Regular Board Meeting Agenda  
January 11, 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 Special Board meeting – December 13, 2022
   4.2 Minutes of the Regular Board meeting – December 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. **Unfinished Business**

10.1 Create and Adopt Policy No. 2110 Volunteer Worker

11. **New Business**

11.1 Resolution No. 2023-01: A Resolution of the Banning Library District Authorizing the Closure of the Money Market Bank Account at the Bank of Hemet

11.2 Resolution No. 2023-02: A Resolution of the Banning Library District Authorizing Users for Bank Account Management

11.3 Approve the Director to Enter into an Agreement with Biblioteca to Purchase Lockers in the Amount not to exceed $20,348.36

11.4 Approve the Director to Purchase Computers for Staff in the Amount not to exceed $10,000

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. **Agenda Items for Future Agendas**

14. **Next Regular Board Meeting**

February 8, 2023

15. **Adjournment**
MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
December 13, 2022 | 5:00 P.M. | Conference Room

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board President Little called the Special Meeting of the Banning Library District Board of Trustees to order on December 13, 2022 at 5:08 p.m.

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

Members Absent: None.

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

Guests: None.

ADOPTION OF AGENDA

A motion was made by Brassfield and seconded by Geronimo to approve and adopt the agenda for the December 13, 2022 Special Meeting.

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

PUBLIC COMMENT
None.

CLOSED SESSION

4.1 Public Employee Evaluation of Performance Pursuant to Government Code Section 54957(b) (1).
The Board went to Closed Session at 5:09 p.m.
The Board returned from Closed Session at 6:12 p.m.
Little reported out that the evaluation was completed and given to Lee.

ADJOURNMENT
Adjourned at 6:13 p.m.

Prepared by:
Christian Tzintzun, Library Technician

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

Jana Brassfield, Board Secretary
MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 14, 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 December 14, 2022 at 5:04 p.m.

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

Members Absent: None.

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

Guests: Amanda Morgan, and Chantal Cedillo.

ADOPTION OF AGENDA

Lee asked to add Item 11.3 Confirmation of Termination of Previous 401K.

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

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC COMMENT

None.

CONSENT CALENDAR

A motion was made by Brassfield and seconded by Geronimo to approve the Minutes for the November 16, 2022 Regular Meeting.

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

AUDITOR’S REPORT

Paul K. and Stacy M. from Nigro & Nigro gave the auditor’s report via Zoom. Paul recommends to close the Money Market account and move the funds into a LAIF account. Geronimo asked
if anything in Internal Controls stands out and Paul replied that everything is doing very well.

**FRIENDS REPORT**

Gae Rusk gave an oral report on FOBL’s activities. Rusk gave thanks for naming the Children’s after her, Bowden and Page. FOBL will be working on a workshop with the Cultural Alliance next year. They are funded for the city-wide essay contest.

**FINANCE REPORT**

Lee would like to close the Money Market account and move the funds to a LAIF account for higher yields.

**DISTRICT DIRECTOR’S REPORT**

The Library hired a new Library Assistant, Maximo Arias.

**BOARD REPORTS AND COMMENTS**

Lara and Geronimo both gave farewell speeches to everyone. Little thanked them for their service.

**UNFINISHED BUSINESS**

11.1 Update: Create and Adopt Policy No. 2110 Volunteer Worker (receive and file).

Lee is looking for worker’s compensation insurance for volunteers. Lara asked if the Library can instead use a waiver.

11.2 Discussion: Outdoor Vending Machine for Library Off-hour Service.

Lee suggested the lockers over the vending machine because it is less expensive. He will bring the cost and requirements at the next Board Meeting, they all include maintenance. Lara mentioned that the vending machine would be best at a different location.

11.3 Confirmation of Termination of Previous 401K.

A motion was made by Geronimo and seconded by Cousar to confirm the termination of the previous 401K plan.

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

**NEW BUSINESS**

12.1 Recognition of Board Trustees.

Lee awarded certificates of recognition to the Board Trustees and revealed the names of the two outgoing members, Geronimo and Cousar on the plaque.

12.2 Recognition of Friends of the Banning Library.

Lee awarded certificates of recognition to the Friends of the Banning Library.

12.3 Approve Amendments to Policy No. 5300 Performance Evaluation.

A motion was made by Geronimo and seconded by Cousar to approve and adopt the amendments to Policy No. 5300.

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

NOES: None.

ABSTAIN: None.

ABSENT: None.
12.4 Oath of Office – New Board of Trustees.
Kathy Little, Amanda Morgan and Chantal Cedillo were sworn in as members of the Banning Library District Board of Trustees.

12.5 Review Board Meeting Date and Time.
The Board decided to keep the meeting date and time as is, every second Wednesday at 5:00 p.m.

12.6 Nomination and Selection of Officers.
Lara and Brassfield nominated Little for the position of Board President. Little accepted the nomination. A roll call was made to select Little as Board President.

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

Little and Brassfield nominated Lara for the position of Board Vice President. Lara accepted the nomination. A roll call was made to select Lara as Board Vice President.

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

Lara and Little nominated Brassfield for the position of Board Secretary. Brassfield accepted the nomination. A roll call was made to select Brassfield as Board Secretary.

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

LAST MINUTE
AGENDA ITEMS

None.

AGENDA ITEMS FOR
FUTURE AGENDAS

None.

NEXT REGULAR
BOARD MEETING

January 11, 2023 at 5:00 p.m.

ADJOURNMENT

Adjourned at 6:06 p.m.

Prepared by:

Christian Tzintzun, Library Technician

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

_______________________
Jana Brassfield, Board Secretary
# Banning Library District
## Profit & Loss (Unaudited)
### General Fund
#### For the Period Ended November 30, 2022

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Nov. 2022</th>
<th>YTD</th>
<th>Budget</th>
<th>$ Over (Under) Budget</th>
<th>42% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Tax Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Current Secured</td>
<td>$11,306</td>
<td></td>
<td>$950,600</td>
<td>$(939,294)</td>
<td>1%</td>
</tr>
<tr>
<td>Property Tax Current Unsecured</td>
<td>41,248</td>
<td></td>
<td>47,100</td>
<td>(5,852)</td>
<td>88%</td>
</tr>
<tr>
<td>Property Tax Prior Unsecured</td>
<td>713</td>
<td></td>
<td></td>
<td>713</td>
<td>0%</td>
</tr>
<tr>
<td>Tax Current Supplement</td>
<td>-</td>
<td></td>
<td>8,800</td>
<td>(8,800)</td>
<td>0%</td>
</tr>
<tr>
<td>Tax Prior Year Supplement</td>
<td>-</td>
<td></td>
<td>15,100</td>
<td>(15,100)</td>
<td>0%</td>
</tr>
<tr>
<td>RDV Property Tax LMIH</td>
<td>-</td>
<td></td>
<td>67,100</td>
<td>(67,100)</td>
<td>0%</td>
</tr>
<tr>
<td>Homeowner Tax Relief</td>
<td>-</td>
<td></td>
<td>8,300</td>
<td>(8,300)</td>
<td>0%</td>
</tr>
<tr>
<td>Contractual Revenue</td>
<td>-</td>
<td></td>
<td>36,600</td>
<td>(36,600)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest County Invested Funds</td>
<td>1,784</td>
<td></td>
<td>1,100</td>
<td>684</td>
<td>162%</td>
</tr>
<tr>
<td>Other Misc Revenue</td>
<td>2,364</td>
<td></td>
<td>-</td>
<td>2,364</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Property Tax Revenues</strong></td>
<td>57,415</td>
<td></td>
<td>1,134,700</td>
<td>(1,077,285)</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Local Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Sales</td>
<td>815</td>
<td></td>
<td>4,100</td>
<td>(3,285)</td>
<td>20%</td>
</tr>
<tr>
<td>Fines</td>
<td>4</td>
<td></td>
<td>300</td>
<td>(296)</td>
<td>1%</td>
</tr>
<tr>
<td>Rental Fees</td>
<td>-</td>
<td></td>
<td>1,000</td>
<td>(1,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest - LAIF/Bank of Hemet</td>
<td>2,113</td>
<td></td>
<td>1,000</td>
<td>1,113</td>
<td>211%</td>
</tr>
<tr>
<td><strong>Total Local Revenues</strong></td>
<td>2,932</td>
<td></td>
<td>6,400</td>
<td>(3,468)</td>
<td>46%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>60,347</td>
<td></td>
<td>1,141,100</td>
<td>(1,080,753)</td>
<td>5%</td>
</tr>
</tbody>
</table>

<p>| EXPENSES                                                                 |           |     |        |                       |               |
| <strong>Salaries &amp; Benefits</strong>                                                 |           |     |        |                       |               |
| Regular Salaries                                                        | 213,199   |     | 543,600| (330,401)             | 39%           |
| Overtime                                                                | -         |     | 1,000  | (1,000)                | 0%            |
| Health Insurance                                                        | 17,108    |     | 40,500 | (23,392)              | 42%           |
| Retirement                                                              | 7,486     |     | 19,100 | (11,614)              | 39%           |
| Social Security                                                         | 12,763    |     | 33,800 | (21,037)              | 38%           |
| Medicare                                                                | 2,993     |     | 7,900  | (4,907)                | 38%           |
| Unemployment Insurance                                                  | -         |     | 4,500  | (4,500)                | 0%            |
| <strong>Total Salaries &amp; Benefits</strong>                                           | 253,549   |     | 650,400| (396,851)             | 39%           |
| <strong>Operational</strong>                                                         |           |     |        |                       |               |
| Automation - Equipment Leasing                                          | 7,985     |     | 20,200 | (12,215)              | 40%           |
| Equipment &amp; Furniture                                                   | 4,475     |     | 15,000 | (10,525)              | 30%           |
| Maintenance                                                             | 6,933     |     | 17,700 | (10,767)              | 39%           |
| Website Maintenance                                                     | 85        |     | 4,000  | (3,915)                | 2%            |
| Security                                                                | 1,091     |     | 1,900  | (809)                 | 57%           |
| Janitorial                                                              | 657       |     | 2,000  | (1,343)                | 33%           |
| Adult Books                                                             | 2,331     |     | 5,500  | (2,569)                | 53%           |
| Juvenile Books                                                          | 2,700     |     | 10,000 | (7,300)                | 27%           |</p>
<table>
<thead>
<tr>
<th>Service/Expense</th>
<th>Nov. 2022 YTD</th>
<th>Budget</th>
<th>$ Over (Under) Budget</th>
<th>42% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Books</td>
<td>393</td>
<td>700</td>
<td>(307)</td>
<td>56%</td>
</tr>
<tr>
<td>Data Base</td>
<td>8,941</td>
<td>30,000</td>
<td>(21,059)</td>
<td>30%</td>
</tr>
<tr>
<td>Audio</td>
<td>1,002</td>
<td>2,100</td>
<td>(1,098)</td>
<td>48%</td>
</tr>
<tr>
<td>Periodicals</td>
<td>1,521</td>
<td>2,300</td>
<td>(779)</td>
<td>66%</td>
</tr>
<tr>
<td>DVD Videos</td>
<td>1,150</td>
<td>2,500</td>
<td>(1,350)</td>
<td>46%</td>
</tr>
<tr>
<td>Processing Books &amp; ILL</td>
<td>5,000</td>
<td></td>
<td>(5,000)</td>
<td>0%</td>
</tr>
<tr>
<td>Program Expense</td>
<td>3,712</td>
<td>14,000</td>
<td>(10,288)</td>
<td>27%</td>
</tr>
<tr>
<td><strong>Total Operational</strong></td>
<td>43,575</td>
<td>132,900</td>
<td>(89,325)</td>
<td>33%</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>8,856</td>
<td>23,600</td>
<td>(14,744)</td>
<td>38%</td>
</tr>
<tr>
<td>Insurance</td>
<td>8,425</td>
<td>19,800</td>
<td>(11,375)</td>
<td>43%</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>3,607</td>
<td>5,700</td>
<td>(2,093)</td>
<td>63%</td>
</tr>
<tr>
<td>Recognition Events</td>
<td>416</td>
<td>2,000</td>
<td>(1,584)</td>
<td>21%</td>
</tr>
<tr>
<td>Travel/Training</td>
<td>15,441</td>
<td>29,200</td>
<td>(13,759)</td>
<td>53%</td>
</tr>
<tr>
<td>County Auditing &amp; Accounting</td>
<td>15</td>
<td>-</td>
<td>15</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Administrative</strong></td>
<td>41,472</td>
<td>97,800</td>
<td>(56,328)</td>
<td>42%</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Services</td>
<td>17,400</td>
<td>41,000</td>
<td>(23,600)</td>
<td>42%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>17,481</td>
<td>10,000</td>
<td>7,481</td>
<td>175%</td>
</tr>
<tr>
<td>Independent Audit</td>
<td>8,000</td>
<td>15,500</td>
<td>(7,500)</td>
<td>52%</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>2,251</td>
<td>12,000</td>
<td>(9,749)</td>
<td>19%</td>
</tr>
<tr>
<td>Payroll Processing Fees</td>
<td>783</td>
<td>2,600</td>
<td>(1,817)</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td>45,914</td>
<td>81,100</td>
<td>(35,186)</td>
<td>57%</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>12,384</td>
<td>32,000</td>
<td>(19,616)</td>
<td>39%</td>
</tr>
<tr>
<td>Communications</td>
<td>3,298</td>
<td>10,100</td>
<td>(6,802)</td>
<td>33%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>15,682</td>
<td>42,100</td>
<td>(26,418)</td>
<td>37%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>400,193</td>
<td>1,004,300</td>
<td>(604,107)</td>
<td>40%</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>297,332</td>
<td>75,000</td>
<td>222,332</td>
<td>396%</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>297,332</td>
<td>75,000</td>
<td>222,332</td>
<td>396%</td>
</tr>
<tr>
<td><strong>TOTAL ANNUAL BUDGET</strong></td>
<td>697,525</td>
<td>1,079,300</td>
<td>(381,775)</td>
<td>65%</td>
</tr>
<tr>
<td><strong>NET INCOME / (LOSS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>$ (637,178)</strong></td>
<td><strong>$ 61,800</strong></td>
<td><strong>$ (698,978)</strong></td>
<td></td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>REVENUES</td>
<td>Nov. 2022</td>
<td>YTD</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------</td>
<td>-----------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant Income</td>
<td>$12,362</td>
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<td>3</td>
<td>TOTAL REVENUES</td>
<td>12,362</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Program Expense</td>
<td>4,943</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Processing Books &amp; ILL</td>
<td>4,578</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>TOTAL EXPENSES</td>
<td>9,521</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>REMAINING GRANT FUNDS</td>
<td>$2,841</td>
<td></td>
<td></td>
</tr>
</tbody>
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# Banning Library District
## Balance Sheet (Unaudited)
### As of November 30, 2022

<table>
<thead>
<tr>
<th></th>
<th>Nov. 30, 22</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>ASSETS</td>
</tr>
<tr>
<td>2</td>
<td>Checking/Savings</td>
</tr>
<tr>
<td>3</td>
<td>County General Fund Cash</td>
</tr>
<tr>
<td>4</td>
<td>LAIF</td>
</tr>
<tr>
<td>5</td>
<td>Bank of Hemet - Operating Account</td>
</tr>
<tr>
<td>6</td>
<td>Bank of Hemet - Money Market</td>
</tr>
<tr>
<td>7</td>
<td>Petty Cash</td>
</tr>
<tr>
<td>8</td>
<td>County FMV</td>
</tr>
<tr>
<td>9</td>
<td>LAIF FMV</td>
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<tr>
<td>10</td>
<td>Total Checking/Savings</td>
</tr>
<tr>
<td>11</td>
<td>Other Current Assets</td>
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<tr>
<td>12</td>
<td>Prepaid Expenses</td>
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<td>13</td>
<td>Total Other Current Assets</td>
</tr>
<tr>
<td>14</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>15</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>16</td>
<td>Accumulated Depreciation</td>
</tr>
<tr>
<td>17</td>
<td>Construction in Progress</td>
</tr>
<tr>
<td>18</td>
<td>Total Fixed Assets</td>
</tr>
<tr>
<td>19</td>
<td>TOTAL ASSETS</td>
</tr>
<tr>
<td>20</td>
<td>Liabilities &amp; Fund Balance</td>
</tr>
<tr>
<td>21</td>
<td>Liabilities</td>
</tr>
<tr>
<td>22</td>
<td>Credit Cards</td>
</tr>
<tr>
<td>23</td>
<td>Accrued Expenses</td>
</tr>
<tr>
<td>24</td>
<td>Year End Accrued Payroll</td>
</tr>
<tr>
<td>25</td>
<td>Vacation Payable</td>
</tr>
<tr>
<td>26</td>
<td>Total Liabilities</td>
</tr>
<tr>
<td>27</td>
<td>Fund Balance</td>
</tr>
<tr>
<td>28</td>
<td>TOTAL LIABILITIES &amp; FUND BALANCE</td>
</tr>
</tbody>
</table>
Director’s Report

Meeting Date: January 11, 2023
By: Kevin Lee

- I’d like to begin by wishing everyone a Happy New Year!

- We have got a lot of new library programs this year. To start, we have musical programs (ukulele lessons) for children. We will buy keyboards for piano lessons in the future as well. We will also have chess programs in the future. For adult programs, we will bring game board nights where patrons can get together.

- Staff will get more information about flagpole installation and have some options ready for the Board, most likely, at the March meeting. Staff is talking to the City to obtain more information.

- Staff is invited to participate to join the Banning ATP Stakeholder Advisory Group (Active Transportation Plan), which we did. The purpose of ATP is to create safer and more comfortable pedestrian and bicycle connections around the City.

- The District will cut and trim the shrubs around the building. This will create a clean appearance. The current landscaper will make sure all the debris and trash that is hidden will be removed as well.

- The District returned the touchless sensor-activated water fountain system because the space for installation was not adequate. The plumber did not want to do the job due to that reason.

- All the needed ballasts are replaced.

- Incidents:
  - 12/2/2022 – A pillow and leftover food were found by the basement door. We do not know if someone slept there or said items were tossed there.
During the month of December, the Children’s Room programs had a total of 177 people for all our programs.

- Happy Holidays.
- For our Toy Drive, we had a total of 16 presents that were handed out during our Gingerbread Houses.
- We had a total of 30 families attend the Gingerbread house program.
- Special thank you to the Friends of the Banning Library for the purchase of two Christmas trees.
- Congratulations to Darla Bryant for being our December Gift Basket winner. Patron chose to not be photographed.
## Library Circulation

<table>
<thead>
<tr>
<th>Section</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiobooks</td>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>DVD</td>
<td>64</td>
<td>10</td>
</tr>
<tr>
<td>Magazines</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult Fic</td>
<td>241</td>
<td>231</td>
</tr>
<tr>
<td>Adult NF</td>
<td>20</td>
<td>16</td>
</tr>
<tr>
<td>Ya Fiction</td>
<td>15</td>
<td>24</td>
</tr>
<tr>
<td>Ya Non Fiction</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>34</td>
<td>99</td>
</tr>
<tr>
<td>Juvenile Non Fiction</td>
<td>12</td>
<td>47</td>
</tr>
<tr>
<td>Chromebooks</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Hotspots</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>ParkPass</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Camp</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Realia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mental Health Kits</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Boardgames</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>324</td>
<td>1130</td>
</tr>
</tbody>
</table>

### November and December

![Bar chart showing library circulation for November and December](chart.png)
### DATABASE STATS

<table>
<thead>
<tr>
<th></th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mango Languages</td>
<td>5</td>
<td>14</td>
</tr>
<tr>
<td>Ancestry</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Enki</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Overdrive</td>
<td>369</td>
<td>315</td>
</tr>
<tr>
<td>Hoopla</td>
<td>189</td>
<td>155</td>
</tr>
<tr>
<td>WorldBook</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Tumblebooks</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>LinkedInLearning</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BrainFuse</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>JobsNow</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>VetNow</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Sharestills</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Getsetup</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Mango Languages and Ancestry

[Bar chart showing Mango Languages and Ancestry for November and December]
STAFF REPORT

Meeting Date: January 11, 2023
Prepared By: Kevin Lee
Agenda Item: 10.1
Title: Create and Adopt Policy No. 2110 Volunteer Worker

RECOMMENDATION:
That the Board create and adopt Policy No. 2110 Volunteer Worker

BACKGROUND/INFORMATION:
Two regular board meetings ago, there were two concerns. First, the Board wanted the volunteers to do a background check. That section is included in this draft. Second, the Board wanted to know if the District should offer worker’s compensation to the volunteers.

Staff conducted a survey to see if libraries in our area offered worker’s compensation. About half of the libraries do not offer worker’s compensation. They have waiver forms.
Banning Library District

POLICY HANDBOOK

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.

2115.7 Adult volunteers are required to pass a background check and a live scan prior to volunteering.

2115.7 District volunteers must be 14 years or older, commit to a set number of hours and agreed-upon work schedule as determined by the District, and be able to fulfill scheduled responsibilities and time commitments.
STAFF REPORT

Meeting Date: January 11, 2023
Prepared By: Kevin Lee
Agenda Item: 11.1
Title: Resolution No. 2023-01: A Resolution of the Banning Library District Authorizing the Closure of the Money Market Bank Account at the Bank of Hemet

RECOMMENDATION:
That the Board approve and adopt Resolution No. 2023-01

BACKGROUND/INFORMATION:
The District has two investment accounts. Its money market account is yielding 0.10% and its Local Agency Investment Fund (LAIF) is yielding 1.35%. The money market account is not producing a high yield that is satisfactory to the District.

Staff recommends that the Board authorize the Director to close the money market account and transfer the funds to the District’s general account. The funds can be transferred to LAIF or used for upcoming capital outlay projects.
RESOLUTION NO. 2023-01

A RESOLUTION OF THE BANNING LIBRARY DISTRCT AUTHORIZING THE CLOSURE OF THE MONEY MARKET BANK ACCOUNT AT BANK OF HEMET

WHEREAS, the Banning Library District ("District") currently maintains a Money Market Account, an interest bearing saving account; and

WHEREAS, the Money Market Account is not producing high yield savings to the satisfaction of the District; and

WHEREAS, District Board of Trustees desire to close the District Money Market Account at the HCN Bank (Previously known as the Bank of Hemet); and

WHEREAS, all funds received from the closure of the District Money Market Account at the HCN Bank shall be placed in the District’s general account at the HCN Bank, pending further Board of Trustee direction.

NOW, THEREFORE, BE IT RESOLVED by the Banning Library District Board of Trustees as follows:

The Banning Library District Director is directed to close the Money Market Account at the HCN Bank and deposit funds in the District’s general account.

PASSED, APPROVED, AND ADOPTED this 11th day of January, 2023.

______________________________
Kathy Little, President

ATTEST:

______________________________
Jana Brassfield, Board Secretary

APPROVED AS TO FORM:

______________________________
Algeria Ford, General Counsel
I, Jana Brassfield, Board Secretary of the Banning Library District, do hereby certify that the foregoing Resolution No. 2023-01 was duly adopted by the Board of Trustees of the Banning Library District at a regular meeting thereof, held on the 11th day of January, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jana Brassfield, Board Secretary
STAFF REPORT

Meeting Date: January 11, 2023
Prepared By: Kevin Lee
Agenda Item: 11.2
Title: Resolution No. 2023-02: A Resolution of the Banning Library District Authorizing Users for Bank Account Management

RECOMMENDATION:
That the Board approve and adopt Resolution No. 2023-02.

BACKGROUND/INFORMATION:
Resolution No. 2023-02 authorizes new board officers to be bank signatories.
RESOLUTION NO. 2023-02
A RESOLUTION OF THE BANNING LIBRARY
DISTRICT AUTHORIZING USERS FOR BANK ACCOUNT
MANAGEMENT

WHEREAS, the Banning Library District ("District") was formed pursuant to
California Education Code section 18343; and

WHEREAS, the District Board of Trustees ("Board") desire to authorize four (4)
signatories of new and established bank accounts; and

WHEREAS, the District desires the authorized signatories to be the President,
Vice President and Secretary of the Board; and

WHEREAS, the District also desires to authorize the District Director as an
authorized signatory to facilitate management of District accounts in accordance with
accounting best practices.

NOW, THEREFORE, BE IT RESOLVED by the Banning Library District Board of
Trustees as follows:

Kathy Little, Melanie Lara, Jana Brassfield and Kevin Lee are authorized to:

1. Deposit funds of the District in such accounts and to endorse checks, drafts,
   and other investments of deposit;

2. Sign checks, drafts or other orders for the payment of money, provided that
   the checks, drafts or orders include two written or electronic signatures; and

3. Complete the bank's customary blank signature card forms, in order to
   conveniently exercise the authority granted by this resolution.

This Resolution supersedes all previous versions and shall be the current
declaration of authorized signatories for the Banning Library District.

PASSED, APPROVED, AND ADOPTED this 11th day of January, 2023.

______________________________
Kathy Little, President
ATTEST:

Jana Brassfield, Board Secretary

APPROVED AS TO FORM:

Algeria Ford, General Counsel
I, Jana Brassfield, Board Secretary of the Banning Library District, do hereby certify that the foregoing Resolution No. 2023-01 was duly adopted by the Board of Trustees of the Banning Library District at a regular meeting thereof, held on the 11th day of January, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jana Brassfield, Board Secretary
STAFF REPORT

Meeting Date: January 11, 2023
Prepared By: Kevin Lee
Agenda Item: 11.3
Title: Approve and Authorize the Director to Enter into an Agreement with Biblioteca to Purchase Lockers in the Amount not to exceed $20,348.36

RECOMMENDATION:
That the Board Approve and Authorize the Director to Enter into an Agreement with Biblioteca to Purchase Lockers in the Amount not to Exceed $20,348.36

BACKGROUND/INFORMATION:
The District is interested in purchasing an outdoor locker to accommodate people who work during the daytime and cannot come to the library during open hours. Patrons can ask staff to have their books/items in the lockers for them to pick up after the library is closed.

FISCAL IMPACT:
Option 1: Bibliotheca. The cost of a locker (17 lockers) is $14,089.51. Delivery, installation, and training are $3,580. Annual software and hardware maintenance is $2,619.75/year. **The total cost is $18,498.51.** Then, $2,619.75 per year for maintenance. With 10% added on for unforeseeable expenses, it comes to $20,348.36.

Option 2: QTrak. The cost of a locker (14 lockers) is $9,060. Delivery, installation, and training are $4,000. Annual software and hardware maintenance is $3,790/year. **The total cost is $16,850.** Then, $3,790 per year for maintenance. With 10% added on for unforeseeable expenses, it comes to $18,535.

Option 3: Envisionware. The company’s locker is incompatible with our collection system. The District would need to completely switch over to another collection system.

Option 4: FE Technologies did not return the staff’s needs questionnaire.
Banning Library District

Solution Proposal

December 2, 2022

Valid until February 15, 2023
Partners in creating the best for your library

You need a knowledgeable partner to help navigate your technology purchase and assist in a smooth implementation. The Bibliotheca team will take a consultative approach to your project. We take the time to learn about your goals and your unique library and community.

Bibliotheca provides intuitive solutions and expert guidance. We keep you informed about new technologies and help you find the right fit. For 50 years Bibliotheca has worked exclusively with libraries. We are proud of the many innovations we’ve brought to libraries in partnership with cutting-edge, technology-minded customers around the world. We partner with more than 30,000 unique libraries, helping them evolve their services and connect with their communities.

- **We love libraries.** As degreed librarians and avid library users, we understand not only the unique management challenges that libraries face, but also what the future of library service will demand.

- **Robust technology.** Libraries are competing with the best in consumer technologies and can’t afford to stick with the status quo. At Bibliotheca, we aren’t just keeping up with the times, we’re inventing the future.

- **Best after-sales support.** Our commitment to service begins when the product is designed and manufactured. No matter where you are, we’ve got a team nearby to help you make sure your library is ready.

- **Equity and access.** We want to empower libraries to learn about innovation and best practices from other libraries near and far, to help reduce inequality within communities, regions and countries around the world.
Imagine what a library can be.

Get to know our solution ecosystem.
Proposed Solutions

Let’s get started.

Your Library needs to implement an intuitive self-service model that benefits both staff and patrons. With Bibliotheca, increasing productivity has never been easier.

To achieve your project goals, we recommend a turnkey system that utilizes the latest in hardware and software technology and is supported by the best service and maintenance in the industry.
remoteLocker™ outdoor

Designed to extend the coverage and accessibility of the library, remoteLocker™ offers convenient self-service holds pickups. Included quickConnect™ software provides patrons easy access to account information, and available integration with uniFi+ allows the remote Locker™ screen to act as a digital billboard broadcasting important library information and messages.

- Additional weather proofing awning
- IP54 rated
- Operating temperature:
  -20°F to 120°F
  -30°C to 54°C
- Anti corrosion steel & e-powder finish
- Anti corrosion wiring

Equitable Access. Designed to extend the coverage and accessibility of your library services, the proposed remote Locker™ solution offers patrons a self-service experience at locations and times more convenient to them.

Industry Recognized Standards. All Bibliotheca’s proposed solutions are UL and FCC certified. We encourage you to confirm that other vendors are providing UL certificates for the complete unit, and not just components of the unit.
Training

Bibliotheca Academy offers comprehensive courses designed to maximize your library’s investment, create consistent workflows, and drive faster, more successful outcomes. The courses cover a wide variety of topics:

- Detailed reviews of products
- Configuration tips
- Real-world examples of how to get the maximum benefit from Bibliotheca solutions
- Delivered by our dedicated professional trainer

Your Bibliotheca account executive can provide pricing and curriculum for Product Education Courses. Purchased courses will be delivered by a Bibliotheca trainer, last from one to four hours, and accommodate up to 10 individuals. Courses can be delivered remotely or in-person using the library’s own equipment. (Currently, due to the Covid-19 situation, all training is provided via Zoom meeting.) Courses are designed to be interactive to provide an opportunity for participants to engage in hands-on learning.

Available courses:

- Managing Your selfCheck™ Implementation
- Introduction to quickConnect™ and System Manager
- Introduction to quickConnect™ and System Manager with Cash Payment
- Introduction to remoteLocker™
- Introduction to RFID Gates and Gate Software
- Introduction to LibraryConnect™ devices
- Introduction to open+ access
- Introduction to open+ count & reserve
- Introduction to uniFi+
- Introduction to flex bookDrop
- Mobile DLA Workshop
- Managing an RFID Conversion

Bibliotheca provides selfHelp resources and documentation to libraries free of charge. However, the professional training offered by Bibliotheca Academy ensures that your staff is supported and equipped to make the most of your new technology and that your rollout goes as smoothly as possible.
Project Implementation

Your success is vital to us. We provide an efficient and smooth project implementation process that is designed to ensure your project goals are met.

After the project is awarded and a contract agreement is signed, a meeting is scheduled with your sales and project implementation teams so we can learn more about your current environment, business model, workflow and the goals you want to achieve in this project as well as offer consultation and guidance tailored to your project. After the initial meeting, your project is ready to move into the next phase:

1. Project kick-off with project manager and Library
2. Project Plan
3. Equipment and Software Installation
4. Equipment and Software Training
5. Verification Testing
6. Pre-closure Meeting
7. Project Closure

Now the project is handed over to our support team, and they will be the library’s main contacts for any issues that may arise. We provide you with access to our free selfHelp resources on LibraryConnect.com and a toll-free number so that you can quickly reach us regarding concerns.
# Implementation Responsibilities

The table below highlights which party is responsible for each activity during the project lifecycle.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Bibliotheca</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project kick-off meeting</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Establish communication channels and agree on reporting procedures, including reporting frequency</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Produce a project plan</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Review and agree the project plan</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Risk identification, assessment and mitigation</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Provide documentation (patron guides and manuals)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Arrange delivery of equipment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Schedule installation resource</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-installation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange installation of power and network access points for solutions and conduits as defined by the site survey (if site survey purchased)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Construction/electrical considerations, hole drilling, wall cut outs, etc.</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Procurement of SIP2 licenses</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Gather information to establish software configurations and desired features (including network, ILS/LMS information)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Provide IT staff with appropriate credentials to assist in the installation and testing of the equipment</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Installation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install and configure all products and services</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Deliver staff training to agreed scheduled (if purchased)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Closure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agree customer acceptance</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Complete customer survey</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Service and Support

Bibliotheca has the talent and scale to respond quickly and effectively to all your service needs. We have developed an in-house support team that is the largest in the industry. In fact, most of our support calls are resolved and closed the first time a customer calls.

At Bibliotheca, our commitment to service begins when the product is designed and manufactured. We start by building robust, reliable products that can be easily maintained. If an issue requires on-site assistance, our manufacturer-trained technicians will be dispatched to service your equipment, providing your library with the best support and service in the industry.

**Bibliotheca’s service plan**

**Online Support Portal 24/7.** libraryConnect.com is a free resource that allows you to create and monitor help desk cases, access user guides, view helpful videos and download training materials

**In-house help desk support.** We provide a 24/7 hotline and software support hours are: 8AM – 7PM EST, 7AM – 6PM CST, 5AM – 4PM PST, Monday – Friday, less holidays

**On-site support.** Bibliotheca has 120 trained and certified on-site technicians, parts included in plan, 4-hour call back and 8-hour on-site during business hours, contingent on geography-specific call-out schedule

Bibliotheca technicians are required to complete weeks of training for each product before being certified to work on it. Many of our customers have been working with their Bibliotheca tech for years. Our customers appreciate the consistency and compliment us on the high-level of confidence that they have in their technicians. Some of our in-house product experts and on-site technicians have worked with these products for more than five years and in some cases are 20-year veterans.
Solution Pricing

We are providing the following products and discounted pricing if order is received by February 15, 2023

<table>
<thead>
<tr>
<th>Primary Quote Solutions</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>remoteLocker Outdoor Control unit 17</td>
<td>1</td>
<td>$14,089.51</td>
</tr>
<tr>
<td>Introduction to remoteLocker (Optional)</td>
<td>1</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>PRE-SITE SURVEY (Optional)</td>
<td>1</td>
<td>$829.00</td>
</tr>
<tr>
<td>Onsite set-up and configuration</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td>One Year Warranty: Onsite Maintenance + parts and remote software support</td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td>Shipping and Administration</td>
<td></td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Total: $18,498.51

Total w/o Options: $16,598.51

Annual Maintenance - (Approximately)

<table>
<thead>
<tr>
<th>Year</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Included in purchase</td>
</tr>
<tr>
<td>2</td>
<td>$2,619.75</td>
</tr>
</tbody>
</table>

Pricing Terms:

- Support and maintenance pricing is subject to change based on final quantities and product configuration.
- System returns will be accepted within 30 days from the date of order and must be in original packaging. A 20% restocking fee will be charged and customer will pay for return shipping.
- Terms are NET 30 days from date of invoice for all equipment. Invoice is generated at the time of shipment.
Benefits to working with Bibliotheca

- Bibliotheca offers an unmatched ecosystem of solutions.
- From consulting to implementation to service and maintenance, you are supported by the most experienced team supporting libraries.
- Bibliotheca is creating the library of tomorrow so you can exceed your goals and enrich your unique community starting today.

Next steps

Get up and running quickly. We will work with you to meet your goals. We’ve shown you the value of solutions, and we can launch your project once we receive your commitment by this proposal’s expiration date.

The discounts provided in this proposal are good if order is received by February 15, 2022

Please contact me with any questions:

Hilary Paane  
651-382-5480  
h.paane@bibliotheca.com

Bibliotheca is creating the library of tomorrow, while engineering the solutions that help engage people, connect communities, and evolve service today.
Reporting options include PDF or Excel generation, along with graphing tools. KPI report includes time from receipt to pick up for all items.

- Item details, names, or any other notes added.
- Search item details by any data scanned or entered into the Otrak system. Including: barcode numbers, item names, locker number, search item details, or any other notes added.
- Real-time locker dashboard on Otrak.net shows detailed locker info and availability, size, item info, stored time.
- Email status updates on process, delivered, opened, error, locker removed by supervisor from locker.
- Automatically capture detailed chain of custody data for item receipt, delivery, pick up, store in locker, retrieved from locker.
- Contact look up by first name, last name, address, or any other location information.
- Email and/or text notifications with item images and notes.
- Single database integration. Upload CSV file with member contact data at scheduled intervals via API and/or upload via web portal. Data can be edited once in Otrak.

System Capabilities

Otrak
Total Lockers: 14
6 Medium Pods - 11.6' x 21.65' x 17.7" W
8 Small Pods - 7.2' x 21.65' x 17.7" W

6 Lockers Package Pod Bank = 15.4' H x 21.65' D x 15.7' 48" W

WiFi Internet Connectivity Needed For Otrak App
Hard Wired Internet Connectivity Located Above Each Kiosk Unit
Single-Grounded 15A Power Outlet Located Above Each Kiosk Unit
14-16 Weekly Lead Time

Customer Requirements

63 Month All Inclusive Lease $1 Buoy: $5605 Per Month OR
Annual Software & Hardware Maintenance: $3,790 Per Year
Delivery, Installation & Training: $4,000 Purchase: $9,060

Acquisition Program

Image Captured When Package Or Mail Is Retrieved At Kiosk
Superior Otrak App Access For Package Storage/Removal
Front-Loading Lockers
Or Code Reader For Quick Opening At Kiosk
All Steel Construction
All Black Outdoor Locker
ADA Compliant

Package Pod Bank

Consists Of 1 PC Kiosk Unit And 14 Total Pods
Maximum Size 14" x 14"

Minimum Size 12" x 12"

40 Product Capacity

WiFi or Cellular Internet Connectivity Needed For Quick App
Hard Wired, WiFi, or Cellular Internet Connection
Standard Power Outlets Located Above Kiosk Unit
16 Week Lead Time

Customer Requirements

Annual Hardware Maintenance: $995 per year, after 1st year
Annual Software Subcription: $3495 per year
Installation: $4000
Training: $11,650

Acquisition Program

ServiceNow Zendesk Integration Available
Item Storage with Quick App
Email Alarms, Low Stock Door Open, Missing Machine Offline
Vending and Reseeded Options Available
Hook, Spiral Locker and Conveyor Vend Options Controlled By One Kiosk

Mixed Size Vending

ADA Compliant

Vending Machine Size – 72" H x 35" D x 38.375" W
Workflow

1. Recipient takes item and closes door.
2. Recipient approaches appropriate kiosk and selects Pick Up Package and enters 4-digit access code.
3. Recipient picks up packages and enters the kiosk or My Mail Services App.

IMPORTANT: While loading packages into lockers with the App, recipients can pick up packages via the Kiosk or My Mail.

While receiving an email/text, the recipient will receive on a 4-digit access code. The user places the item in the locker and closes the door. The recipient will be loading. Using the existing route function on the QR app, they will scan the barcode on the item. Manually enter the item.

In front of loading locker - Library employees bring out items to the locker banks.
Increases customer satisfaction
Fast & efficient processing of packages saves money by reducing labor
Google search filters supervisors quick access to detailed histories of all packages
Lockers are available in a variety of finishes
Additional lockers can be installed anywhere
Locker columns can be installed in any configuration
Package delivery resources
Intelligent Qtrak Package Pads give recipients 24/7 secure access to their packages, while reducing your
Fully mobile system allows for quicker locker replenishment
Intuitive user interface little to no training needed
Free Qtrak App available from App Store or Google Play
Secure cloud database allows you to give access to data, greatly reducing package status phone calls
Reminder email/text notifications
Training support, and software updates included
24/7/365 user and recipient support
Unlimited user licenses and delivery data storage on the cloud
One database for all locker and counter pick ups
Single scan package storage in locker via Qtrak App...
STAFF REPORT

Meeting Date: January 11, 2023
Prepared By: Kevin Lee
Agenda Item: 11.4
Title: Approve the Director to Purchase computers for Staff in the Amount not to exceed $10,000

RECOMMENDATION:
That the Board Approve and Authorize the Director to Purchase Computers for Staff in the Amount not to exceed $10,000

BACKGROUND/INFORMATION:
Staff computers are outdated and need to be replaced. Current staff computers were purchased either in 2009 (14 years ago) or 2014 (9 years ago). Said computers are showing signs of deterioration and losing functionality (i.e.: computer is heating up, computer speed is slower, etc.).

Staff is requesting to purchase seven computers (6 Windows and 1 Mac). Staff reviewed three different vendors/sellers and found Amazon to be the most economical.

Amazon: $1,159.99
Lenovo: $1,409.00
Best Buy: $2,349.99
Mac: $1,899.00

Cost breakdown:
Six (6) Windows computers x $1,159.99 = $6,959.94 and one (1) Mac x $1,899 = a total of $8,858.94.

The Library will most likely spend less than $10,000 to replace current computers, but is asking the Board for authorization to spend up to $10,000. This amount was allocated in the budget last year for this project.

IMPACT:
This would be the District’s last major technology project.
lenovo V50T Gen 2 Desktop Tower, Intel i7-10700 Upto 4.8 GHz, 32GB RAM 1TB NVMe SSD, HDMI, Display Port, DVD, Card Reader, AC Wi-Fi, Bluetooth – Windows 11 Pro

$1,159.99

As new device
Pay $64.44/month for 18 months, interest-free upon approval for the Amazon Rewards Visa Card

Size: 32GB RAM | 1TB NVMe SSD

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<th>NVMe</th>
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Specific Uses For
Product
Brand Lenovo
Personal computer design type Business Computer Tower
Operating System Windows 11 Pro

About this item
- The Lenovo V50t is one highly productive tower desktop PC. With 10th gen Intel i7-10700 upto 4.8 Ghz processor 32GB RAM, 1TB NVMe SSD, plus seamless memory and storage, it has the power to zip through any tasks
- With a Small form factor design, the Lenovo Tower

Add to Cart
Secure transaction
Ships from Power-Circuit
Sold by Power-Circuit

Add a Protection Plan:
- 2 Year Desktop Computer Protection Plan for $79.99
- 3-Year Protection for $107.99
- Multiple Device Monthly Protection (Renews Monthly Until Cancelled) for $16.99/month

Add an Accessory:
- Microsoft 365 Personal | Premium Office Apps | 1 User, Up to 5 Devices | 3 Months Free $69.99
- Adobe Acrobat Professional DC | PDF converter | 12-month Subscription with auto-renew $179.99
- Norton 360 Deluxe 2022 - Antivirus $29.99
Computer provides the workstation performance you need without taking up too much space
- Display - Integrated Intel UHD Graphics 630 chipset delivers a sharp, clear picture, while allowing for multiple simultaneous 4K displays to be used via its 1x Display-Port, HDMI, VGA & Serial
- Features USB 3.1 (10GB Ps) and USB 2.0 ports for ultra-fast data transfers. USB 3.1 is up to 20 times faster than USB 2.0, yet fully compatible with USB 2.0.
- When it comes to network connectivity, you have a choice of Gigabit Ethernet RJ45 LAN jack or go wireless with included USB Wi-Fi 802.11AC and Bluetooth 4.0

See more product details

Consider a similar item
Dell OptiPlex 7070 Small Form Factor Desktop with Intel Core i7-4770 Upto 3.3GHz, HD Graphics 4600 4K Support, 32GB RAM, 1TB SSD, DisplayPort, HDMI, Wi-Fi, Bluetooth - Windows 10 Pro (Renewed)

$296.00
Climate Pledge Friendly

Buy it with

Total price: $1,282.45
Add all three to Cart

These items are shipped from and sold by different sellers. Show details

- This item: Lenovo V50T Gen 2 Desktop Tower, Intel i7-10700 Upto 4.8 GHz, 32GB RAM 1TB NVMe SSD, HDMI, Display... $1,159.99
- Sceptre 24" Professional Thin 75Hz 1080p LED Monitor 2x HDMI VGA Build-in Speakers, Machine Black (E248W-192... $99.98
- Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless, Compact Mouse, 8 Multimed... $22.48

Products related to this item

- Lenovo Legion Tower 5 Gaming Desktop, Intel Core i7-11700F Processor, GeForce RTX 3060 12GB $1,329.00
- Lenovo Legion Tower 5i Gaming Desktop, Intel Core i5-11400F Processor, NVIDIA GeForce RTX 3060 12GB $1,049.00
- Lenovo ThinkCentre M75s Gen 2 SFF Business Desktop, AMD Ryzen 5 3600 6-Core, 8GB DDR4 2666MHz $789.00
- Lenovo Legion Tower 5 Gaming Desktop PC (Intel i7-12700 12-Core, 32GB DDR5 4266MHz RAM, NVIDIA GeForce RTX 3070 ... $1,499.00
- Lenovo 2022 Newest IdeaCentre 3 Desktop PC, 12th Gen Intel Core i5-12400 Processor, 16GB DDR4 3200MHz RAM, NVIDIA ... $899.99
iBUYPOWER Y40 311A Gaming Desktop Computer – AMD Ryzen™ 7 7700X – 32GB DDR5 3200 Memory – RTX 4070Ti 12GB – 1TB NVMe 1TB HDD - Black

Model: PB-8488040-311 SKU: 6530468

Be the first to write a review  Be the first to ask a question

$2,349.99  $195.84/mo.*

Save when you trade-in a similar device.
Check your trade-in value.

15-DAY FREE & EASY RETURNS
If received today, the last day to return this item would be Jan 21.
Learn more

Deals on related items:

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3-Day Sale
Gaming Desktops deals
Outlet Deals
Computers & Tablets Outlet Deals

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$199.99 per year
That's about $16.67 per month

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  $279.99
  About $23.33/mo.

- 2-Year Accidental Geek Squad Protection
  $309.99
  About $12.99/mo.

- 3-Year Accidental Geek Squad Protection
  $349.99
  About $9.72/mo.

Learn more

Get it in 10 days

Pickup: Order now for pickup on Tue, Jan 17 at Basumont See all pickup locations

FREE Shipping: Get it by Mon, Jan 16
See all shipping options for 92220

Add to Cart

1/6/2023, 1:27 PM
Lenovo

Lenovo ThinkCentre M70c SFF Home & Business Mini Desktop (Intel i3-10100 4-Core, AMD Radeon 520, 32GB RAM, 512GB PCIe SSD, HDMI, Display Port, Optical Drive, Win 11 Pro)

$1,409.00

$72/mo with affirm Learn how

Price when purchased online 📈

Free shipping, arrives by Wed, Jan 11 to Banning, 92220

Want it faster? Add an address to see options
More options

Sold and shipped by Velztorm PC
★★★★☆ 13 seller reviews
View seller information

Free 30-day returns Details

Add to list Add to registry

Protect your purchase

Get the best value on product protection including fast repairs or replacements.

Add Walmart Protection Plan by Allstate Details