tzintzun, Library Technician

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

\_\_\_\_\_  
Melanie Lara, Board Secretary



# Banning Library District

## Profit & Loss (Unaudited)

### General Fund

	Sept. 2022 YTD	Budget	\$ Over (Under) Budget	% of Budget
<b>1 REVENUES</b>				
<b>2 Property Tax Revenue</b>				
3 Property Tax Current Secured	\$ -	\$ 950,600	\$ (950,600)	0%
4 Property Tax Current Unsecured	-	47,100	(47,100)	0%
5 Property Tax Prior Unsecured	713	-	713	0%
6 Tax Current Supplemental	-	8,800	(8,800)	0%
7 Tax Prior Year Supplement	1,284	15,100	(13,816)	9%
8 RDV Property Tax LMIH	-	67,100	(67,100)	0%
9 Homeowner Tax Relief	-	8,300	(8,300)	0%
10 Contractual Revenue	-	36,600	(36,600)	0%
11 Interest County Invested Funds	74	1,100	(1,027)	7%
12 Other Misc Revenue	2,541	-	2,541	0%
<b>13 Total Property Tax Revenues</b>	<b>4,611</b>	<b>1,134,700</b>	<b>(1,130,089)</b>	<b>0%</b>
<b>14 Local Revenues</b>				
15 Service Sales	499	4,100	(3,601)	12%
16 Fines	4	300	(296)	1%
17 Rental Fees	-	1,000	(1,000)	0%
18 Interest - LAIF/Bank of Hemet	21	1,000	(979)	2%
<b>19 Total Local Revenues</b>	<b>525</b>	<b>6,400</b>	<b>(5,875)</b>	<b>8%</b>
<b>20 TOTAL REVENUES</b>	<b>5,136</b>	<b>1,141,100</b>	<b>(1,135,964)</b>	<b>0%</b>
<b>21 EXPENSE:</b>				
<b>22 Salaries &amp; Benefits</b>				
23 Regular Salaries	136,891	543,600	(406,709)	25%
24 Overtime	-	1,000	(1,000)	0%
25 Health Insurance	10,222	40,500	(30,278)	25%
26 Retirement	5,394	19,100	(13,706)	28%
27 Social Security	8,186	33,800	(25,614)	24%
28 Medicare	1,922	7,900	(5,978)	24%
29 Unemployment Insurance	-	4,500	(4,500)	0%
<b>30 Total Salaries &amp; Benefits</b>	<b>162,615</b>	<b>650,400</b>	<b>(487,785)</b>	<b>25%</b>
<b>31 Operational</b>				
32 Automation - Equipment Leasing	4,315	20,200	(15,885)	21%
33 Equipment & Furniture	4,475	15,000	(10,525)	30%
34 Maintenance	3,496	17,700	(14,204)	20%
35 Website Maintenance	-	4,000	(4,000)	0%
36 Security	787	1,900	(1,113)	41%
37 Janitorial	657	2,000	(1,343)	33%
38 Adult Books	1,505	5,500	(3,995)	27%
39 Juvenile Books	1,484	10,000	(8,516)	15%
40 Youth Books	263	700	(437)	38%





# Banning Library District

## Profit & Loss (Unaudited)

### General Fund

		Sept. 2022 YTD	Budget	\$ Over (Under) Budget	% of Budget
41	Data Base	\$ 7,503	\$ 30,000	\$ (22,497)	25%
42	Audio	489	2,100	(1,611)	23%
43	Periodicals	1,293	2,300	(1,007)	56%
44	DVD Videos	801	2,500	(1,699)	32%
45	Processing Books & ILL	741	5,000	(4,259)	15%
46	Program Expense	2,467	14,000	(11,533)	18%
47	<b>Total Operational</b>	30,276	132,900	(102,625)	23%
48	<b>Administrative</b>				
49	Office	7,388	23,600	(16,212)	31%
50	Insurance	5,009	19,800	(14,792)	25%
51	Professional Development	-	-	-	0%
52	Tuition Reimbursement	2,544	15,800	(13,256)	16%
53	Advertising/Marketing	199	1,700	(1,501)	12%
54	Membership	1,873	5,700	(3,827)	33%
55	Recognition Events	150	2,000	(1,850)	7%
56	Travel/Training	6,570	29,200	(22,630)	23%
57	County Auditing & Accounting	7	-	7	100%
58	<b>Total Administrative</b>	23,739	97,800	(74,061)	24%
59	<b>Professional</b>				
60	Accounting Services	3,413	41,000	(37,588)	8%
61	Legal Services	7,924	10,000	(2,076)	79%
62	Independent Audit	8,000	15,500	(7,500)	52%
63	Human Resource Services	-	12,000	(12,000)	0%
64	Payroll Processing Fees	477	2,600	(2,123)	18%
65	<b>Total Professional</b>	19,814	81,100	(61,287)	24%
66	<b>Utilities</b>				
67	Utilities	7,938	32,000	(24,062)	25%
68	Communications	2,197	10,100	(7,903)	22%
69	<b>Total Utilities</b>	10,135	42,100	(31,965)	24%
70	<b>TOTAL EXPENSE</b>	<b>246,578</b>	<b>1,004,300</b>	<b>(757,722)</b>	<b>25%</b>
71	<b>CAPITAL OUTLAY</b>				
72	Building Improvements/Furniture	99,457	75,000	24,457	133%
73	<b>TOTAL CAPITAL OUTLAY</b>	99,457	75,000	24,457	133%
74	<b>TOTAL ANNUAL BUDGET</b>	346,035	1,079,300	(733,265)	32%
75	<b>NET INCOME / (LOSS)</b>	<b>\$ (340,899)</b>	<b>\$ 61,800</b>	<b>\$ (402,699)</b>	



# Banning Library District

## Profit & Loss (Unaudited)

### Grants

		<u>Sept. 2022</u>
		<u>YTD</u>
<b>1 REVENUES</b>		
<b>2</b> Grant Income	\$	12,362
<b>3 TOTAL REVENUES</b>		<u>12,362</u>
<b>4 EXPENSE</b>		
<b>5</b> Program Expense		4,693
<b>6</b> Processing Books & ILL		1,647
<b>7 TOTAL EXPENSE</b>		<u>6,339</u>
<b>8 REMAINING GRANT FUNDS</b>	\$	<u><u>6,023</u></u>



**Banning Library District**  
**Balance Sheet (Unaudited)**  
**As of September 30, 2022**

	<u>Sept. 30, 22</u>
<b>1 ASSETS</b>	
<b>2     Checking/Savings</b>	
<b>3         County General Fund Cash</b>	\$ 49,828
<b>4         LAIF</b>	610,802
<b>5         Bank of Hemet - Operating Account</b>	1,299,319
<b>6         Bank of Hemet - Money Market</b>	83,802
<b>7         Petty Cash</b>	500
<b>8         LAIF FMV</b>	(7,827)
<b>9     <b>Total Checking/Savings</b></b>	<u>2,036,424</u>
<b>10    <b>Other Current Assets</b></b>	
<b>11         Prepaid Expenses</b>	13,828
<b>12         Accounts Receivable Property Tax</b>	-
<b>13    <b>Total Other Current Assets</b></b>	<u>13,828</u>
<b>14    <b>Fixed Assets</b></b>	
<b>15         Fixed Assets</b>	1,331,087
<b>16         Accumulated Depreciation</b>	(671,214)
<b>17         Construction in Progress</b>	235,702
<b>18    <b>Total Fixed Assets</b></b>	<u>895,575</u>
<b>19 <b>TOTAL ASSETS</b></b>	<u><b>\$ 2,945,827</b></u>
<b>20 <b>LIABILITIES &amp; FUND BALANCE</b></b>	
<b>21    <b>Liabilities</b></b>	
<b>22         Accounts Payable</b>	49,094
<b>23         Credit Cards</b>	9,485
<b>24         Payroll Liabilities</b>	352
<b>25         Year End Accrued Payroll</b>	18,518
<b>26         Vacation Payable</b>	20,775
<b>27    <b>Total Liabilities</b></b>	<u>98,223</u>
<b>28         Fund Balance</b>	2,847,604
<b>29 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b></b>	<u><b>\$ 2,945,827</b></u>



Board of Trustees

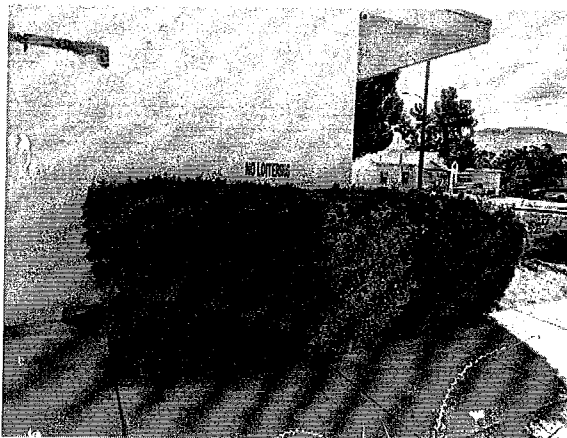
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Loretta Cousar — Trustee

**Director's Report**

Meeting Date: November 16, 2022  
By: Kevin Lee

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- I'd like to begin by wishing everyone a very Happy Thanksgiving!
- The Board recommended two candidates to the County for the open board seats. We had many qualified candidates show up before the board at the last special board meeting.
- We now have a Board plaque for names of former Board members (from this year going on) to show gratitude for their services. The first two names will be Alex Geronimo and Loretta Cousar (in December).
- We also conditionally made offers to two people for a full-time librarian and a part-time library assistant.
- The leaking faucet by the red brick area is fixed.
- Shrub Removal Update:



Before

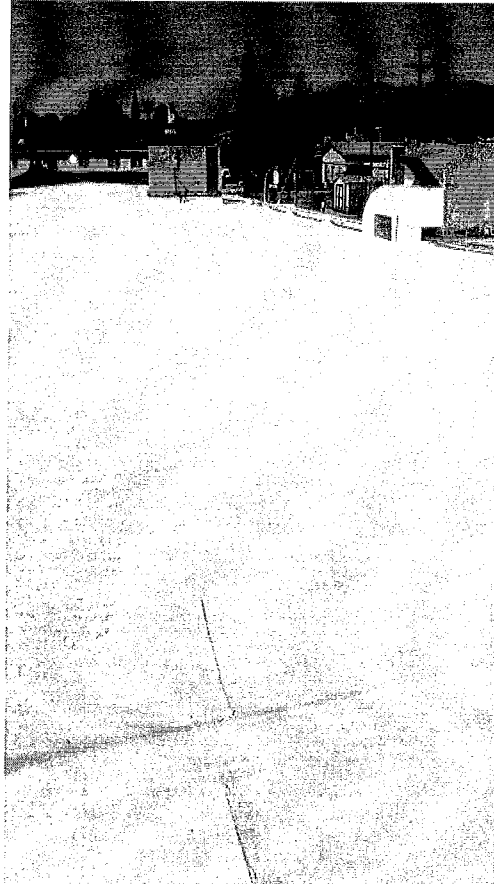


After

- Roof Update: The roof project is now complete.



Before



After

- Vending Machine Update: There are two options for our vending machine. The first vending machine kind is a locker type – it only works for items that are on hold. Patrons will not be able to browse and check out items. The second vending machine kind is a browsable type where patrons can browse and check items out. This kind of vending machine requires a different tagging system from what we currently have. The Library wants the patrons to browse and check items out after hours, however, this means the Library needs to replace current barcodes with Radio Frequency ID (RFID). Staff can work in phases, section by section, to get this done.
- Kanopy (movie streaming), ArtistWorks (musical instrument tutorials), and Novel Effect are now on our website. The Library is purchasing two ukuleles for patrons to use. Any patron who wants to learn how to play ukulele while watching ArtistWorks at the library can do so at a schedule set by one of the library assistants.

- Incidents:

- 10/12/22 — An unknown individual set the Library's rat-trap device on fire. Staff notified the police.
- 10/13/22 — An unknown individual ignited the dumpster on fire. Staff notified the police.
- 10/14/22 — An unknown individual scattered trash all over the dumpster area. Lighter fluids were located there. Staff notified the police.



21 W. Nicolet St.  
Banning, CA 92220  
(951) 849-3192 (tel.)  
(951) 849-6355 (fax)  
[www.banninglibraryca.gov](http://www.banninglibraryca.gov)

## STAFF REPORT

Meeting Date: *November 16<sup>th</sup>, 2022*

Prepared by: *Fernando Morales, Library Manager*

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During the month of October, the Children's room programs had total of 267 people for all our programs. This is an increase of 168 people from last month.

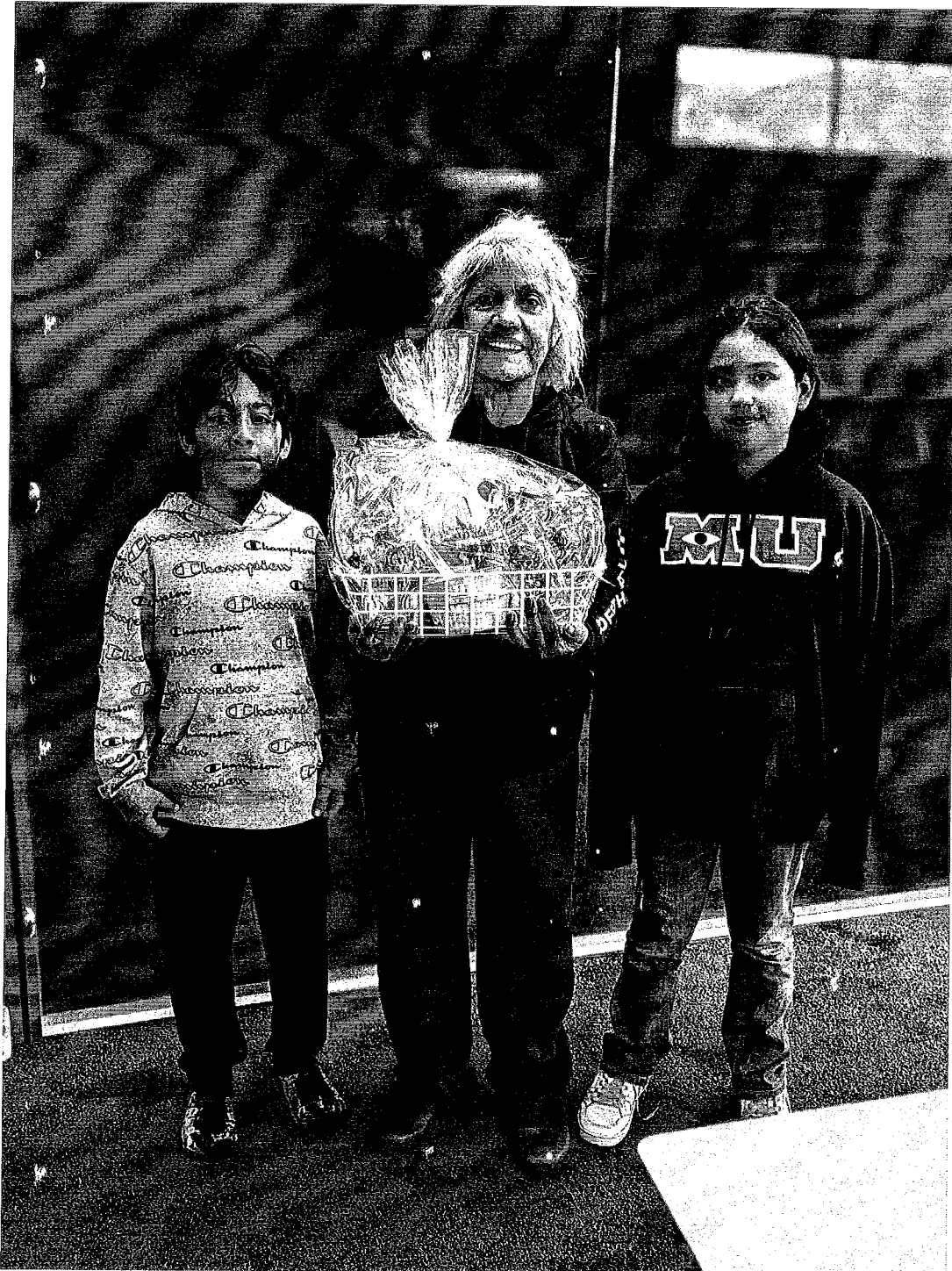
- The Banning Library Book Club had 4 people attend.
- Elizabeth and Fernando attended Trunk or Treat. We ran out of 60 flyers and almost managed to give everyone candy.
- Patrons are asking about future programs and are showing great interest in future library programs. Darnise is taking notes on patron's requests for future programming ideas.





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Congratulations to Yolanda for being our October Gift Basket winner.







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### Public Computer Use 2022

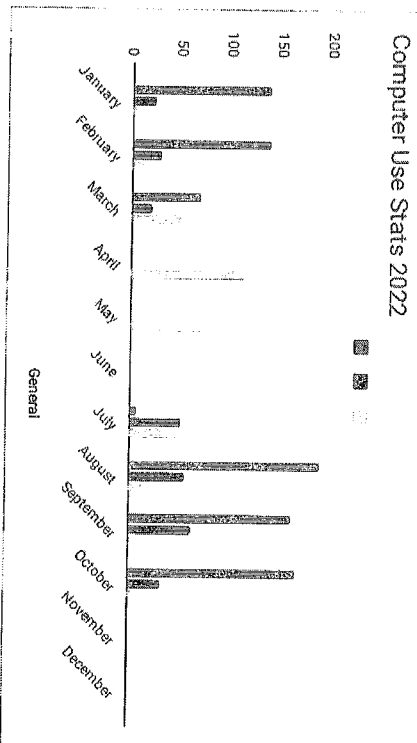
	General	Teen Room	Childrens Room
January	138	23	3
February	138	29	11
March	70	21	50
April	0	0	114
May	0	0	75
June	0	0	0
July	7	52	48
August	190	57	13
September	163	64	2
October	167	32	4
November	0	0	0
December	0	0	0
<b>Total</b>	<b>873</b>	<b>278</b>	<b>321</b>

Prepared by Fernando Morales  
 Board Meeting November 16th 2022

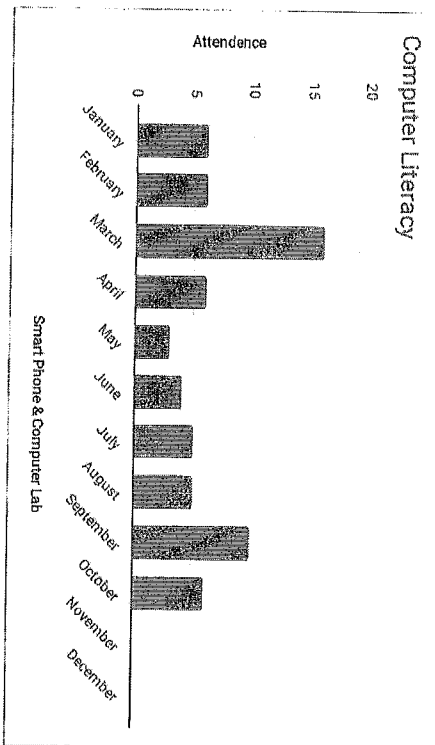
### Computer Literacy

	Attendance
January	8
February	6
March	18
April	8
May	3
June	4
July	5
August	5
September	10
October	6
November	0
December	0
<b>Total</b>	<b>67</b>

### Computer Use Stats 2022



### Computer Literacy



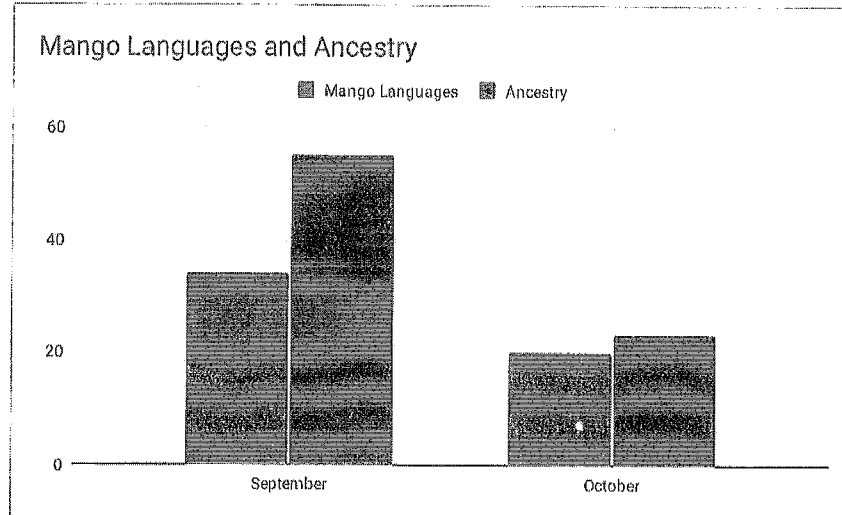
Smart Phone & Computer Lab



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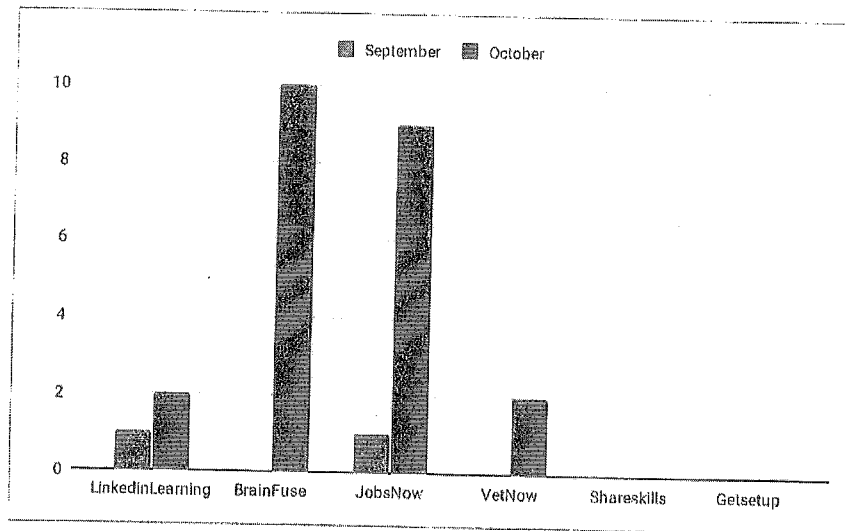
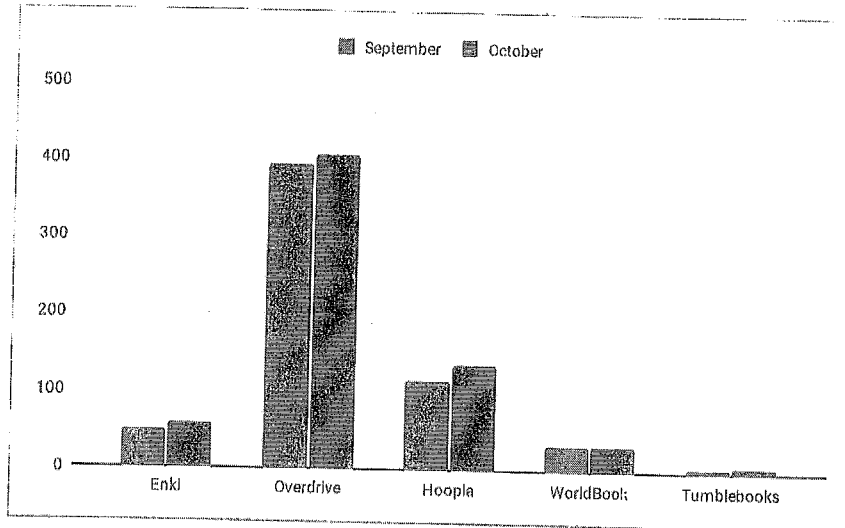
#### DATABASE STATS

	September	October
Mango Languages	34	20
Ancestry	55	23
	September	October
Enki	49	57
Overdrive	394	106
Hoopla	115	136
WorldBook	33	33
Tumblebooks	5	7
	September	October
LinkedInLearning	1	2
BrainFuse	0	10
JobsNow	1	9
VetNow	0	2
Shareskills	0	0
Getsetup	0	0





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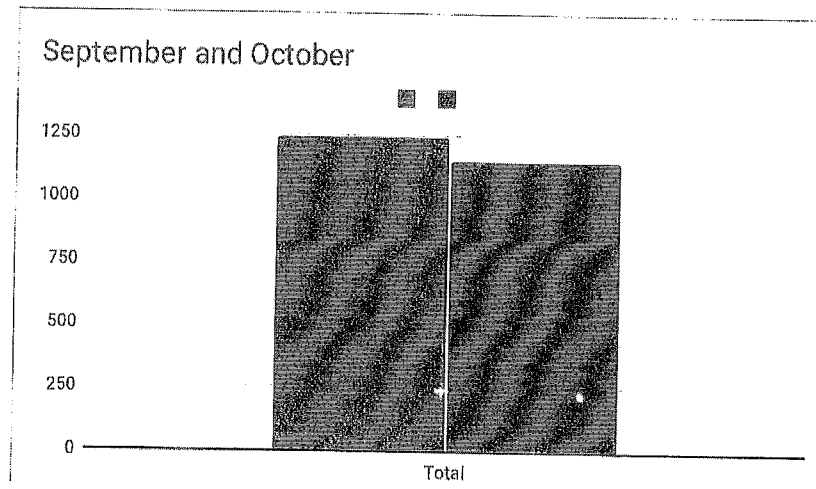




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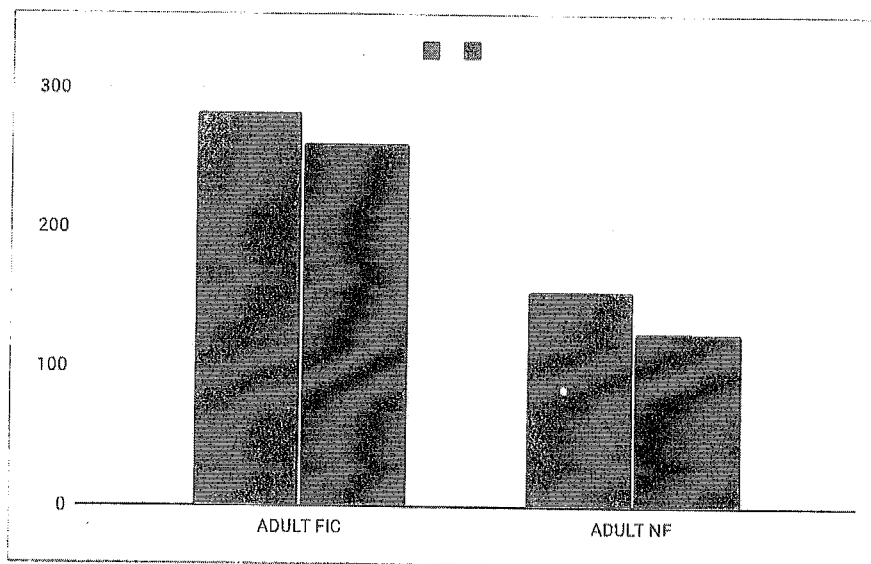
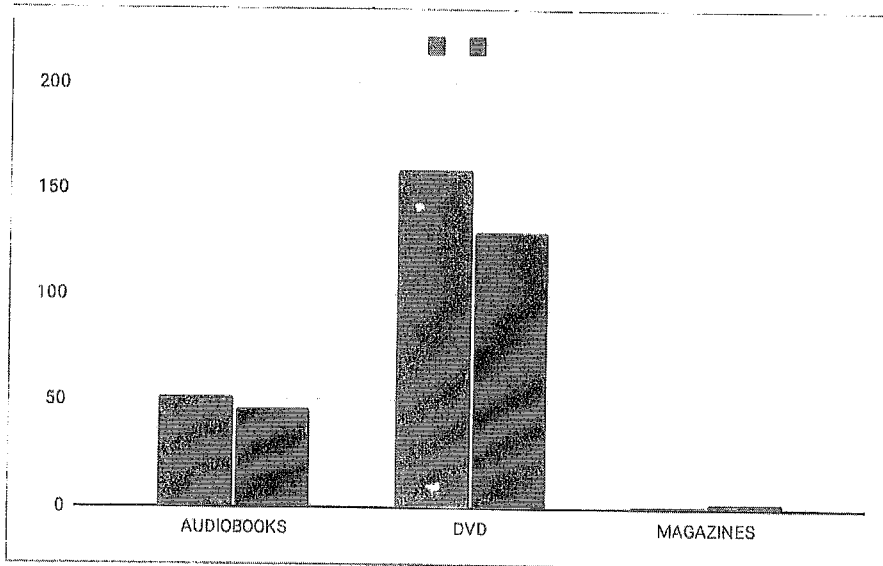
## August/September 2022 Circulation Stats

Section	September	October
AUDIOBOOKS	51	48
DVD	159	130
MAGAZINES	1	2
ADULT FIC	282	260
ADULT NF	154	124
YA FICTION	55	83
YA NON FICTION	3	1
JUVENILE FICTION	469	413
JUVENILE NON FICTION	43	58
CHROMEBOOKS	11	8
HOTSPOTS	5	8
PARKPASS	2	6
CAMP	0	2
REALIA	0	1
MENTAL HEALTH KITS	3	3
BOARDGAMES	0	0
<b>Total</b>	<b>1238</b>	<b>1145</b>



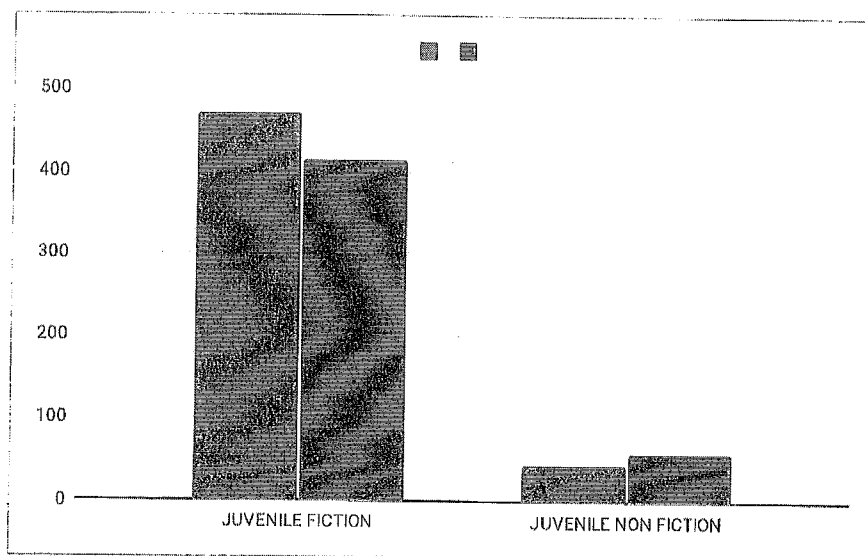
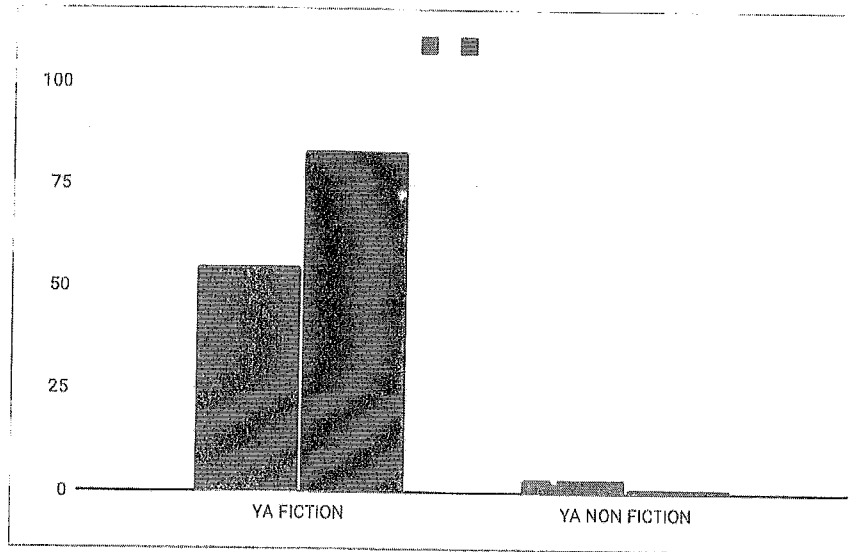


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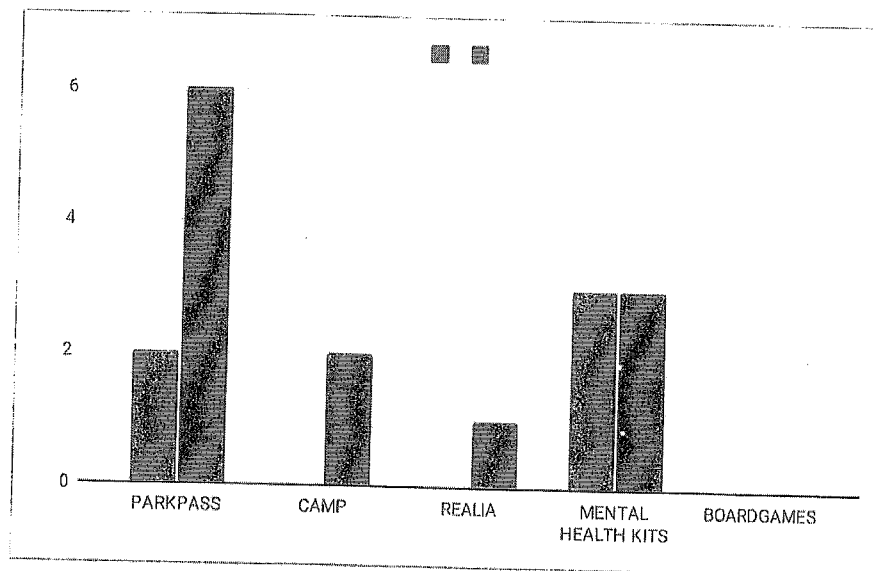
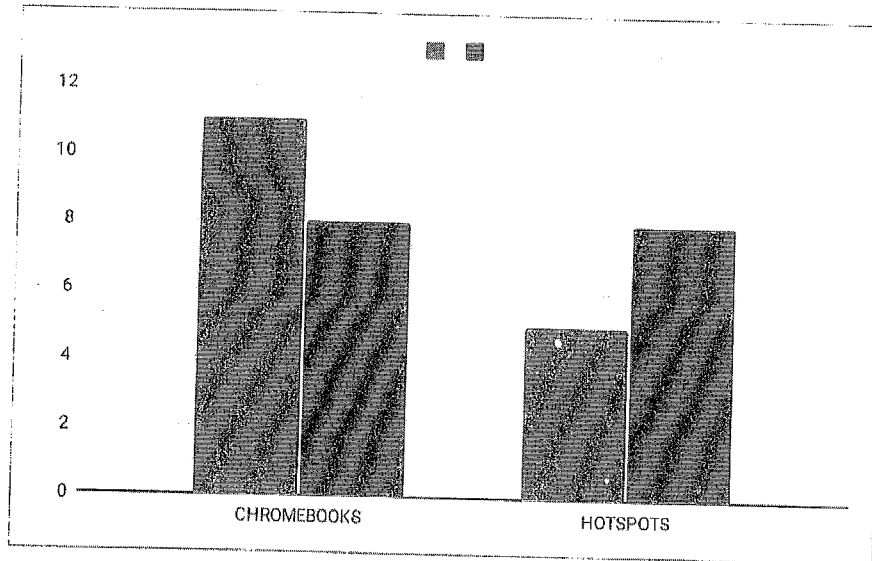


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Board of Trustees  
Kathy Little — President  
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Melanie Lara — Secretary  
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Loretta Cousar — Trustee

## STAFF REPORT

Meeting Date: November 16, 2022  
Prepared By: Kevin Lee  
Agenda Item: 11.1  
Title: Consider and Approve Landmark HealthPlan Benefit for Staff

---

### RECOMMENDATION:

That the Board **consider** and **approve** Landmark HealthPlan Benefit for Staff

### BACKGROUND/INFORMATION:

This item was tabled at the last meeting.

Many medical insurance coverages include chiropractic and acupuncture services, but the District's grandfathered-in plan does not.

### FISCAL IMPACT:

The monthly cost for this benefit is only \$101.76 (only for full-time employees). This will not have a huge impact on the District's budget.





# LANDMARK HEALTHPLAN<sup>SM</sup>

ER PAID

## RATE QUOTE

Valid for CA Groups with 2-199 Employees Only

Client Name: Banning Library District  
Effective Date: 12/1/2022  
Rating Region: California  
Quote Date: 10/25/2022  
Broker Name: Scott Pieratt  
Broker Company: WSP Corporate Benefits & Insurance Services, Inc.  
Single/Dual-Option: Single-Option

Contract Type:  
Employee Only: 6  
Employee+Spouse: 0  
Employee+Child(ren): 0  
Employee+Family: 0  
Total Employees: 6

### Benefit Plans

Monthly Rates			
Employee	Employee +Spouse	Employee +Child(ren)	Employee +Family

Monthly Premiums				
Employee	Employee +Spouse	Employee +Child(ren)	Employee +Family	Premium Total

#### Acupuncture

\$20 Copay/20 Visits	\$ 3.91	\$ 7.58	\$ 5.86	\$ 10.98
\$20 Copay/30 Visits	\$ 4.55	\$ 8.81	\$ 6.76	\$ 12.74
\$15 Copay/20 Visits	\$ 4.60	\$ 8.92	\$ 6.89	\$ 12.93
\$15 Copay/30 Visits	\$ 5.31	\$ 10.27	\$ 7.88	\$ 14.88
\$10 Copay/20 Visits	\$ 7.24	\$ 14.03	\$ 10.70	\$ 20.34
\$10 Copay/30 Visits	\$ 8.31	\$ 16.13	\$ 12.28	\$ 23.36

\$ 23.46	\$ -	\$ -	\$ -	\$ 23.46
\$ 27.30	\$ -	\$ -	\$ -	\$ 27.30
\$ 27.60	\$ -	\$ -	\$ -	\$ 27.60
\$ 31.86	\$ -	\$ -	\$ -	\$ 31.86
\$ 43.44	\$ -	\$ -	\$ -	\$ 43.44
\$ 49.86	\$ -	\$ -	\$ -	\$ 49.86

#### Acupuncture with Herbal Rider (\$5 Copay/\$500 Annual Maximum Herbal Benefit)

\$20 Copay/20 Visits	\$ 4.51	\$ 8.77	\$ 6.76	\$ 12.72
\$20 Copay/30 Visits	\$ 5.14	\$ 10.01	\$ 7.65	\$ 14.46
\$15 Copay/20 Visits	\$ 5.20	\$ 10.12	\$ 7.77	\$ 14.67
\$15 Copay/30 Visits	\$ 5.91	\$ 11.47	\$ 8.77	\$ 16.62
\$10 Copay/20 Visits	\$ 7.83	\$ 15.22	\$ 11.59	\$ 22.07
\$10 Copay/30 Visits	\$ 8.91	\$ 17.33	\$ 13.17	\$ 25.09

\$ 27.06	\$ -	\$ -	\$ -	\$ 27.06
\$ 30.84	\$ -	\$ -	\$ -	\$ 30.84
\$ 31.20	\$ -	\$ -	\$ -	\$ 31.20
\$ 35.46	\$ -	\$ -	\$ -	\$ 35.46
\$ 46.98	\$ -	\$ -	\$ -	\$ 46.98
\$ 53.46	\$ -	\$ -	\$ -	\$ 53.46

#### Chiropractic

\$20 Copay/20 Visits	\$ 3.12	\$ 6.22	\$ 4.82	\$ 9.04
\$20 Copay/30 Visits	\$ 3.63	\$ 7.26	\$ 5.57	\$ 10.51
\$15 Copay/20 Visits	\$ 3.66	\$ 7.34	\$ 5.66	\$ 10.64
\$15 Copay/30 Visits	\$ 4.24	\$ 8.45	\$ 6.49	\$ 12.25
\$10 Copay/20 Visits	\$ 5.78	\$ 11.54	\$ 8.81	\$ 16.74
\$10 Copay/30 Visits	\$ 6.65	\$ 13.29	\$ 10.12	\$ 19.24

\$ 18.72	\$ -	\$ -	\$ -	\$ 18.72
\$ 21.78	\$ -	\$ -	\$ -	\$ 21.78
\$ 21.96	\$ -	\$ -	\$ -	\$ 21.96
\$ 25.44	\$ -	\$ -	\$ -	\$ 25.44
\$ 34.68	\$ -	\$ -	\$ -	\$ 34.68
\$ 39.90	\$ -	\$ -	\$ -	\$ 39.90

#### Combined Chiropractic/Acupuncture

\$20 Copay/20 Visits	\$ 5.83	\$ 11.66	\$ 8.91	\$ 16.92
\$20 Copay/30 Visits	\$ 6.75	\$ 13.47	\$ 10.28	\$ 19.55
\$15 Copay/20 Visits	\$ 6.91	\$ 13.83	\$ 10.55	\$ 20.03
\$15 Copay/30 Visits	\$ 7.97	\$ 15.94	\$ 12.10	\$ 23.10
\$10 Copay/20 Visits	\$ 11.03	\$ 22.04	\$ 16.69	\$ 31.98
\$10 Copay/30 Visits	\$ 12.72	\$ 25.36	\$ 19.19	\$ 36.78

\$ 34.98	\$ -	\$ -	\$ -	\$ 34.98
\$ 40.50	\$ -	\$ -	\$ -	\$ 40.50
\$ 41.46	\$ -	\$ -	\$ -	\$ 41.46
\$ 47.82	\$ -	\$ -	\$ -	\$ 47.82
\$ 66.18	\$ -	\$ -	\$ -	\$ 66.18
\$ 76.32	\$ -	\$ -	\$ -	\$ 76.32

#### Combined Chiropractic/Acupuncture with Herbal Rider (\$5 Copay/\$500 Annual Maximum Herbal Benefit)

\$20 Copay/20 Visits	\$ 6.63	\$ 13.27	\$ 10.09	\$ 19.23
\$20 Copay/30 Visits	\$ 7.54	\$ 15.07	\$ 11.50	\$ 21.87
\$15 Copay/20 Visits	\$ 7.71	\$ 15.42	\$ 11.75	\$ 22.36
\$15 Copay/30 Visits	\$ 8.75	\$ 17.53	\$ 13.31	\$ 25.41
\$10 Copay/20 Visits	\$ 11.83	\$ 23.64	\$ 17.89	\$ 34.30
\$10 Copay/30 Visits	\$ 13.49	\$ 26.96	\$ 20.38	\$ 39.10

\$ 39.78	\$ -	\$ -	\$ -	\$ 39.78
\$ 45.24	\$ -	\$ -	\$ -	\$ 45.24
\$ 46.26	\$ -	\$ -	\$ -	\$ 46.26
\$ 52.50	\$ -	\$ -	\$ -	\$ 52.50
\$ 70.98	\$ -	\$ -	\$ -	\$ 70.98
\$ 80.94	\$ -	\$ -	\$ -	\$ 80.94

**Herbal Benefit Rider** - Herbal Therapies are for oral ingestion or external application of naturally occurring botanical, animal, or mineral substances, to support normal structure and function of the human body according to the principles of Traditional Chinese Medicine. Herbs will be prescribed and filled by the attending Acupuncturist.

**Single-Option Plan** - Offer a single plan to a group.



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

## STAFF REPORT

Meeting Date: November 16, 2022  
Prepared By: Kevin Lee  
Agenda Item: 12.1  
Title: Create and Adopt Policy No. 2115 Volunteer Worker

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### RECOMMENDATION:

That the Board **create and adopt** Policy No. 2115 Volunteer Worker

### BACKGROUND/INFORMATION:

This community has many talented individuals who would like to become volunteers and contribute their skills for the betterment of the Library. Individuals would gain skills and training by volunteering. Many individuals volunteer for all kinds of reasons: to fulfill school requirements, build their resumes, serve in their community, and more.

Volunteers can help Library Assistants with children's craft preparation, assist Friends of Banning Library operations (i.e., book sales), shelve books and materials, and tutor patrons with homework—to name a few.

***POLICY TITLE: Volunteer Worker***

***POLICY NUMBER: 2115***

*2115.1 Banning Library District encourages the services and contributions of volunteers as literacy tutors and general library volunteers for the District and Friends of Banning Library.*

*2115.2 Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Library Assistant/Volunteer Coordinator.*

*2115.3 District staff and/or the Friends of Banning Library members will conduct appropriate orientation and training of volunteers.*

*2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies related to driving personal vehicles on District-related business, and other such policies.*

*2115.5 Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District, or a designated representative of the Friends of Banning Library, to ensure that services are performed in a safe and appropriate manner.*

*2115.6 Voluntary assignment with the Banning Library District is at will and is subject to termination by the volunteer or the Banning Library District, with or without cause, and with or without notice, at any time.*