BANNING LIBRARY DISTRICT

21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibrarydistrict.org

Regular Board Meeting Agenda
November 18, 2020
5:00 p.m.
Children's Room & Zoom

In an effort to protect public health and prevent the spread of COVID-19, the Banning Library District board meeting will not be open to the public. The Banning Library District encourages the public to call via teleconference at **https://tinyurl.com/boardmeeting111820** (Passcode: 835937). Members of the public who wish to comment on matters before the Board may submit comments on or before 3 pm, Wednesday, November 18, 2020 to christian@banninglibrarydistrict.org. Any comments received will be read and must still be limited to 5 minutes.

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

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

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

2. **Adoption of Agenda**

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

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

    Recommended Action: The Board of Trustees hereby approves the items below:
    4.1   Minutes of the Regular Board meeting—October 14, 2020

5. **Consideration of Items Removed from the Consent Calendar**
    Items removed from the Consent Calendar will be discussed individually at this time.

6. **Finance Report**

7. **District Director's Report**

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

9. **Unfinished Business**

10. **New Business**
    10.1   Recognition: Board Trustees
    10.2   Recognition: Friends of the Banning Library
    10.3   Announcement of Silent Auction Winners
    10.4   Reserve Two Parking Spaces for Friends of the Banning Library

11. **Last Minute Action Items**
    The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

12. **Agenda Items for Future Agendas**
    This is an opportunity Board members to request that items be placed on future agendas.

13. **Next Regular Board Meeting**
    December 9, 2020

14. **Adjournment**

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 14, 2020 | 5:00 P.M. | Teen Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL	President Little called the Regular Meeting of the Banning Library District Board of Trustees to order on October 14, 2020 at 5:03 p.m.
	Members Present: President Kathy Little, Secretary Alejandro Geronimo, Trustee Wemida Ajigbotafe, Trustee Melanie Lara and Trustee Loretta Cousar.
	Members Absent: None.
	Staff Present: Kevin Lee, District Director; Fernando Morales, Circulation Manager and Christian Tzintzun, Library Assistant.
	Guests: David Becker (via Zoom).
ADOPTION OF AGENDA	It was moved by Trustee Cousar and seconded by Ajigbotafe Cousar to adopt the agenda.
	AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar. NOES: None. ABSTAIN: None. ABSENT: None.
PUBLIC COMMENT	None.
CONSENT CALENDAR	It was moved by Trustee Ajigbotafe and seconded by Trustee Cousar to approve all items on the consent calendar.
	AYES: Little, Ajigbotafe, Lara, Cousar. NOES: None. ABSTAIN: None. ABSENT: Geronimo.
CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR	None.
AUDIT REPORT AND PRESENTATION	David Becker from James Marta & Company gave a presentation on the audit over Zoom. Becker highlighted some of the findings. There were no material weaknesses or internal control issues found.

FINANCE REPORT	Secretary Geronimo asked if the percentage of the budget for the given month or quarter could be added for each item on the following financial reports. Lee said he will ask the accountant to add it on the next month.
DISTRICT DIRECTOR'S REPORT	Director Lee presented a written report. The library won a grant to offer VetNow and JobNow subscriptions through Brainfuse as well as a fall Lunch at the Library grant and will be planning some pop-up programming events. The Library will also be participating in the Trip and Treat event hosted by the City of Banning on October 30.
BOARD REPORTS AND COMMENTS	None.
UNFINISHED BUSINESS	**10.1 Creation of Policy No. 5036 Code of Safe Policies.** It was moved by Trustee Ajigbotafe and seconded by Trustee Lara to approve and adopt Policy No. 5036.

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

NEW BUSINESS

11.1 Discussion/Action: Reschedule November's Regular Board Meeting.
The second Wednesday of November is Veteran's Day and the library is closed on that holiday. The Board agreed to move the meeting date of the next Regular Meeting to the following Wednesday on November 18.

11.2 Classification Study Final Reports and Recommendations.
It was moved by Secretary Geronimo and seconded by Trustee Cousar to adopt and approve the tittle changes, reclassifications, and updated job descriptions as presented by Koff and Associates.

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

11.3 Amendments to Policy No. 5150 Illness and Injury Prevention Program.
It was moved by Trustee Ajigbotafe and seconded by Trustee Cousar to approve and adopt the amendments to Policy No. 5150.

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

11.4 Amendments to Policy No. 5230 Unlawful Harassment.
It was moved by Trustee Lara and seconded by Secretary Geronimo to approve and adopt the amendments to Policy No. 5230.

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

11.5 Amendments to Policy No. 5350 Letters of Recommendation.
It was moved by Secretary Geronimo and seconded by Trustee Cousar to approve and adopt the amendments to Policy No. 5350

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

11.6 Discussion/Action: Elimination of Library Late Fees.
It was moved by Trustee Cousar and seconded by Trustee Lara to approve the elimination of library late fees for all past and current patrons.

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

11.7 Authorize the District Director to enter into an Agreement with a carpet company in the amount not to exceed $16,788.00.
It was moved by Secretary Geronimo and seconded by Trustee Cousar to Authorize the District Director to enter into an Agreement with whichever carpet company in the amount not to exceed $16,788.00.

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

11.8 Discussion/Action LAFCO Sphere of Influence Approval.
It was moved by Trustee Lara and seconded by Trustee Cousar to approve and adopt Annexation 18-1001 for a proposed annexation of two parcels totaling 38 acres in unincorporated Riverside County previously within the Morongo Band of Mission Indians Reservation. President Little called for a roll call vote.

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

LAST MINUTE AGENDA ITEMS   None.

AGENDA ITEMS FOR FUTURE AGENDAS   None.

NEXT REGULAR BOARD MEETING   November 18, 2020 at 5:00 p.m.

ADJOURNMENT   Adjourned at 5:48 p.m.

The foregoing minutes are approved by the Board of Trustees on _____, 2020.

_____
Prepared by: Christian Tzintzun, Library Technician

_____
Alex Geronimo, Board Secretary

Banning Library District
Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Bank of Hemet Money Market	$ 83,586
Operating Account Bank of Hemet	1,311,610
LAIF	605,056
LAIF Fair Market Value	2,962
Petty Cash	846
County General Fund Cash	35,425
Total Checking/Savings	2,039,485
Accounts Receivable	
County Interest Receivable	1,663
Total Accounts Receivable	1,663
Other Current Assets	
Accounts Receivable Property Tax	20,361
Prepaid Expenses	25,153
Total Other Current Assets	45,514
Total Current Assets	2,086,662
Fixed Assets	
CAPITAL ASSETS	
County General Fund Assets	1,009,490
Accumulated Depreciation	(572,566)
Total Fixed Assets	436,924
TOTAL ASSETS	2,523,586
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,120
Credit Cards	2,202
Payroll Liabilities	363
Year End Accrued Payroll	15,746
Vacation Payable	25,334
Total Liabilities	63,766
Equity	2,459,820
TOTAL LIABILITIES & EQUITY	$ 2,523,586

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

Banning Library District
Profit & Loss Budget vs. Actual
September 2020

	Jul 20 - Sep 20	Budget	$ Over (Under) Budget	% of Budget
1 **Income**				
2 REVENUES				
3 COUNTY REVENUES	$ 1,663	$ 980,200	$ (978,537)	0.17%
4 LOCAL REVENUES				
5 Interest	229	10,000	(9,771)	2.29%
6 Late Fees and Misc. Revenue	158	5,000	(4,842)	3.16%
7 Fines	-	3,100	(3,100)	0.00%
8 Service Sales	-	4,100	(4,100)	0.00%
9 Grant Income	11,204	-	11,204	100.00%
10 Rental Fees	-	500	(500)	0.00%
11 Total REVENUES	13,253	1,002,900	(989,647)	1.32%
12 **Expense**				
13 CAPITAL OUTLAY	-	200,000	(200,000)	0.0%
14 SALARIES & BENEFITS				
15 Regular Salaries	113,350	467,100	(353,750)	24.27%
16 Overtime	-	1,000	(1,000)	0.00%
17 Health Insurance	5,390	26,700	(21,310)	20.19%
18 Social Security	6,672	29,100	(22,428)	22.93%
19 Retirement	3,818	17,800	(13,982)	21.45%
20 Medicare	1,560	6,800	(5,240)	22.95%
21 Unemployment Insurance	369	4,500	(4,131)	8.20%
22 Total SALARIES & BENEFITS	131,159	553,000	(421,841)	23.72%
23 OPERATIONAL				
24 Automation	7,503	20,200	(12,697)	37.14%
25 Maintenance	5,034	16,000	(10,966)	31.46%
26 Program Expense	407	14,000	(13,593)	2.91%
27 Juvenile Books (Childrens)	1,157	10,000	(8,843)	11.57%
28 Adult Books	1,680	6,300	(4,620)	26.67%
29 Youth books (YA)	235	1,000	(765)	23.47%
30 Equipment & Furniture	-	10,000	(10,000)	0.00%
31 Data Base	1,579	20,000	(18,421)	7.89%
32 Audio	661	2,700	(2,039)	24.50%
33 DVD/Videos	668	2,700	(2,032)	24.75%
34 Periodical	221	1,500	(1,279)	14.74%
35 Processing Books & ILL	1,776	3,800	(2,024)	46.73%
36 Security	456	2,400	(1,944)	19.00%
37 Website Maintenance	-	4,000	(4,000)	0.00%
38 Janitorial	-	2,600	(2,600)	0.00%
39 Total OPERATIONAL	21,377	117,200	(95,823)	18.24%
40 ADMINISTRATIVE				
41 HR Services	-	25,000	(25,000)	0.00%
42 Professional	31,166	83,600	(52,435)	37.28%
43 Insurance	4,450	17,000	(12,550)	26.18%
44 Professional Development	1,099	8,000	(6,901)	13.74%
45 Recognition Events	116	1,500	(1,384)	7.72%
46 Recruitment	-	500	(500)	0.00%
47 Advertising/Marketing	-	1,200	(1,200)	0.00%
48 Cty. Auditing and Accounting	-	500	(500)	0.00%
49 Bank Fees	-	200	(200)	0.00%

		Jul 20 - Sep 20	Budget	$ Over (Under) Budget	% of Budget
50	Membership	1,945	4,500	(2,555)	43.22%
51	Travel/Training	163	5,500	(5,337)	2.97%
52	Utilities	8,994	48,000	(39,006)	18.74%
53	Office	4,912	22,700	(17,788)	21.64%
54	Total ADMINISTRATIVE	52,845	218,200	(165,355)	24.22%
55	**Total Expense**	205,382	1,088,400	(883,018)	18.87%
	Net Income	$ (192,128)	$ (85,500)	$ (106,628)	

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

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DIRECTOR'S REPORT

Meeting Date: November 18, 2020
Prepared By: Kevin Lee

- We want to thank all the trustees for their service, dedication, and commitment to the Banning Library District. It has been another great year! On that note, we like to give out a big "Thank you" to Friends of the Banning Library for providing lunch for the End of The Year Celebration
- Happy Thanksgiving to everyone!
- Silent auction went great. Based on the submitted bids, it appears that thirteen items are going to be sold.
- AC company will come and remove the vents in the Children's Room on November 16. This is necessary for new bookshelves to be installed. Yamada came and measured everything and reviewed the floor construction for anchoring.
- Staff had a meeting with Yamada for shop drawing approval. During this meeting, Yamada decided to give two free tree appliques.
- Banning Library District participated in the Trip or Treat Event. We passed out candies, and more importantly, flyers detailing some of our new services. The event turned out great!
- We picked up four (4) self-checkout machines from Burlingame Public Library. Each used self-checkout machine is valued at $9,800. In total, we received $39,200 worth of equipment for free!
- Our Library won a $99,354.80 High-Speed Broadband in California Libraries Grant! This funding will be used for technology and hardware, architectural and building, networking consulting, upgrades to inside wiring, and technical network training.
- LAFCO announced that the Sphere of Influence got approved.
- Our website recently completed the migration process. The website company is currently working on Internal Quality Assurance. This takes about one to three weeks. We anticipate this process to end by end of November.
- Staff is beginning to purchase additional databases with the $5,000 e-resources grant that staff won. We got CreativeBug, a website that teaches viewers how to knit, crochet, quilt, sew, yarn, make jewelry, and more. There is a kid section as well for children activities. We also got TumbleBooks and TumbleMath. The former is a talking picture book with animation, sounds, and narration while the latter is a storybook that discussed specific math concepts appropriate for children. We will have more databases coming soon!

BANNING
LIBRARY DISTRICT

STAFF REPORT

Meeting Date: November *18th 2020*
Prepared by: *Fernando Morales, Library Manager*

The Banning Library District participated in Parks and Recreations Trip or Treat on Oct 30th, this was a huge success as many people committed on the costumes and thanks the Library for participating in the event. The Library also received new project and STEM kits with the Lunch at the Library Grant for programs with Carol's Kitchen.

TITLE:
Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	Hidden Empire	26
DVDs	Tremors	155
Adult		
Fiction	Riders of Hard Rock	188
Non-Fiction	Before and after Bathroom	77
Young Adult		
Fiction	Bride's Story	32
Non-Fiction	N/A	0
Juvenile		
Fiction	The Watson go to Birmingham.	269
Non-Fiction	Martin's Big Words	77

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Computer Usage	Total Sessions
Adult	52
Teen	44
Children	0

*Each session is one (1) hour long. Extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.

Database	Description	Total Sessions
Ancestry	Genealogy	8
Coursera	Online learning	6
Enki	eBook*	7
Gale Legal Forms	Legal Forms & Templates	5
Mango	Language	8
OverDrive	Audio Book and eBook	359
World Book	Online Encyclopedia	58
BrainFuse	Online Tutoring	6
Hoopla	Movie streaming and eBook	53
Zinio	Magazines	39
JobsNow	Résumé and Job advice	3
VetsNow	Veteran Help	0

BANNING
LIBRARY DISTRICT

STAFF REPORT

Meeting Date: *11/18/20*
Prepared by: *Khiabet Vigil, Library Aide.*
Department: Children
Subject: October Statistics

We completed three weeks of live story-time in October. The first week, we live streamed on Facebook only, and on the second week we live streamed on Instagram only. This was to see which platform brought in more viewers. We got more viewers on Facebook, so for the remaining live streams of October (and future story-time live streams) will be on Facebook. There are two separate story-time live stream sessions: English & Spanish. The views recorded are a combination of both sessions. The live streams were not archived or saved for patrons to view later due to copyright issues. Plans for future live streams are to integrate songs, fingerplay, and read two books instead of one per session.

Live events
- Live story-time on Instagram and Facebook live

Video Events

Program Week	Platform	views	Explanation
10/08/20	Facebook live	8	National Hispanic Heritage Month Bilingual Live story-time: read 1 book
10/1520	Instagram live	3	National Hispanic Heritage Month Bilingual Instagram Live story-time: read 1 book
10/22/20	Facebook live	7	Halloween Theme Storytime both in English & Spanish. Read 2 books. Came with the conclusion that Facebook brought in more viewers, so decided to only stream on Facebook Live.
10/29/20	Facebook Live	6	Halloween Theme Storytime both in English & Spanish. Read 2 books.

Historians Report - October 2020

October was a very successful month for the history room. The staff and myself, embarked on a new project where the history room will now offer a new fee-based, film negative preservation service to the public. This service will allow people with film negatives to get them scanned into positive images, and converted to a digital file. The history room will this negative film scanning service at a cost of 1 dollar per negative.

The project began as an inquiry from the Historical Society of Moreno Valley. They reached out to us, in October regarding some of our high detail scanners that we own. They inquired if we were able to digitally scan a historic film negative collection that they had recently come into possession of. We analyzed their film for quality and ability to be digitized, and carefully over the month of October, scanned and converted their film negative images into digital files.

The work was quite time consuming, but for the nominal fee we are charging, we can now make extra income for the library, while also helping other organizations to digitize their film collections. Over the month we successfully scanned over 100 images and raised 105 dollars for the library. I want to thank staffers, Khiabet Vigil and Toni Moore who helped me in this project. I could not have completed this project without their assistance.

Regarding our ongoing cataloguing projects, with the BOUD collection of books now complete, I am able to devote my attention to alphabetizing and finishing the cataloging of the local history books.

There will need to be a moving of furniture in the room again, to accommodate a larger bookshelf that will hold our entire local history book assortment. However once this is complete, we should not need to do any more physical movement of bookshelves or furniture in the history room thereafter. This work began in October and will likely continue into early next year for completion.

Submitted with respect and gratitude,

Historian, Francisco Ramos

BANNING
LIBRARY DISTRICT

STAFF REPORT

Meeting Date: November 18, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.3
Title: Announcement of Silent Auction Winners

RECOMMENDATION:
That the Board **announce** the silent auction winners and either accept or reject the highest bid. If accepted by the Board, staff will contact winners and arrange a pick-up.

INFORMATION:
Per Policy 3085 Disposal of Surplus Property, the Board takes action on any item estimated by the District Director to be valued at or over $250, or if a silent auction takes place. The Board must accept or reject the highest bid at the regular board meeting.

STAFF REPORT

Meeting Date:	November 18, 2020
Prepared By:	Kevin Lee, District Director
Agenda Item:	10.4
Title:	Reserve Two parking Spaces for Friends of Banning Library

RECOMMENDATION:
That the Board **approve** to reserve two parking spaces (located northwest corner) for the Friends of Banning Library

BACKGROUND:
City of Banning Municipal Code Title 17 Zoning - Chapter 17.28 Parking and Loading Standards - Code 17.28.040C requires libraries, museums, and art galleries to provide one (1) parking space for each three hundred square feet of floor area.

California State Library confirmed that Banning Library District is 9,583 square feet in size. Based on square feet to parking space calculation, the District needs to have a minimum of 32 parking spaces available. Currently, the District has 46 parking spaces available.

At one of the past regular board meetings, the Board approved to reserve a small area for the Friends of Banning Library's shed. Members of the Friends of Banning Library will frequently access this shed and the space round the shed. For safety reasons, the Board should consider reserving two parking spaces for Friends to use.