Regular Board Meeting Agenda
May 10, 2023
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 – March 8, 2023

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. **Unfinished Business**
   10.1 Request for Quote for Non-Statutory Volunteer Coverage Update

11. **New Business**
   11.1 Amendments to Policy No. 3070 Travel Reimbursement
   11.2 Amendments to Policy No. 3090 Records Retention
   11.3 Amendments to Policy No. 5130 Bereavement Leave
   11.4 Consideration of Approval to Add the New Federal Holiday “Juneteenth” to the District’s Scheduled Holidays
   11.5 Amendments to Policy No. 5110 Holidays
   11.6 First Reading: Discuss and Review Proposed FY 2023-2024 Budget
   11.7 Appointment of Board members to Budget Committee

12. **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)

13. **Close Session**
    13.1 Public Employee Performance Evaluation - District Director
    Pursuant to Government Code Section 54957

14. **Agenda Items for Future Agendas**

15. **Next Regular Board Meeting**
    June 14, 2023

16. **Adjournment**
MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 8, 2023 | 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 March 08, 2023 at 5:06 p.m.

Members Present: Kathy Little, Melanie Lara, Jana Brassfield, Amanda Morgan, and Chantal Cedillo.

Members Absent: None.

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 Lara and seconded by Brassfield to approve and adopt the agenda for the March 8, 2023 Regular Meeting.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.
NOES: None.
ABSTAIN: None.
ABSENT: None.

PUBLIC COMMENT

None.

CONSENT CALENDAR

A motion was made by Brassfield and seconded by Morgan to approve the Minutes for the January 11, 2023 Regular Meeting.

AYES: Little, Lara, Brassfield, Morgan, Cedillo.
NOES: None.
ABSTAIN: None.
ABSENT: None.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

FRIENDS REPORT

Gae Rusk, FOBL president, presented her report. They are currently hard at work with the Meltzer collection and hosting a reception in honor of Robert H. Meltzer on April 12 at the library. FOBL submitted a grant request to Morongo to help fund the
summer reading program. The last free little library was planted at the Banning Opportunity Village.

FINANCE REPORT
Lee mentioned that since the finance report presented is for the end of January most items should be around 58%.

DISTRICT DIRECTOR'S REPORT
In addition to the written report, Lee and Morales will be attending A.L.I.C.E. training in April and will train the rest of the staff upon return.

BOARD REPORTS AND COMMENTS
Little would like to give thanks to the Friends of the Banning Library for all their hard work on cataloging the donated paintings.

UNFINISHED BUSINESS
10.1 Request for Quote for Non-Statutory Volunteer Coverage.
The quote will not be given until all Board members sign the request from. The Board signed the request.

NEW BUSINESS
None.

LAST MINUTE AGENDA ITEMS
None.

AGENDA ITEMS FOR FUTURE AGENDAS
None.

NEXT REGULAR BOARD MEETING
May 10, 2023 at 5:00 p.m.

ADJOURNMENT
Adjourned at 5:22 p.m.

Prepared by:

The foregoing minutes are approved by the Board of Trustees on ______________, 2023.

Christian Tzintzun, Library Technician

Melanie Lara, Board Vice President.
# Banning Library District
## Budget to Actual (Unaudited)
### General Fund
#### For the Period July 1, 2022 through March 31, 2023

<table>
<thead>
<tr>
<th></th>
<th>March 2023 YTD</th>
<th>FY 23 Budget</th>
<th>$ Over (Under) Budget</th>
<th>YTD Target 75%</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>$582,756</td>
<td>$950,600</td>
<td>$(367,844)</td>
<td>61%</td>
</tr>
<tr>
<td>Property Tax Current Unsecured</td>
<td>42,820</td>
<td>47,100</td>
<td>(4,280)</td>
<td>91%</td>
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<tr>
<td>Property Tax Prior Unsecured</td>
<td>1,192</td>
<td>-</td>
<td>1,192</td>
<td>N/A</td>
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<tr>
<td>Tax Current Supplemental</td>
<td>16,251</td>
<td>8,800</td>
<td>7,451</td>
<td>185%</td>
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<tr>
<td>Tax Prior Year Supplement</td>
<td>8,830</td>
<td>15,100</td>
<td>(6,270)</td>
<td>58%</td>
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<tr>
<td>Redevelopment Property Tax</td>
<td>48,422</td>
<td>67,100</td>
<td>(18,678)</td>
<td>72%</td>
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<tr>
<td>Homeowner Tax Relief</td>
<td>4,043</td>
<td>8,300</td>
<td>(4,257)</td>
<td>49%</td>
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<tr>
<td>Contractual Revenue</td>
<td>22,364</td>
<td>36,600</td>
<td>(14,236)</td>
<td>61%</td>
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<tr>
<td>Interest County Invested Funds</td>
<td>6,034</td>
<td>1,100</td>
<td>4,934</td>
<td>549%</td>
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<tr>
<td>Other Miscellaneous Revenue</td>
<td>10,877</td>
<td>-</td>
<td>10,877</td>
<td>N/A</td>
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<tr>
<td><strong>Total Property Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td>66%</td>
</tr>
<tr>
<td><strong>Local Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Sales</td>
<td>2,210</td>
<td>4,100</td>
<td>(1,890)</td>
<td>54%</td>
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<tr>
<td>Fines</td>
<td>131</td>
<td>300</td>
<td>(169)</td>
<td>44%</td>
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<tr>
<td>Rental Fees</td>
<td>-</td>
<td>1,000</td>
<td>(1,000)</td>
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<tr>
<td>Donations</td>
<td>1,245</td>
<td>-</td>
<td>1,245</td>
<td>N/A</td>
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<tr>
<td>Interest - LAIF/Bank of Hemet</td>
<td>5,343</td>
<td>1,000</td>
<td>4,343</td>
<td>534%</td>
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<tr>
<td><strong>Total Local Revenues</strong></td>
<td>8,929</td>
<td>6,400</td>
<td>2,529</td>
<td>140%</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>743,589</td>
<td>1,134,700</td>
<td>(391,111)</td>
<td>66%</td>
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<tr>
<td><strong>EXPENSES</strong></td>
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<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>396,076</td>
<td>543,600</td>
<td>(147,524)</td>
<td>73%</td>
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<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>35,706</td>
<td>40,500</td>
<td>(4,794)</td>
<td>88%</td>
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<tr>
<td>Retirement</td>
<td>16,335</td>
<td>19,100</td>
<td>(2,765)</td>
<td>86%</td>
</tr>
<tr>
<td>Social Security</td>
<td>23,766</td>
<td>33,800</td>
<td>(10,035)</td>
<td>70%</td>
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<tr>
<td>Medicare</td>
<td>5,566</td>
<td>7,900</td>
<td>(2,334)</td>
<td>70%</td>
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<tr>
<td>Unemployment Insurance</td>
<td>2,919</td>
<td>4,500</td>
<td>(1,581)</td>
<td>65%</td>
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<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>480,368</td>
<td>650,400</td>
<td>(170,032)</td>
<td>74%</td>
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<tr>
<td>Operational</td>
<td></td>
<td></td>
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<tr>
<td>Automation - Equipment Leasing</td>
<td>18,321</td>
<td>20,200</td>
<td>(1,879)</td>
<td>91%</td>
</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>13,467</td>
<td>15,000</td>
<td>(1,533)</td>
<td>90%</td>
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<tr>
<td>Maintenance</td>
<td>15,150</td>
<td>17,700</td>
<td>(2,550)</td>
<td>86%</td>
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<tr>
<td>Website Maintenance</td>
<td>85</td>
<td>4,000</td>
<td>(3,915)</td>
<td>2%</td>
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<tr>
<td>Security</td>
<td>1,902</td>
<td>1,900</td>
<td>2</td>
<td>100%</td>
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<tr>
<td>Janitorial</td>
<td>1,946</td>
<td>2,000</td>
<td>(54)</td>
<td>97%</td>
</tr>
<tr>
<td>Adult Books</td>
<td>5,485</td>
<td>5,500</td>
<td>(15)</td>
<td>100%</td>
</tr>
<tr>
<td>Item</td>
<td>March 2023 YTD</td>
<td>FY 23 Budget</td>
<td>$ Over (Under) Budget</td>
<td>YTD Target 75%</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>-----------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Juvenile Books</td>
<td>4,482</td>
<td>10,000</td>
<td>(5,518)</td>
<td>45%</td>
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<tr>
<td>Youth Books</td>
<td>632</td>
<td>700</td>
<td>(68)</td>
<td>90%</td>
</tr>
<tr>
<td>Data Base</td>
<td>10,859</td>
<td>30,000</td>
<td>(19,141)</td>
<td>36%</td>
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<td>Audio</td>
<td>2,519</td>
<td>2,100</td>
<td>419</td>
<td>120%</td>
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<td>Periodicals</td>
<td>3,204</td>
<td>2,300</td>
<td>904</td>
<td>139%</td>
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<tr>
<td>DVD Videos</td>
<td>2,018</td>
<td>2,500</td>
<td>(482)</td>
<td>81%</td>
</tr>
<tr>
<td>Processing Books &amp; Interlibrary Loans</td>
<td>-</td>
<td>5,000</td>
<td>(5,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Program Expense</td>
<td>8,866</td>
<td>14,000</td>
<td>(5,134)</td>
<td>63%</td>
</tr>
<tr>
<td><strong>Total Operational</strong></td>
<td>88,940</td>
<td>132,900</td>
<td>(43,960)</td>
<td>67%</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>16,932</td>
<td>23,600</td>
<td>(6,668)</td>
<td>72%</td>
</tr>
<tr>
<td>Insurance</td>
<td>15,309</td>
<td>19,800</td>
<td>(4,491)</td>
<td>77%</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>3,612</td>
<td>15,800</td>
<td>(12,188)</td>
<td>23%</td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>1,100</td>
<td>1,700</td>
<td>(600)</td>
<td>65%</td>
</tr>
<tr>
<td>Membership</td>
<td>5,322</td>
<td>5,700</td>
<td>(378)</td>
<td>93%</td>
</tr>
<tr>
<td>Recognition Events</td>
<td>2,519</td>
<td>2,000</td>
<td>519</td>
<td>126%</td>
</tr>
<tr>
<td>Travel/Training</td>
<td>37,126</td>
<td>29,200</td>
<td>7,926</td>
<td>127%</td>
</tr>
<tr>
<td>County Auditing &amp; Accounting</td>
<td>18</td>
<td>-</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Administrative</strong></td>
<td>81,937</td>
<td>97,800</td>
<td>(15,863)</td>
<td>84%</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Services</td>
<td>31,260</td>
<td>41,000</td>
<td>(9,740)</td>
<td>76%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>41,015</td>
<td>10,000</td>
<td>31,015</td>
<td>410%</td>
</tr>
<tr>
<td>Independent Audit</td>
<td>15,500</td>
<td>15,500</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>8,141</td>
<td>12,000</td>
<td>(3,859)</td>
<td>68%</td>
</tr>
<tr>
<td>Payroll Processing Fees</td>
<td>1,875</td>
<td>2,600</td>
<td>(726)</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td>97,790</td>
<td>81,100</td>
<td>16,690</td>
<td>121%</td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>27,039</td>
<td>32,000</td>
<td>(4,961)</td>
<td>84%</td>
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<tr>
<td>Communications</td>
<td>5,641</td>
<td>10,100</td>
<td>(4,459)</td>
<td>56%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>32,680</td>
<td>42,100</td>
<td>(9,420)</td>
<td>78%</td>
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<tr>
<td><strong>TOTAL EXPENSES BEFORE CAPITAL OUTLAY</strong></td>
<td>781,715</td>
<td>1,004,300</td>
<td>(222,585)</td>
<td>78%</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>304,418</td>
<td>75,000</td>
<td>229,418</td>
<td>406%</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>304,418</td>
<td>75,000</td>
<td>229,418</td>
<td>406%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>1,086,133</td>
<td>1,079,300</td>
<td>6,833</td>
<td>101%</td>
</tr>
<tr>
<td><strong>NET INCOME / (LOSS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>(333,615)</td>
<td>$61,800</td>
<td>$ (395,415)</td>
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</table>
Banning Library District  
Budget to Actual (Unaudited)  
Grants  
For the Period July 1, 2022 through March 31, 2023

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>March 2023</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REVENUES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant Income</td>
<td>$19,490</td>
<td></td>
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<tr>
<td>3</td>
<td>TOTAL REVENUES</td>
<td>$19,490</td>
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<tr>
<td>4</td>
<td>EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Program Expense</td>
<td>7,937</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Processing Books &amp; ILL</td>
<td>8,290</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>TOTAL EXPENSES</td>
<td>$16,227</td>
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</tr>
<tr>
<td>8</td>
<td>REMAINING GRANT FUNDS</td>
<td>$3,262</td>
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</tr>
</tbody>
</table>
# Banning Library District Balance Sheet (Unaudited)

**As of March 31, 2023**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>March 31, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Checking/Savings</strong></td>
<td></td>
</tr>
<tr>
<td>County General Fund Cash</td>
<td>$781,743</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>616,082</td>
</tr>
<tr>
<td>Bank of Hemet - Operating Account</td>
<td>526,950</td>
</tr>
<tr>
<td>Bank of Hemet - Money Market</td>
<td>83,844</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>500</td>
</tr>
<tr>
<td>County Fair Market Value</td>
<td>(20,548)</td>
</tr>
<tr>
<td>Local Agency Investment Fund Fair Market Value (LAIF FMV)</td>
<td>(7,827)</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>1,980,743</td>
</tr>
<tr>
<td><strong>Other Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>16,583</td>
</tr>
<tr>
<td>Miscellaneous Receivable</td>
<td>1,760</td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>18,343</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
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</tr>
<tr>
<td>Fixed Assets</td>
<td>1,331,087</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(671,214)</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>235,702</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>895,575</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$2,894,661</td>
</tr>
</tbody>
</table>

| LIABILITIES & FUND BALANCE | |
| Liabilities | |
| Accounts Payable | 143 |
| Credit Cards | 16,776 |
| Accrued Expenses | 6,825 |
| Payroll Liabilities | 398 |
| Year End Accrued Payroll | 18,518 |
| Vacation Payable | 20,775 |
| **Total Liabilities** | 63,434 |
| Fund Balance | 2,831,227 |
| **TOTAL LIABILITIES & FUND BALANCE** | $2,894,661 |
## Banning Library District

### Budget to Actual (Unaudited)

#### General Fund

For the Period July 1, 2022 through February 28, 2023

<table>
<thead>
<tr>
<th>Feb. 2023 YTD</th>
<th>Budget</th>
<th>$ Over (Under) Budget</th>
<th>YTD Target 67%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td><strong>Property Tax Revenue</strong></td>
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<tr>
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<td>$582,756</td>
<td>$950,600</td>
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<td>42,820</td>
<td>47,100</td>
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<td>1,192</td>
<td>-</td>
<td>1,192</td>
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<tr>
<td>6</td>
<td>7,338</td>
<td>8,800</td>
<td>(1,462)</td>
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<td>7</td>
<td>-</td>
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<td><strong>Total Property Tax Revenues</strong></td>
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<td>14</td>
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<td>88</td>
<td>300</td>
<td>(212)</td>
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<tr>
<td>16</td>
<td>-</td>
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<td>(1,000)</td>
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<tr>
<td>17</td>
<td>1,245</td>
<td>-</td>
<td>1,245</td>
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<td>18</td>
<td>5,336</td>
<td>1,000</td>
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<td><strong>Total Local Revenues</strong></td>
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<tr>
<td>20</td>
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<tr>
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<td>19,800</td>
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<td>-</td>
<td>18</td>
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<tr>
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<td><strong>97,800</strong></td>
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<td>Accounting Services</td>
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<td>30,308</td>
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<td>Independent Audit</td>
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<td>15,500</td>
<td>-</td>
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<td>Human Resource Services</td>
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<td>(5,874)</td>
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<td>Payroll Processing Fees</td>
<td>1,716</td>
<td>2,600</td>
<td>(885)</td>
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<td><strong>Total Professional</strong></td>
<td><strong>91,497</strong></td>
<td><strong>81,100</strong></td>
<td><strong>10,397</strong></td>
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<tr>
<td>Utilities</td>
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<td>32,000</td>
<td>(7,644)</td>
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<td>(5,111)</td>
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<td><strong>Total Utilities</strong></td>
<td><strong>29,345</strong></td>
<td><strong>42,100</strong></td>
<td><strong>(12,755)</strong></td>
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<td><strong>TOTAL EXPENSES BEFORE CAPITAL OUTLAY</strong></td>
<td><strong>691,591</strong></td>
<td><strong>1,004,300</strong></td>
<td><strong>(312,709)</strong></td>
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<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
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</tr>
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<td>Building Improvements/Furniture</td>
<td><strong>300,839</strong></td>
<td><strong>75,000</strong></td>
<td><strong>225,839</strong></td>
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<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td><strong>300,839</strong></td>
<td><strong>75,000</strong></td>
<td><strong>225,839</strong></td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>992,431</strong></td>
<td><strong>1,079,300</strong></td>
<td><strong>(86,869)</strong></td>
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<tr>
<td><strong>NET INCOME / (LOSS)</strong></td>
<td>$ (263,462)</td>
<td>$ 61,800</td>
<td>$ (325,262)</td>
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Banning Library District
Budget to Actual (Unaudited)
Grants
For the Period July 1, 2022 through February 28, 2023

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<th></th>
<th>Feb. 2023</th>
<th>YTD</th>
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<tbody>
<tr>
<td>1</td>
<td>REVENUES</td>
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<tr>
<td>2</td>
<td>Grant Income</td>
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<tr>
<td>3</td>
<td>TOTAL REVENUES</td>
<td>19,490</td>
</tr>
<tr>
<td>4</td>
<td>EXPENSES</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Program Expense</td>
<td>6,323</td>
</tr>
<tr>
<td>6</td>
<td>Processing Books &amp; ILL</td>
<td>7,031</td>
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<td>7</td>
<td>TOTAL EXPENSES</td>
<td>13,354</td>
</tr>
<tr>
<td>8</td>
<td>REMAINING GRANT FUNDS</td>
<td>$6,136</td>
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# Banning Library District
## Balance Sheet (Unaudited)
### As of February 28, 2023

<table>
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<tr>
<th></th>
<th>Description</th>
<th>Feb. 28, 2023</th>
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<tbody>
<tr>
<td>1</td>
<td>ASSETS</td>
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<tr>
<td>2</td>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>County General Fund Cash</td>
<td>$ 763,352</td>
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<tr>
<td>4</td>
<td>Local Agency Investment Fund (LAIF)</td>
<td>616,082</td>
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<td>5</td>
<td>Bank of Hemet - Operating Account</td>
<td>611,970</td>
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<tr>
<td>6</td>
<td>Bank of Hemet - Money Market</td>
<td>83,837</td>
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<tr>
<td>7</td>
<td>Petty Cash</td>
<td>500</td>
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<tr>
<td>8</td>
<td>County Fair Market Value</td>
<td>(20,548)</td>
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<td>9</td>
<td>Local Agency Investment Fund Fair Market Value (LAIF FMV)</td>
<td>(7,827)</td>
</tr>
<tr>
<td>10</td>
<td>Total Checking/Savings</td>
<td>2,047,366</td>
</tr>
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<td>Other Current Assets</td>
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<tr>
<td>12</td>
<td>Prepaid Expenses</td>
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<tr>
<td>13</td>
<td>Miscellaneous Receivable</td>
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<td>Total Other Current Assets</td>
<td>15,352</td>
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<tr>
<td>15</td>
<td>Fixed Assets</td>
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<tr>
<td>16</td>
<td>Fixed Assets</td>
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<tr>
<td>17</td>
<td>Accumulated Depreciation</td>
<td>(671,214)</td>
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<td>18</td>
<td>Construction in Progress</td>
<td>235,702</td>
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<tr>
<td>19</td>
<td>Total Fixed Assets</td>
<td>895,575</td>
</tr>
<tr>
<td>20</td>
<td>TOTAL ASSETS</td>
<td>$ 2,958,294</td>
</tr>
<tr>
<td>21</td>
<td>LIABILITIES &amp; FUND BALANCE</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Liabilities</td>
<td></td>
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<tr>
<td>23</td>
<td>Credit Cards</td>
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<td>Accrued Expenses</td>
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<td>Payroll Liabilities</td>
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<td>Year End Accrued Payroll</td>
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<td>Vacation Payable</td>
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<td>Total Liabilities</td>
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<td>29</td>
<td>Fund Balance</td>
<td>2,905,891</td>
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<td>30</td>
<td>TOTAL LIABILITIES &amp; FUND BALANCE</td>
<td>$ 2,958,294</td>
</tr>
</tbody>
</table>
Director's Report

Meeting Date: May 10, 2023
By: Kevin Lee

- Our Summer Reading Program is coming soon! We will have an outdoor activity as well this year.

- We got awarded $5,000 for Lunch at the Library grant.

- Concrete foundation is now finished (for the vending machine to be on top of)

- Due to the recent basement break-ins, we had to replace our basement door. This new door has no window. We also plan to install an alarm trip on the door as well.
• Exterior paint is peeling off (this is from the rain that we had). We will need to work on this after the Summer Reading Program is over.

• Spectrum fixed our asphalt because the rain damaged some parts of the technology that was under the ground. No cost to District.

• California Library Association conference: Maximo, Toni, and Christian will attend this year’s CLA Conference. This is Maximo’s first conference. This conference will take place from June 1st to 3rd. This is in Sacramento, CA.

• American Library Association conference: I, along with Elizabeth, will attend the American Library Association conference in Chicago from June 22nd to 27th.

• Fernando and I went to an ALICE training. As certified instructors, we are now training our staff on key materials that we believe every staff member needs to know about.

• Incidents:
  
  o 4/27/2023 — A patron assaulted another patron. Incident was reported to the police.
During March, the children's room had a total of 335 participants for our programs.

- In March, the Book Club had six attendees.
- The Banning Library District was awarded a state grant for Lunch at the Library.
- Maximo attended the Dorothy Ramon Poetry Workshop. He gave out a total of 60 bags to families that participated at his booth.
- Congratulations to our March gift basket winner, Kayomi Bradley.
• Saturday craft events.
- March 1st 2023 snow storm.
- Dorothy Ramon Poetry Workshop.
During April, the children's room programs had a total of 253 participants for all our programs.

- In April, the Book Club had six attendees.
- Kevin and Fernando attended ALICE training, and they introduced the program to the rest of the staff at the following staff meeting.
- The Banning Library Easter Egg Hunt was a huge success, with more than 50 people attending this event.
- Congratulations to our April basket winner, Haleii Poullard.
The early arrivals for the Easter egg hunt.
- Speaker for Woofer Dynasty, Heaven Houston.
- Banning Library District First Semiannual Arts and Crafts Fair.
**Public Computer Use 2023**

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<th>General</th>
<th>Teen Room</th>
<th>Children Room</th>
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<td>6</td>
<td>3</td>
</tr>
<tr>
<td>February</td>
<td>112</td>
<td>4</td>
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<tr>
<td>March</td>
<td>193</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td>April</td>
<td>171</td>
<td>12</td>
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<tr>
<td>May</td>
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<td>November</td>
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<td>December</td>
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<td><strong>Total</strong></td>
<td><strong>655</strong></td>
<td><strong>38</strong></td>
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Prepared by Fernando Morales  
Board Meeting May 16th 2023

**Computer Use Stats 2022**

**Computer Literacy**

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<td>March</td>
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<td>April</td>
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<td>May</td>
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<td>June</td>
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<td>November</td>
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<tr>
<td>December</td>
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<td><strong>Total</strong></td>
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**Computer Literacy**

**Smart Phone & Computer Lab**
### Library Circulation

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<td>6</td>
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**February and March**

![Bar Chart](chart.png)
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Total: 1161

Total: 1227
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### Mango Languages and Ancestry

![Bar chart showing Mango Languages and Ancestry usage comparison between March and April.](chart.png)
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee
Agenda Item: 10.1
Title: Request for Quote for Non-Statutory Volunteer Coverage Update

RECOMMENDATION:
That the Board direct staff to accept waivers from individuals who are interested in becoming library volunteers.

BACKGROUND/INFORMATION:
At the last regular board meeting, the Board wanted to know the cost of providing worker's compensation insurance to volunteers. The State Compensation Insurance Fund will not offer worker's compensation plan to the Banning Library District because the volunteers' duties included assisting the Friends of the Banning Library, a third-party legal entity.
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.1
Title: Amendments to Policy No. 3070 Travel Reimbursement

RECOMMENDATION:
That the Board approve and adopt amendments to Policy No. 3070 Travel Reimbursement

BACKGROUND/INFORMATION:
Travel and meal expenses must be reimbursed to employees regardless of proof of receipts. Current policy section 3070.4 requires receipts prior to reimbursement. If a receipt is lost, an employee should submit a Declaration for Reimbursement Expenses form.

Section 3070.5 allows employees to have up to $20 for meal reimbursement. With inflation, that amount set in 2019 is not adequate. Staff recommends $25 per meal or $75 per day if employee is at an all-day training/conference.

Section 3070.7 requires the Board of Trustees or the Trustee President to approve overnight stays, such as hotels. Staff recommends that the Board authorize the Director to approve trips and overnight stays as well.
Banning Library District

POLICY MANUAL

POLICY TITLE: Travel Reimbursement
POLICY NUMBER: 3070

3070.1 Use of a personal vehicle for performing Library business will be reimbursed at the current rate allowable by Internal Revenue Service. Drivers are expected to use the most direct route possible.

3070.2 Written authorization by the District Director is required for staff use of personal vehicles. Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.

3070.3 Use of a personal vehicle is limited to 125 miles, one way, without specific authorization by the District Director or the Board of Trustees.

3070.4 Reimbursement request form must be submitted to the District Director for approval prior to travel or expenses. All receipts are required and must be attached to said form prior to reimbursement. A Declaration for Reimbursement Expenses form shall be submitted if receipts are misplaced or lost.

3070.5 Expenses for meals are reimbursable when they are part of the meeting, or when travel involves more than a four (4) hour absence from the office. Meal expenses are limited to a maximum of $20.25 per meal or $75 per day for all-day training/conferences, unless specific authorization otherwise is given by the District Director or the Board of Trustees.

3070.6 Under no circumstances are alcoholic beverages to be included in meal expense reimbursement requests.

3070.7 Travel for mileage expense up to 125 miles, one way, without an overnight stay, needs to be approved by the District Director or Board of Trustees in advance of the departure. Any travel in excess of 125 miles, or a trip requiring an overnight stay, will be approved by the District Director, Board of Trustees or the Trustee President.

3070.8 Transportation to and from an airport may be by personal vehicle and may consist of two round-trips to deliver and pick up the traveler rather than incurring large parking fees.

3070.9 Whenever possible, airfare, hotel reservations and conference registrations will be arranged by the Administrative Office and will be paid directly by the District.

3070.10 Receipts are required for all expenses except for public transportation system fares and taxi expenses under $10.00. Tips may not be reimbursed unless they are included in the receipt. Receipts for pre-paid items, like hotel rooms, must be submitted after the trip.

Revised October 2019
October 2015

3070 – 1
3070.11 Necessary Library business phone calls and one safe arrival call may be submitted for reimbursement.

3070.12 Excess baggage will be covered when needed to transport equipment for Library business. Necessary laundry and dry-cleaning expenses can be authorized if a trip is in excess of seven days. Emergency needs will be covered when satisfactorily explained.
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.2
Title: Amendments to Policy No. 3090 Records Retention

RECOMMENDATION:
That the Board approve and adopt amendments to Policy No. 3090 Records Retention

BACKGROUND/INFORMATION:
The District Director is the designated custodian of all records of Banning Library District. Certain records may be handled better by other staff members who have skills or is involved with specific records. While the District Director will remain designated custodian of all records of the District, the amendment in the policy would authorize the Director to assign certain records to be handled by specific employees.
Banning Library District

POLICY MANUAL

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The District Director is the designated custodian of all records of Banning Library District. *The District Director may assign certain records to be handled by his or her designee.* The District Director is responsible for the maintenance of the necessary historical records required by law and accepted practice. The District Director shall review these files and records periodically to determine the adequacy of the retention procedures. Accordingly, the District Director will carry out these duties in line with specific guidelines outlined below. Change in these guidelines shall be brought to the Board of Trustees for its consideration and approval. Unusual items, not listed, should be brought to the District Director's attention.
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.3
Title: Amendments to Policy No. 5130 Bereavement Leave

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

BACKGROUND/INFORMATION:
Current policy allows employees to use up to five (5) days of leave of absence for bereavement. The District’s past practice includes paid bereavement leaves. Staff recommends the policy to reflect that. In addition, if an employee needs more than five (5) days, he or she should be able to use sick hours as well as vacation time for subsequent leave, given that the employee has any accrued hours.

Government Code Section 12945.7(f) allows employers to request documentation from employees. If requested, the employee has to provide a documentation of the death for the family member within 30 days of the first day of leave. The policy provides examples of valid documentations.
Banning Library District

POLICY MANUAL

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 5130

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

5130.2 In the event of a death in the immediate family, an employee is granted a paid leave of absence not to exceed five (5) days and to be taken within one month of the death. Bereavement leave is not charged against vacation or sick leave. If additional time is necessary, vacation or sick hours may be used for this purpose. The District Director may require certification or documentation that includes, but not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. An employee must provide documentation, if required, within 30 days of the first day of leave.

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

5130.4 “Immediate family” is defined as being spouse, domestic partner, parents, stepparents, children, stepchildren, siblings, step siblings, half-brother, half-sister, grandparents, step grandparents, grandchildren, step grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or legal dependent.
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.4
Title: Consideration of Approval to Add the New Federal Holiday “Juneteenth” to the District’s Scheduled Holidays

RECOMMENDATION:
That the Board approve to add the new federal holiday “Juneteenth” to the District’s policy

BACKGROUND/INFORMATION:
President Biden signed the Juneteenth National Independence Day Act into law on June 17, 2021. Recently, the City of Banning approved adding Juneteenth as a holiday. Juneteenth is a combination of June and Nineteenth (June 19).

History: Juneteenth is a federal holiday commemorating the emancipation of enslaved African Americans. On June 19, 1865, Union Major General Gordan Granger enforced freedom is enslaved people in Texas, the last holdout state in the confederacy.
STAFF REPORT

Meeting Date:  May 10, 2023
Prepared By:  Kevin Lee, District Director
Agenda Item:  11.5
Title:  Amendments to Policy No. 5110 Holidays

RECOMMENDATION:
That the Board approve and adopt amendments to Policy No. 5110 Holidays

BACKGROUND/INFORMATION:
Juneteenth to be added to the District’s scheduled holidays by updating Policy No. 5110 Holidays.
Banning Library District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 5110

5110.1 This policy will only apply to all regular full-time employees defined under Employee Status, 5010.1. Section 5110.7 applies to part-time employees as well.

5110.2 The following days will be recognized and observed as paid holidays:

New Year’s Day – January
Martin Luther King Jr. Day – January
President’s Day – February
Memorial Day – May
Juneteenth - June
Independence Day – July
Labor Day – September
Veteran’s Day – November
Thanksgiving Day – November
Day After Thanksgiving Day – November
Christmas Eve – December
Christmas Day – December
New Year’s Eve – December

5110.3 All regular work will be suspended, and employees will receive one day's pay (eight hours) for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works his/her last regularly scheduled workday before and his/her first regularly scheduled workday after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the District Director and received permission to be absent from work on that specific day or days.

5110.4 If any employee works on any of the holidays listed above, he/she will be given compensatory time off may be approved in lieu of overtime pay at the request of the employee, or be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay specified under Policy #5100, "Hours of Work and Overtime.

5110.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

5110.6 When a holiday falls on a full-time employee’s day off, the employee will request a day off during the week of the holiday. The District Director or designee will make every effort to accommodate the employee’s request.
5110.7 Regular full-time employees qualify for one floating holiday per calendar year. Regular part-time employees qualify for 4 hours of floating holidays per calendar year. Employee must request which one floating holiday he/she wishes to designate his/her floating holidays before January 15th of each year. Floating holidays do not accumulate. Any unused floating holidays will be forfeited at the end of each calendar year. Floating holiday must be tied to a date or a specific event. Floating holidays must be approved by the District Director. Employees do not receive pay for unused floating holidays upon termination of employment.
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.6
Title: First Reading: Discuss and Review Proposed FY 2023-2024 Budget

RECOMMENDATION:
That the Board discuss and review the proposed FY 2023-2024 budget.

BACKGROUND/INFORMATION:
This is the first reading of FY 2023-2024 budget.

Key points:
Revenue:
• Property revenue - 2% increase over projected FY 23 acturals
• LAIF interest to generate $6,600, $100 more than previous FY

Expenditures:
• Salaries – 7% COLA increase (Riverside County is 7.3%; other agencies’ have different COLA adjustments this year)
• Operations – 4% increase for inflation
• Administrative – 4% increase for inflation
• Utilities – 4% increase over projected FY 23 acturals
• Capital Outlaw – $85,000 for parking lot renovation project
### REVENUE

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BANNING LIBRARY DISTRICT
PROPOSED BUDGET
Fiscal Year 2023-24

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<tr>
<td>60 Legal Services</td>
<td>10,000</td>
<td>44,300</td>
<td>21,000</td>
</tr>
<tr>
<td>61 Independent Audit</td>
<td>15,500</td>
<td>15,500</td>
<td>16,100</td>
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<tr>
<td>62 HR Services</td>
<td>12,000</td>
<td>6,100</td>
<td>6,300</td>
</tr>
<tr>
<td>63 Payroll Processing Fees</td>
<td>2,600</td>
<td>1,900</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td><strong>81,100</strong></td>
<td><strong>109,300</strong></td>
<td><strong>90,400</strong></td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66 Utilities</td>
<td>32,000</td>
<td>34,800</td>
<td>38,300</td>
</tr>
<tr>
<td>67 Communications</td>
<td>10,100</td>
<td>7,400</td>
<td>7,700</td>
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<tr>
<td><strong>Total Utilities</strong></td>
<td><strong>42,100</strong></td>
<td><strong>42,200</strong></td>
<td><strong>46,000</strong></td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>1,004,300</strong></td>
<td><strong>1,028,500</strong></td>
<td><strong>1,140,800</strong></td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71 Building Improvements</td>
<td>75,000</td>
<td>299,600</td>
<td>85,000</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td><strong>75,000</strong></td>
<td><strong>299,600</strong></td>
<td><strong>85,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL ANNUAL BUDGET</strong></td>
<td><strong>1,079,300</strong></td>
<td><strong>1,328,100</strong></td>
<td><strong>1,225,800</strong></td>
</tr>
<tr>
<td><strong>NET INCOME/(LOSS)</strong></td>
<td>$61,800</td>
<td>$(98,500)</td>
<td>$26,000</td>
</tr>
</tbody>
</table>

Projected Beginning Cash $1,747,000
Projected Ending Cash $1,773,000
Reserve (50% Budget Exp.) $570,400
(Under)/Over Reserve Policy $1,202,600
STAFF REPORT

Meeting Date: May 10, 2023
Prepared By: Kevin Lee, District Director
Agenda Item: 11.7
Title: Appointment of Board Trustees to Budget Committee

RECOMMENDATION:
That the Board President approve two board members to the Budget Committee

BACKGROUND/INFORMATION:
The Board should give direction to the Budget committee members to review any specific parts of the budget proposal. The budget committee members will meet to review said parts. At the next regular board meeting, the budget committee will make recommendations for any changes, if needed.