AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES
May 1, 2019 | 5:00 p.m. | Conference Room

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. **Open Session/Call to order**— 5:00 p.m.

2. **Pledge of Allegiance**— Kathy Little, Board President

3. **Roll Call/Establishment of Quorum**

4. **Community Comment**

  4.1 Report from the Friends of the Banning Library
      
      Verbal

**PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD**—A five-minute limitation shall apply to each member of the public who wishes to address the Library Trustees on any matter under the subject jurisdiction of the Trustees. A thirty-minute limit is placed on this section. No member of the public shall be permitted to “Share” his or her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, or research, completion and or future action by the trustees.)

5. **Consent Calendar**

Items on the Consent Calendar are not discussed individually but are approved as a group with a single motion. The President may remove an item from the Consent Calendar for separate discussion upon request by a Trustee or member of the public wishing to speak on a specific item on the Consent Calendar. If an item is pulled, it shall be considered after the remaining items on the Consent Calendar items are voted upon.

  5.1 Adopt minutes of the Regular Board Meeting: April 3, 2019
      
      Attached

  5.2 Job Description for Library Administrator, Creation of Policy Creation of Policy No. 2015
      
      Exhibit 5.2

  5.3 Development of a Fee for Rental of Library Space(s) by for Profit, Non-profit Organizations and Private Individuals
      
      Exhibit 5.3

  5.4 Recommendation to accept the Dia De Los Ninos reimbursement grant of $500
      
      Exhibit 5.4

  5.5 Recommendation to Install a Flagpole in Front of the Library
      
      Exhibit 5.5
6. **Discussion/Action**

6.1 Discussion and Award of contract to Platinum Consulting Group for financial consulting services in an amount not to exceed $43,000

6.2 First Reading: Job Description for Historian, Creation of Policy No. 2067 after Second Reading

6.3 First Reading: Recommendation to Approve Budget Plan for FY 2019-2020

6.4 Recommendation to Create Several Ad-hoc Committees

7. **Interim Director’s Report**

The Library Administration is encouraged to report on items of information to the Board, as well as provide information about conferences or meetings they have attended. Other items, which may be added to the agenda of a future meeting, may be presented at this time but cannot be commented upon or discussed at this meeting. (*Reference: *The Ralph M. Brown Act*)

8. **Board Member 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. **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*)

10. **Next Regular Board Meeting**

June 5, 2019

11. **Adjournment**
MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday  April 3, 2019
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. Open Session – Call to Order  5:00 P.M.  Kathy Little, Board President

2. Pledge of Allegiance

3. Roll Call and Establishment of Quorum
   Board Members Present: K. Little, L. Cousar, W. Ayo-Thompson, A. Geronimo, M. Lara
   Staff Present: Kevin Lee, Interim Library Director

   4.1 Report from the Friends of the Library
      Linda Page, President of the Friends of the Library spoke of the “Meet and Greet” event scheduled for April 12, 2019 between 4-6 p.m. The FOL annual meeting will take place first with the new members voted upon, then introduced. The Sandy Hope scholarship in memory of Gail Paparian will be introduced. Essay Contest winners will be announced. The response to the contest was phenomenal, 173 essays received from kids in the 9th to 12th grade bracket! The FOLs continue to hand out Baby’s First books and they will be giving out books for the Head Start graduation next month.

      Gloria Bell, community member in attendance, voiced surprise that the Butler litigation had been settled, and there was no outstanding litigations. She also suggested an antibacterial pump be available upon leaving the Library.

   4.2 Report from John Gramble
      Gramble from Management Partners explained that he had been hired to work on four items:
      1) Provide advice on methods for a structurally balanced budget for this fiscal year and to provide a model for future fiscal years
      2) Provide advice on salary and benefits including a possible transition to CalPERS or some other retirement options
      3) Review and advise Human Resource compliance practices
      4) Provide other advice as requested by the District

      He then presented his Preliminary Finding Report stating that the District was in reasonable good financial health. He explained that keeping a balanced budget you need to follow three principles:
1) Keep personnel costs (wages & benefits) to 60-65%
2) Director needs to review and correct budget line items every two years
3) Never use reserve funds for an ongoing project as it will deplete the funds which you need at times when the Library is waiting for county funds to be deposited

The Library has two basic funds, General and Capital Outlay fund. He recommended budgeting 50% of your reserve accounts between July and February. Gramble commended the new accounting and payroll system as the books had not been kept well in the past. The new system will be populated with the current exact numbers so the Board will be able to view financial reports at least quarterly. In regards to Salary and Benefits, he felt that a formal salary plan was needed so staff can see their longevity at the library. He had performed a salary survey using jurisdiction from the surrounding area, and was having one of his peers review it. Retirement benefits should take up 5% of the budget annually. Currently the District is using a deferred compensation plan for employees working 22 or more hours weekly. He recommended re-evaluating it and maybe increasing the numbers. Gramble thought CalPERS was not in the greatest financial shape, as they were still struggling to meet their 7% investment portfolio. To be able to be part of CalPERS you’d have to join Riverside County which could be costly. A specific employer study would need to happen to see the costs. He strongly urged the Board spend one or two nights over the next couple months with the Director and Lawyer to update the By-laws and Library Policies. He also recommended a strategic planning workshop mapping out the next two or three years once a new Director was appointed. Gloria Bell asked the status of the By-laws. Little answered that the previous Board had done a lengthy study, corrections made, but it had not been brought back to the Board. She thanked Gramble as she had asked for by-laws, a policies updated, and budget for the last couple years. Gramble stated that by-laws are an ongoing process as the state laws change. He said he had read a draft of their By-laws and saw many errors. Geronimo asked if they would have a second reading of the By-laws. Little answered that the first reading had not been approved. Geronimo offered to head up a committee to work on them. Lee said they are starting over with the By-laws. Someone from the audience asked how the Library had been kept going all these years, in which Little replied that it was the dedicated staff out front who care with their hearts and do the best with the tools they have and pass it off to the public.

5. Consent Calendar
5.1 Adopt Minutes of the Special Board Meeting: January 9, 2019
5.2 Adopt Minutes of the Special Board Meeting: February 20, 2019
5.3 Adopt Minutes of the Regular Board Meeting: March 6, 2019
5.4 Adopt Minutes of the Special Board Meeting: March 20, 2019
5.5 Recommendation to accept the Lunch at the Library grant of $2,500

A motion was made to accept the entire Consent Calendar. M/S Cousar/Lara. Motion passed unanimously.

6. Board Items – Discussion/Action
6.1 First Reading: Recommendation to approve Budget Plan for FY 2019-2020
Interim Director, Kevin Lee, presented the budget to the Board. New line items had been added, which were blank. Geronimo asked if a variance column could be added to the
proposed budget with the account number listed on another page justifying its variance. Gramble reported that the 2016-2018 records were in good shape. He thought that the 2019 records numbers were just plugged in without rhyme or reason. Gramble and Lee used 2017 records as an example to follow making sure that the numbers were reasonable. Gramble was quite certain that the amount listed as revenue for the county is just an estimate and will probably increase. He had suggestions for where to put the excess funds, but wanted to see the Audit report first. Lara questioned the bank fees, which should have been less after the move to From Wells Fargo to the Bank of Hemet. Gramble said he would review bank fees with Erika and correct the amount. Geronimo requested that the blank columns contain that the verbiage “new line item” be added. Lara noticed that the number of part time positions needed to be changed to six. Geronimo asked about professional services. Gramble answered that it was a new California law that to be a true contractor or consultant you have to have other similar jobs or you are considered to be an employee. The consensus of the Board was that the Budget plan with corrections come back as a first reading at the next regular Board meeting.

6.2  Recommendation to discuss and approve $10,183 for Commercial Package Property & General Liability: and $1,590 for Directors & Office Liability
There had been a decrease for worker’s compensation. Motion to approve item 6.2. M/S Geronimo/Cousar. Motion passed unanimously.

6.3  First Reading: Job Description for Library Administrator, Creation of Policy No. 2015 after Second Reading.
At the time of the meeting, the Library had two Operation Manager, Fernando and Erica. A new title of Library Administrator was created to describe a job already being done by Erica. Circulation Manager was a title that Fernando had in the past and it will be brought back. Geronimo asked about background checks, and thought they had changed that to include Live Scan. Currently the Library website is showing old job descriptions, therefore the term background check is still showing. Once the new job descriptions have been approved by the Board they will be shown to the public via the website. Gramble mentioned that background checks do not need to happen for every position, and Live Scan would actually be a library policy. Gloria Bell inquired who you would go to regarding issues with a library employee. Little answered that the Director handles those situations and beyond that it would have to be discussed in a closed session so that the entire Board would be informed. She concurred that the HR policies need to be clearer, and they are working on that. A motion was made to accept the first reading of the job description for Library Administrator. M/S Ayo-Thompson/Cousar. Motion passed unanimously.

6.4  First Reading: Job Description for Historian, Creation of Policy No. 2067 after Second Reading.
There had never been job description in the policy book for this position so they created one. Audience members thought the job description was more descriptive of a Librarian position, and not an archivist position, and needed to be redone. Little said the new Historian will be an employee of the Library and if something else needed to be done,
that employee would have to fill in as a librarian. The audience voiced that an archivist’s entire function is to work as a historian only. Gramble who was the author of the job description said he went to other libraries and looked at their job descriptions, and they all included library work. He clarified he could make the changes if desired. Little asked if Lee and Gramble could relook at it and bring it back for a first reading. Gloria Bell requested that the position be filled by someone familiar with the area and not someone brought in to be paid while they learn. Lara said at least the job description had been created, that it was just a draft. Lee said he would get together with Sean Balingit of the San Gorgonio Pass Historical Society for input. Mary Sartin suggested they talk to Bill Bell.

6.5 First Reading: Development of a Fee for Rental of Library Space(s) by For Profit, Non-profit Organizations and Private Individuals
Lee said that it was normal for libraries to rent out their meeting rooms. Cousar asked if people renting out the space would have their own insurance coverage. Lee affirmed that they would. The room will still be free for the Friends of the Library. Little expressed that the fees seemed reasonable. Motion to pass first reading of rental fees for library space. M/S Geronimo/Cousar. Motion passed unanimously.

6.6 Discussion: Install a Flagpole in front of the Library
Cousar moved to install a flagpole in front of the library but that it be no higher than 30 feet so there would not be any extra cost. Bernie Howlett asked where it would be installed. Lee answered that they would have to pay for a Plan Review to make sure it’s in a safe spot. He has met with the Rotary Club and they need a formal request with the exact cost from the Board. An audience member stressed that the flag would have to be made from a sturdy material.

6.7 Appointment of Interim Director and Setting Differential Compensation
Gamble researched other existing salaries and found them to be similar but the job descriptions were not. He reported that the standard rule is that a Director is paid 35% more than the highest paid employee because he has extra duties and deals with the Board directly. Motion to accept recommendations 1, 2, and 3 of Item 6.7. M/S Cousar/Lara. Motion passed unanimously. An audience member inquired as to when the new District Director takes over, would the salary amount change and Gramble answered probably not.

6.8 Discussion of October 10, 2018 Special Meeting Minutes
Little said she asked for this item to be placed on the Agenda. She reported that there were no Minutes for that Special Meeting and that it was a closed session because it involved personnel. Three of the previous Board members, Victoria Hatch, Jessica Cruz-Alonzo and she were to interview two candidates, but only Eddy Duque showed up. The recommendation to hire Eddy Duque as Interim Director was made at the next Board meeting. Gloria Bell asked why the former Interim Director, Dan Rodriguez, had left and Little replied she did not know. Victoria Hatch just said he was not returning, turned in his keys, and they were all caught off guard.
7. **Interim Director's Report**

Interim Director Kevin Lee talked about not ordering any tickets for the Special District training conference in San Diego because none of the Board members expressed interest. There will be another training soon. There are some online Special District training classes. He'll be emailing all Board members about other training opportunities. Ethics training is still required by all Board members. He is working on the Emergency & Disaster Evacuation Plan. All the chemicals in-house have been identified and listed in the binder. Another project is to put together a binder informing the public of agencies and phone numbers for patrons in need. The staff recently received homelessness training, and next week were to have copyright training. The library now has another “square” for patrons wishing to pay fines by credit card. The bids on the 30 year old Library roof that needs replacing are coming in. All rooms now have capacity signs posted. The two big sink holes in the parking lot were filled and the handicap ramp was fixed. All library restrooms now meet California Equal Restroom Access Act. The 1,000 books before Kindergarten program is about to be launched. Books need to be read or listened to, and bilingual books will be offered. Employee Melissa did an outreach program with Central Elementary on their Back to School Night promoting the library and all its’ services. Lee is working with the school district’s nutrition services to create a healthy pizza that meets nutritional standards to feed children free lunches during the Summer Reading program. In the children’s room there are free books for preschoolers donated from First Five Riverside. The same organization donated STEAM toys, storage unit, desk and chairs. The $2,500 grant Lunch at the Library has been awarded. It will be part of the Summer program in which the library outreach will go to a food site and have a program. The New York Times Online grant is in place on the library website and at present can be viewed only within the library. It will be assessable offsite once the new website is up and running. Spanish and Chinese languages be translated which will be a plus for the dual emersion used at local schools. Bookmarks offering free meals at Chipotle will be handed out for children who read a book or have a book read to them in the library Children’s room.

Members of the audience requested a LAFCO map to be posted in the Library or on the website so community will know if they’re in the district and can vote in elections. The Elections office does not have one available. Lee said he’d call LAFCO and ask about getting one. He also said that when the website update occurs the public will be able to have a voice on what is featured on the website.

8. **Board Member Comment**

Cousar complimented Interim Director Kevin Lee for all that he does to make the Library what it is going to be, and all the grants were remarkable. Gloria expressed that with the demographics of the area what Lee was doing was fantastic. Ayo-Thompson thanked Lee for all he had accomplished in such a short amount of time. She was appreciative of the time he had taken with each Board member to speak of their visions for the library and she’s super excited about all the stuff for kids. Little was thrilled because of all the work she had wanted to happen is now coming together. Geronimo thought Lee was doing a good job and said he appreciated him. Lara said she wanted to thank Lee and the Friends of the Library. She planned to attend the “Meet and Greet” and had passed out flyers about the upcoming event.

9. **Last Minute Action Items**
No last minute actions.

10. **Pending Items for Next Meeting**
    Development of Emergency/Disaster Evacuation Plan
    Discussion of CIPA and E-Rate funding
    Proposal for Roofing Project
    Hiring of a Librarian, Library Assistant, and Historian

11. **Next Two Month Regular Board Meeting Dates Scheduled**
    1) May 1, 2019  
    2) June 5, 2019

12. **Adjournment  6:43 P.M.**
BANNING LIBRARY DISTRICT
STAFF REPORT

May 1, 2019

Subject: First Reading: Creation of Policy No. 2015: Job Description for Library Administrator

Recommendation:

That the Board of Trustees:

1. Approve the Job Description for Library Administrator.

2. Approve the creation of Policy No. 2015 to reflect the above.

Discussion:

Current job description of Library Operations Manager overlaps the Librarian’s duties and tasks. Library Administrator focuses on specialized tasks.

Prepared by: Kevin Lee, Interim Director
BANNING LIBRARY DISTRICT

POLICY MANUAL

DRAFT

Policy Title: Library Administrator

Policy Number: 2015

Salary Range: $56,160 - $61,990

Date: April 2019

GENERAL DESCRIPTION
The Library Administrator position is a non-exempt supervisory position that reports to the District Director. The Library Administrator performs a wide variety of paraprofessional duties in support of assigned functions, operations and programs. Performs duties related to purchasing, accounts payable, budget, asset management and human resources for the Library District. The position performs grant monitoring and special projects as assigned.

JOB DUTIES
The Library Administrator position is responsible for the assisting in the preparation of the annual budget, monitoring the budget for all operations of the Library, update the District Board Policy Manual as needed, perform the purchasing of supplies and books, coordinate the human resources functions including recruitments, personnel files, performance monitoring and coordinate with the contractors handling payroll and accounts payable functions of the District. Prepares reports for the District Director and Board of Trustees reporting the financial activities and monthly budget reports. Prepares and post entries to ledgers and journals, reconciles accounts on a routine basis, assists with the preparation of the monthly budget and financial reports, maintains the fixed asset inventory, review and records accounts payable documents, issues vendor checks upon the Board of Trustee approval, reviews, enters and proofs payroll data, maintains the purchasing system and updates vendor files and qualified vendor lists as needed. Will occasionally attend meetings after the normal work hours of the position. Performs other work as assigned by the District Director.

REQUIRED QUALIFICATIONS
- Bachelor’s degree in accounting, business administration or related field from an accredited university AND minimum of two (2) years of experience with a Special District or local government; OR
- Five (5) years of experience with a Special District or local government.
- Possess a valid California drivers’ license.
- Ability to communicate in both writing and orally.
KNOWLEDGE AND QUALIFICATIONS
The Library Administrator shall have knowledge of governmental methods and practices in the following areas:

- Knowledge of the principles and practices of governmental accounting, collections, purchasing, accounts payable and modern office practices and equipment.
- Knowledge of financial management information systems and technology software.
- Knowledge of Federal, State and Special District laws and regulations related to governmental budgeting, accounting procedures and practices.
- Ability to analyze specific problems and situations.
- Ability to adopt effective procedures to resolve problems.
- Ability to prioritize work assignments and meet deadlines.
- Ability to communicate effectively in writing and verbally.

OTHER QUALIFICATIONS AND WORK ENVIRONMENT
The physical demands described herein are representative of those that must be met by an employee to successfully perform the typical tasks of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- Must possess the mobility to work in a standard office setting although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.
- The employee is required to sit, stand, walk, stoop, kneel or crouch.
- The employee must have the strength to pick up and carry supplies weighing up to twenty (20) pounds.
- The employee must be able to attend off-hours meetings and occasional travel as required.
May 1, 2019

SUBJECT: First Reading: Modification: Faculty Use, Policy No. 6000

RECOMMENDATION:

That the Board of Trustees:

1. Delete third sentence in 6000.1 and add: “Banning Library District encourages public, private, and social individuals and groups to use the Conference Room and adhere to policies for such use. The District does not endorse the policies or activities of any individuals and groups using the District’s facility.”

2. Approve deletion of 6000.2 and add, using the same number: “Applicant agrees to hold the District harmless and indemnifies the District with regard to any liability arising out of use of the facility, for events or exhibition. Individuals and groups are encouraged to obtain appropriate insurance, although this is not a requirement to use the facility.”

3. Approve to add 6000.3: “District Director reserves the right to cancel and deny access to facility in the future if there is a failure to comply with conditions of use. The Board reserves the right to revoke the privilege of use of the Conference Room at any time.”

4. Approve to add 6000.4: “Non-Profit individuals and groups are registered as 501(c)3. Individuals and groups not registered as 501(c)3 can qualify as Non-Profit if the purpose of the meeting is educational or of community interest, and there is no charge to attend. Soliciting income is not allowed.”

5. Approve to add 6000.4.1: “The Conference Room is free to use for Friends of the Banning Library and meetings held by elected officials and library staff, with approval of the District Director.”

6. Approve to add 6000.4.2: “Non-Profits may accept voluntary donations to recover meeting costs, if fees were paid.”

7. Approve to add 6000.5: “The Conference Room must be reserved two-weeks in advance. Full payment must be paid when the application is turned in. Reservation cannot be “Transferred” to another individual or group. Activities are limited to what the application states. There are no refunds, unless canceled by the District Director for library functions or programs.”

Prepared by: Kevin Lee, Interim Director
8. Approve to add 6000.6: “The Conference room is to be returned in the same condition that it was provided. The applicant or his/her group will be responsible for any damages equipment and/or property of the District.

9. Approve to add 6000.6.1: “There is a setup fee if it involves rearranging of tables and chairs.”

10. Approve to add 6000.6.2: “There is a cleanup fee if any light food or refreshments were served.”

11. Approve to add 6000.7: “Sale of Donation, Art, and Materials must be disclosed and approved by the District Director.”

12. Approve to add 6000.7.1: “Friends of the Banning Library are permitted to sell donated items.

13. Approve to add 6000.7.2: “Art work and paintings can be sold on the premise. The artist must remit 10% of the gross sales to the District.”

14. Approve to add 6000.7.3: “The District does not allow individuals or groups or organizations to sell products or tickets or other items on District premises.”

15. Approve to add 6000.8: “Public Bulletin Board and Display Areas are for materials of public interest. The materials for bulletin board and display area must be approved by the District Director.”

16. Approve to add 6000.8.1: “Priority goes to any materials the Banning Library District, Friends of the Banning Library, and the Board of Trustees wants to display.”

17. Approve to add 6000.8.2: “Events must be open to public, posted by a Non-Profit, and of an educational, cultural, and/or informational nature.”

18. Approve to add 6000.8.3: “Political materials endorsing specific candidates or viewpoints are not allowed. Religious materials aimed to convert will not be allowed. Commercial materials (such as tutoring, rooms for rent, garage sales, etc.) are not allowed.”

Prepared by: Kevin Lee, Interim Director
DISCUSSION:

It is common for libraries to provide meetings rooms to private and public individuals and organizations for reasonable fees.

Library is a place of social gathering. Meeting room rules need to be clear and reasonable. The above modification of Policy No. 6000 is generally accepted by most libraries.

The difference between a Non-Profit and For-Profit or Private individuals is established. This is important due to fee rate. A fee schedule is created for the Conference Room and equipment rentals.

Setup fee is $10 if it requires rearrangement of tables. Library does not allow individuals to move tables. Cleanup fee is $10 if food and beverages were served.

Prepared by: Kevin Lee, Interim Director
FEE SCHEDULE

*The Conference Room*
- Non-Profit: $10/hour, first hour free
- For-Profit: $25/hour, minimum of two hours
- Private Individuals: $15/hour

**Equipment**
- Podium: Free
- Whiteboard: Free
- Headphones: Free (up to 4)
- Laptop: $25
- Projector: $10
- Electronic Whiteboard: $15

- Setup fee: $10 (if it requires rearrangement of tables)
- Cleanup fee: $10 (only if food and beverages were served)

*Maximum capacity is 19 persons.

Prices may change at any time without further notice.

Prepared by: Kevin Lee, Interim Director
May 1, 2019

SUBJECT: Recommendation to accept the Dia De Los Ninos reimbursement grant of $500

RECOMMENDATION:

That the Board of Trustees:

1. Accept the Dia de los ninos Reimbursement grant of $500.

BACKGROUND:

1. Dia de los ninos/El dia de los libraros (Children’s Day/Book Day) is a nationally recognized initiative. It focuses on the importance of literacy for all children from all backgrounds.

2. This is a common event for all libraries across America. For a map of which libraries are participating, go to http://cs.ala.org/websurvey/alse/dia/map.cfm
BANNING LIBRARY DISTRICT
STAFF REPORT

May 1, 2019

SUBJECT: Recommendation to Install a Flagpole in Front of the Library

RECOMMENDATION:
That the Board of Trustees:

1. Install a Flagpole in Front of the Library

BACKGROUND:

At the last regular meeting, there was a discussion of installing a flagpole in front of the library. The Board did not vote, however.

It is common for government agencies to have flags outside their buildings.

It is a custom to display the flag only from sunrise to sunset on buildings, but a flag may be displayed 24 hours if it is properly illuminated. "Illumination" means that a casual observer can recognize the flag in the hours of darkness.

Rotary may donate a flagpole, but wants the Board to make a formal request. The request must include the cost of the flagpole, installation, and any other fees that may incur for this project. Rotary may manage the flag (i.e. half-staff) for a small fee.

The cost breakdown:

Plan Review by the City of Banning $85.80
Flagpoles under 30 feet does not require a permit $0.00
(Flagpoles that are 30 feet and above does require a permit $217.80/year
Medium quality flagpole $1,290
Best quality flagpole $1,880
Best quality flag $40
May 1, 2019

SUBJECT:  Discussion and Award of contract to Platinum Consulting Group for financial consulting services in an amount not to exceed $43,000

RECOMMENDATION:

That the Board of Trustees:

1. Authorize the Interim Library Director to enter into an agreement with Platinum Consulting Group for Accounting Services.

DISCUSSION:

On behalf of the Banning library District, Eddie Duque entered into an agreement with Sage Intacct (Sage) on January 30, 2019. At the December 5, 2018 meeting, the Board of Trustees directed Mr. Duque to have such agreement reviewed by the General Counsel, however, such agreement was not approved by legal counsel prior to execution. The District needed to hire a firm that plays the “Finance Consultant” role, which typically would be performed by a CPA firm. Sage is unable to perform the desired services under the current contract. The Sage agreement is for a comprehensive accounting software suite.

Coordination with the Sage team and their third party vendor Armanino has been challenging and is becoming more work than the savings value of utilizing such services.

Upon further review of the Sage product by the current Interim Director, the Sage product is not appropriate for the Banning Library District. Small special districts libraries prefer to use QuickBooks: Altadena Library District, Beaumont Library District, Buena Park Library District, Palo Verde Valley Library District, and Placentia Library District confirmed. Other small special districts also use QuickBooks or similar products. James Marta & Co., the District’s auditor, stated QuickBooks would suffice for a small library like BLD.

Three (3) CPA firms were contacted for proposals—all three CPA firms stated QuickBooks is suitable for small special districts. The proposal from Platinum Consulting was determined by the Interim Director to be the preferred vendor.

It is recommended that the Board of Trustees Authorize the Interim Library Director to enter into an agreement with Platinum Consulting Group for Accounting Services in an amount not to exceed $43,000.

Prepared by: Kevin Lee, Interim Director
Proposal for Accounting Consulting Services

Banning Library District

Cindy Byerrum, CPA
909-204-8858
cindy@pcgclient.com

Submitted 4.11.19
Company Background

*Platinum Consulting Group (PCG)* was founded by Cindy Byerrum as an alternative to large corporate type CPA firms that try to “specialize” in everything. After working at Ernst & Young and another regional CPA firm, Cindy wanted to start a boutique accounting and consulting firm with a more personalized and specialized focus in the government and non-profit sector that provides exceptional customer service at a reasonable price.

Unlike most CPA firms, PCG does not perform audits or reviews, prepare individual or corporate taxes, provide investment/insurance advice, or any other services commonly provided by CPA firms; instead we focus exclusively on providing contract accounting and External and Interim CFO/Finance Director services to our clients. Our specialty is serving as the Part-Time Finance Director or Project Consultant for smaller governmental organizations (primarily special districts) who do not need full-time high-level finance services but need periodic management support that a CPA and a firm with our experience can provide. We have also assisted multiple special districts and utilities with system conversions and rate studies.

To offer our services at a competitive rate, we keep our overhead low and our client list limited. We are very selective in whom we accept for clients, recognizing that as contract CPAs and consultants we need to be available and accessible to our clients on their timetable.

PCG staff serves multiple clients as part-time External CPA/CFO/Treasurer to special districts throughout Southern California. Special districts served include water districts, sewer districts, resource conservation districts, fire protection districts, library districts, and LAFCOs.

**Cindy Byerrum, MPA, CPA, Managing Principal**

The firm is led by Cindy Byerrum, who has a Bachelor’s Degree in Accounting, a Master’s Degree in Public Administration (MPA), and is a Certified Public Accountant (CPA). Cindy is an expert in non-profit and governmental finance and accounting and has been a leader in the finance profession for over 20 years.

Cindy’s past experience in the accounting and finance profession also includes:

- Financial Consultant to the Cities of San Bernardino, Avalon, Desert Hot Springs, and Glendora
- Extensive assistance to the City of Avalon’s Successor Agency and RDA dissolution.
- Interim Financial Director for the San Diego County Water District, Yorba Linda Water District, La Habra Heights Water District, Lake Arrowhead Community Services District, and Rosamond Community Services District
- Finance department assessments for many utilities and governments, including most recently La Puente Valley County Water District, Elsinore Valley Municipal Water District, Scots Valley Water District, Running Springs Water District, and the City of Avalon
- Chief Financial Officer for Three Valleys Municipal Water District and Six Basins Watermaster
- Project consultant to various governments such as the Jurupa Community Services District, Coachella Valley Water District, San Bernardino Valley Resource Conservation District, Walnut Valley Water District, Rancho California Water District, Chino Basin Watermaster, Goleta Sanitary District, American Water Works Association, and California Domestic Water Company
- Senior auditor for Ernst & Young (client focus was governmental and non-profit organizations); Supervisor at Vicenti, Lloyd & Stutzman (clients included various non-profit and governmental agencies)

Cindy has audited over 50 governmental and non-profit entities including cities, counties, schools, special districts and various non-profit organizations, where she has performed financial audits, single audits, and special compliance audits.

Cindy has also been a full-time tenured faculty member and department chair at Chaffey College, a Becker CPA Review instructor, and a professor of governmental and non-profit accounting professor at Cal State Fullerton, Cal Poly Pomona, and Cal State San Bernardino.

Certifications, Accreditations and Memberships
- Certified Public Accountant (CPA), #77918
- Certified QuickBooks ProAdvisor since 2007
- Co-Founder of the Utility Finance Officer’s Group of Orange County
- Frequent presenter at the semi-annual AWWA and ACWA conference
- Speaker for various organizations such as the AGA, IAAP, IMA
- Member of the California State Municipal Finance Officers Association (CSMFO)

OTHER PLATINUM CONSULTING GROUP STAFF

Ian Berg, BS
Ian Berg has been with Platinum Consulting since 2015. Ian supervises the accounting and reconciliation schedules on all the main governmental clients, prepares financial statements, audit preparation and coordination, financial statement and board package completion, monthly banking and account reconciliations, and budget preparation. Ian has also performed all accounting functions including accounts payable, accounts receivable, grant compliance and billing, fixed asset maintenance, and vendor management.

Cheryl Jubrey, BS
Cheryl has been with Platinum Consulting Group since 2010. Cheryl has a Bachelor’s degree in Business with extensive coursework in accounting and finance. Cheryl has over 30 years of experience in the profession, serving a wide variety of non-profit and governmental clients. Her expertise is in management and training of accounting staff, systems conversions and implementation (New World, PeopleSoft, Great Plains, Caselle, Tyler Incode), accounting clean up and catch up, reconciliations, audit preparation, and other complex accounting issues.

Scott Nelsen, BS
Scott has been with Platinum Consulting Group since early 2018 and comes to PCG with years of experience in auditing and accounting. Scott prepares the accounting and reconciliation schedules on all the main governmental clients, prepares financial statements, audit preparation and
coordination, financial statement and board package completion, monthly banking and account reconciliations, and budget preparation. Scott has also performed all accounting functions including accounts payable, accounts receivable, payroll, grant compliance and billing, fixed asset maintenance, and vendor management.

SAMPLE OF SERVICES PROVIDED

Transitional Services
We have helped several clients transition from fiscal conservatorship to fiscal self service, which involves setting up banking relationships, cash management, internal controls, accounting policies, accounting records, and payroll services. We have also helped several agencies clean up their accounting records and then prepare for successful audits. We are often hired by organizations that are small and do not have professional staff to manage their finances and accounting. They often have no internal controls in place, and no financial policies or guidelines. PCG sets up the accounting, financial processes, and internal control system, and then develops monthly and quarterly accounting and reporting that is tailored to management and governing board needs.

Fully Outsourced Accounting
At some of our clients there is no other administrative staff - we complete all of the accounting functions, including accounts payable, receivable, cash management and long-range financial planning, payroll, human resources, audit and budget preparation, and governing board reporting. To ensure proper internal controls for these clients, Platinum Consulting Group staff prepare bank reconciliations and Cindy reviews and approves all bank and investment account reconciliations.

Partial Service Accounting/Contract CPA
Many of our clients have their own accounts payable and cash receipting staff, and we provide the other accounting and finance services required to prepare the regular accounting. We serve as the primary liaison to the auditors for our all of our clients, and we prepare monthly financial statements, budget updates, and reconciliations and financial statements/board packages for all of our External CFO clients.

We are well versed in the governing board package process and provide timely and accurate reports for management and the governing board. Platinum Consulting Group also prepares and files the federal and state tax returns, 1099s, State Controller’s Reports, and other regulatory filings for all clients as needed. We regularly attend finance and board meetings as needed.

QuickBooks
Cindy Byerrum has been a QuickBooks Pro Advisor and has designed curriculum and taught QuickBooks at the university level. All of Platinum Consulting Group’s associates use QuickBooks at various clients and are well versed in the optimal use of QuickBooks. We are also experienced in many other financial software, however, QuickBooks is the most commonly used program by our smaller clients.

Payroll Set Up
We have set up and maintained payroll systems for several clients. Most clients utilize a contract payroll provider and we work with them to ensure payroll is processed properly and is correct. Cindy has also successfully navigated through two IRS employment taxation audits and conducts regularly training for clients on the various rules in federal and state employment taxation.
SCOPE OF SERVICES REQUIRED

Initially, Cindy Byerrum will prepare an overall review of financial reports, policies, practices and then make recommendations to the scope of work the District needs.

SERVICES NOT PROVIDED

Please note that Platinum Consulting Group staff will not be auditing the District’s accounting records or any documents. We will do our best to ensure the information is accurate, however, we are not auditors. We cannot be relied upon to detect fraud or errors; however, if we become aware of any we will immediately notify management.

FEES FOR OUR SERVICES

Our billing is based on a time and materials basis and is billed on a monthly basis. We charge for travel expenses at the IRS mileage rate. We charge for travel time in excess of one hour each way.

Our hourly rates for anticipated team members on this engagement are as follows:

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Byerrum, CPA</td>
<td>$175 per hour</td>
</tr>
<tr>
<td>Cheryl Jubrey</td>
<td>$115 per hour</td>
</tr>
<tr>
<td>Ian Berg</td>
<td>$110 per hour</td>
</tr>
<tr>
<td>Scott Nelsen</td>
<td>$100 per hour</td>
</tr>
</tbody>
</table>

Note, in most cases with new clients the first year of expenses are higher than usual as we get to know the agency and set up the most efficient processes. In nearly every case, we are able to significantly reduce costs in the second year and later years. We strive to provide the most effective service at the least amount of cost to the agency.
References

Chino Basin Water Conservation District : April 2013 - present

Platinum Consulting Group provides a wide range of services to the District, such as:
1. Quarterly accounting review and adjustments as needed
2. Quarterly preparation of the Board/Treasurer Investment report
3. Preparation of annual budget and a rolling 20 years of financial projections
4. Preparation of audit work papers
5. Prepared and coordinated the transition from Wells Fargo payroll to Paychex payroll
6. Defended the District with detailed financial analysis to fend off a hostile takeover from a larger special district
7. On call for accounting questions and payroll assistance

Vivian Castro
Executive Director
Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763
213.713.6361 (cell)
vcastro@cbwcd.org

Trabuco Canyon Water District : July 2010 - present

Platinum Consulting Group has provided project services to Trabuco Canyon Water District including services such as:
1. Serving as District Treasurer
2. Monthly financial package preparation and reconciliations
3. Preparation of annual budget and financial projections
4. Preparation of audit work papers
5. Preparation of water and sewer rate study’s and 218 process
6. Financial and Utility Billing system implementation to Tyler Incode from Great Plains and UBS
7. Manage the Single audit process
8. On call for accounting questions and payroll assistance

Michael Perea
Acting General Manager
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
949.858.0277, ext 121
MPerea@tcwd.ca.gov
29 Palms Water District: January 2012 - present

Platinum Consulting Group has provided extern Finance Director such as:
1. Attendance at Board meetings
2. Monthly financial package preparation and reconciliations
3. Preparation of annual budget and financial projections
4. Preparation of audit work papers
5. Preparation of water and rate study’s and 218 process
6. Financial and Utility Billing system implementation from Datastream to Springbrook/Accela
7. Assistance with grant applications and SRF applications
8. On call for accounting questions and payroll assistance

Ray Kolisz
General Manager
Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, CA 92277
760.367.7546
rkolisz@29palmswater.org

LA LOCAL AGENCY FORMATION COMMITTEE (LAFCO): April 2014 - present

Platinum Consulting Group has providing contract accounting services, such as:
1. Process all AP, Journal Entries every two weeks.
2. Assist with the preparation of annual budget and financial projections
3. Work with County on implementing GASB 75 between the County and LAFCO
4. Prepare all audit workpapers
5. On call for accounting questions and payroll assistance

Paul Novak
Executive Director
LA LAFCO
80 South Lake Ave #870
Pasadena, CA 91101
626.204.6500
pnovak@lalafo.org
Insurance

INSURANCE
Platinum Consulting Group (PCG) provides and maintains at all times during the performance of this Agreement the following insurance: (1) Commercial General Liability (“CGL”) insurance; (2) Automobile Liability insurance; (3) Workers’ Compensation and Employer’s Liability insurance; and (4) Errors and Omissions (“E&O”) liability insurance.

Commercial General Liability
Our policy identifies Covered Parties as additional insured, or are endorsed to identify Covered Parties as additional insured. Coverage for additional insured is not limited to vicarious liability. Each policy has liability coverage limits of at least $2,000,000 per occurrence for bodily injury, personal injury and property damage, and either at least (a) $4,000,000 aggregate total bodily injury, personal injury and property damage applied separately to the Project/Client; or at least (b) $5,000,000 general aggregate limit for all operations. PCG insurance and endorsements are kept in force at all times during the performance of this Agreement and all coverage required herein is maintained after the term of this Agreement so long as such coverage is reasonably available.

Automobile Liability
PCG maintains Automobile Liability coverage for “any auto” and with limits of at least $1,000,000 for bodily injury and property damage, each accident, including owned, non-owned and hired autos, or the exact equivalent. Automobile Liability insurance and endorsements are kept in force at all times during the performance of this Agreement and all coverage is maintained after the term of this Agreement so long as such coverage is reasonably available.

Workers’ Compensation/Employer’s Liability
PCG covers or insures the existence of coverage under the applicable laws relating to Workers’ Compensation insurance, all employees employed directly by us or through subconsultants at all times in carrying out the Work contemplated under this Agreement, in accordance with the “Workers’ Compensation and Insurance Act” of the California Labor Code and any amendatory Acts. PCG provides Employer’s Liability insurance with limits of at least $1,000,000 each accident, $1,000,000 disease policy limit, and $1,000,000 disease each employee.

Errors and Omissions
PCG’s E&O policy has limits of at least $1,000,000 per claim and $2,000,000 aggregate. E&O insurance and endorsements shall be kept in force at all times during the performance of this Agreement and all coverage required herein shall be maintained after the term of this Agreement so long as such coverage is reasonably available.
BANNING LIBRARY DISTRICT
STAFF REPORT

May 1, 2019

SUBJECT: First Reading: Creation of Policy No. 2067: Job Description for Historian

RECOMMENDATION:

That the Board of Trustees:

1. Review and approve the Job Description for Historian.
2. Approve the creation of Policy No. 2067 to reflect the above.

DISCUSSION:

There is a demand in specialized historical materials. District plans to work on grants related to history. Job description was revised based on feedback from San Gorgonio Pass Historical Society, Society of American Archivists, and American Historical Association.

In the past, historian duties have been performed. Said duties are currently being minimally performed. This action will formally adopt a comprehensive job title.

Prepared by: Kevin Lee, Interim Director
POLICY MANUAL

DRAFT

Policy Title: Historian
Policy Number: 2067
Salary: $19.50 – $25.00 (Hourly)
Date: May 2019

GENERAL DESCRIPTION

The Historian is a non-exempt professional classification under the general direction of the Librarian. Performs a variety of professional activities, including the oversight of the Banning Library historic collections, archival processing and preservation of documents, books, and other materials deemed to be of historic value to the community.

JOB DUTIES

- Responsible for developing classes, programs and exhibits related to the history of the Banning, San Gorgonio Pass, Riverside County and/or the state of California
- Develop, implement and conduct a variety of collection related educational programs and activities; including tours and instructional classes in the area of history and archivist work
- Develop, arrange, and describe archival collections in accordance with accepted standards and practices for public reference and use
- Work with other groups, such as historical societies and museums
- Recommend development of collections to the Librarian
- Process, digitize, and preserve archival materials and collections
- Identifies all historical materials that must be supervised when utilized by the staff and public
- Answers applicable historic related reference questions and assists staff at the public service desk; and Research historical/archival materials and instructing the public in the most effective use of the Library’s collections and historical information
- Performs professional library work including the preparation of bibliographies and organizing exhibits and displays
- Reviews and makes recommendations on purchases and repair of historical books and other historical library materials; makes recommendation to Library Director on disposition of current library assets with final action on such disposition by Library Director
- Trains other library personnel and volunteers in the reference, handling and research of databases related to the historical area of the Library
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

- Master’s degree in library and information science (MLIS) from an accredited university by the American Library Association, history, or archives; OR
- A bachelor’s degree in library science, history, archives, or related field plus AND three (3) years of experience in a library as a historian, archivist, or related field; OR
- Five (5) years of experience in a library as a historian or archivist.
- Possess a valid California driver’s license.
- Ability to communicate in both writing and orally.
- Bi-lingual skills a plus.
- Physical Demands: Push and pull book carts weighing up to 20 pounds, lift up to 20 pounds, walk, stoop, kneel, crouch, stand, and sit for a long period of time.
May 1, 2019

SUBJECT: First Reading: Recommendation to Approve Budget Plan for FY 2019-2020

RECOMMENDATION:

That the Board of Trustees:


FINDINGS:

1. Management Partners conducted the budget analysis. Consultant worked with the Interim Director.


3. There were no justification or explanation of FY 2017-2018 and FY 2018-2019 budget plans.

4. Budget plans need to reflect the library’s strategic plans and goals. The library did not have any strategic plans or goals for FY 2017-2018 and FY 2018-2019.

5. For FY 2019-2020, each line item will be carefully evaluated. Budget amendments may be needed throughout the said fiscal year.

6. Attached: Variance Explanation and Budget Proposal

Prepared by: Kevin Lee, Interim Director
April 10, 2019

BANNING LIBRARY DISTRICT
2019-2020 BUDGET DIFFERENCES REVIEW

Outlined below are the line items in the Fiscal Year 2019-2020 Budget that are greater than a $2,000 difference from the FY 2017-2018 adopted budget. It should be noted that there is not a justification for the amounts budgeted in 2017-2018.

PERSONNEL
Retirement $14,620.53 Based on a full complement of staffing.
Overtime 2,000.00 New line item based on Policy No. 5100
Health Insurance 51,147.10 A 10% increase plus full complement of personnel.
Medicare 4,266.58 Increase in staffing and full complement of staff.
Unemployment 2,126.37 State calculation for all staff.
Social Security 18,719.23 Increase of one part-time position and full complement of staff.
Regular Salaries 305,271.16 Increase of one part-time position and full complement of staffing.

OPERATIONS
Website Maintenance $2,000.00 New line-item.
Automation 17,600.00 Lease of photocopiers.
Maintenance 2,815.59 Based upon the average expenses for interior and exterior maintenance.
Equipment & Furniture 10,000.00 New line-item for replacement of broken or furniture in disrepair.
### ADMINISTRATION

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<tr>
<th>Description</th>
<th>Amount</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Recruitment</td>
<td>$1,000.00</td>
<td>New line-item to record expenses for publication of advertisements for vacant positions and background checks.</td>
</tr>
<tr>
<td>Recognition</td>
<td>2,000.00</td>
<td>New line-item. To be used to celebrate successfully completed projects and Board Goals.</td>
</tr>
<tr>
<td>Professional Development/tuition</td>
<td>8,600.00</td>
<td>New line-item to provide assistance to employees to advance their education and job skills.</td>
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</table>

### PROFESSIONAL

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<tr>
<th>Description</th>
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<th>Details</th>
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<tbody>
<tr>
<td>Accounting Services</td>
<td>$43,000</td>
<td>Retain a professional accounting services firm to assist and prepare financial management system.</td>
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<tr>
<td>Archivist/Historian</td>
<td>(11,544.00)</td>
<td>The Archivist/Historian position will be part of the regular salaries line-item.</td>
</tr>
<tr>
<td>Assistant Management Svs.</td>
<td>(21,686.50)</td>
<td>This is part of the cost for the District Director position and the accounts payable processing is now a separate contract with a new service provider.</td>
</tr>
<tr>
<td>Management Services Other</td>
<td>(37,600.00)</td>
<td>This is part of the cost for the District Director position that is now a full-time staff position.</td>
</tr>
<tr>
<td>Legal Services</td>
<td>33,264.65</td>
<td>This increase is in recognition of the by-laws and added services for Board policy amendments/recruitment for the District Director.</td>
</tr>
<tr>
<td>Professional Services Other</td>
<td>15,781.98</td>
<td>Anticipated expenses for a Board Goals Setting session, revisions to personnel rules and regulations and amendments to the policy manual. Charges for Board Clerk recordation and preparation of the Board minutes.</td>
</tr>
<tr>
<td>Web Site Development</td>
<td>10,000.00</td>
<td>New line-item. Will hire a website development firm to update and revise the Library District website to provide more transparency and to comply with new State statutes.</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,012.80</td>
<td>Based upon quote from liability and equipment insurance carriers.</td>
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### UTILITIES

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<tr>
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<td>Communications</td>
<td>$3,321.92</td>
<td>New telephone services expenses.</td>
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<tr>
<td>Utilities</td>
<td>12,198.56</td>
<td>Expenses for utilities and City water, sewer and garbage charges.</td>
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<tr>
<td>ACCT</td>
<td>LINE ITEM</td>
<td>FY 17-18 Actual</td>
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<tr>
<td>740020</td>
<td>Interest Invested Funds</td>
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<td>Interest Income ACO</td>
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<td>781000</td>
<td>Contractual Revenue</td>
<td>$40,673.67</td>
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<td>Property Tax Current Secured</td>
<td>$487,998.32</td>
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<td>703000</td>
<td>Property Tax Current Unsecured</td>
<td>$36,375.83</td>
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<td>Property Tax Prior Unsec.</td>
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<td>705000</td>
<td>Tax Current Supplemental</td>
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<td>715070</td>
<td>RDV Property Tax LMIH</td>
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<td>700200</td>
<td>Revenue Interest</td>
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<td>752800</td>
<td>Homeowner Tax Relief</td>
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<td>752820</td>
<td>Ca Supplemental Homeowner</td>
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<td>43000</td>
<td>County Revenues</td>
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<td>LOCAL REVENUES</td>
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<td>Friends of Library</td>
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<td>Cal State Library Grants</td>
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<td></td>
<td>Grant Funds-Non Capital</td>
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<td>Rental Fees</td>
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<td>4781360</td>
<td>Other Revenues</td>
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<tr>
<td>4732140</td>
<td>Late Fees</td>
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<tr>
<td>41000</td>
<td>Local Revenues</td>
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</tr>
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<p>| TOTAL REVENUES                          | $596,266.85       | $877,200.00     | $976,422.15      | $976,422.15      | $0.00    | $99,222.15 |</p>
<table>
<thead>
<tr>
<th>ACCT</th>
<th>LINE ITEM</th>
<th>FY 17-18</th>
<th>FY 18-19 Budget</th>
<th>FY 19-20 Request</th>
<th>FY 19-20 Approved</th>
<th>Variance</th>
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<td>EXPENDITURES</td>
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<td>Salaries and Benefits</td>
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<tr>
<td>513000</td>
<td>Retirement</td>
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<td>510420</td>
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<td>515260</td>
<td>Unemployment Insurance</td>
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<td>513120</td>
<td>Social Security</td>
<td>$12,714.77</td>
<td>$37,500.00</td>
<td>$31,434.00</td>
<td>$18,719.23</td>
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<td>510040</td>
<td>Regular Salaries</td>
<td>$187,887.84</td>
<td>$500,000.00</td>
<td>$493,159.00</td>
<td>$305,271.16</td>
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<td>510000</td>
<td>Total Salaries &amp; Benefits</td>
<td>$220,726.03</td>
<td>$594,500.00</td>
<td>$618,967.00</td>
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<td>$398,240.97</td>
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<td>Operations</td>
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<td>524500S</td>
<td>Youth Books</td>
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<td>$2,500.00</td>
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<td>Electronic &amp; Cataloging Expense</td>
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<td>524500N</td>
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<td>524500K</td>
<td>Audio</td>
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BANNING LIBRARY DISTRICT
STAFF REPORT

May 1, 2019

SUBJECT: Recommendation to Create Several Ad-hoc Committees

RECOMMENDATION:

That the Board of Trustees:

1. Create several ad-hoc committees:
2. Executive Committee—strategic plans and policy reviews;
3. Finance Committee—budget plans, building plans, and accounting;
4. Library Programs and Services Committee—library programs and services;
5. Facility Committee—improvements and violations;
6. Community Committee—develop relationships with the public.
7. Each committee should include one trustee, staff member(s), and two members of the public.

DISCUSSION:

Board of Trustees need to set a direction for the library. The Director will execute the plan.

Committees can organize information, divide work, expedite process, and utilize specific knowledge of board members. Public members may apply to be in the committees.

District will consider each committee’s feedback.

Prepared by: Kevin Lee, Interim Director
INTERIM DIRECTOR’S REPORT

Administration

- Librarian and Library Assistant interviews were conducted. Librarian position has been reposted to attract more candidates. We received many applications for Library Assistant position. Library Assistant position will be offered this week.
- Librarian Aide position is posted. Historian position will be posted soon.
- Local Government Compensation Report has been submitted to the Controller.
- The District is requesting that all Board Trustees provide a Welcome Message. It will be posted on our website. Trustee Ajigbotafe has submitted her welcome message.
- The special meeting (April 17, 2019) minute will be provided at the next regular meeting.

Priorities

- The auditor will present his findings before the Board once the final audit is completed.
- The draft version of the audit report was reviewed—a lot of work is ahead of us.
- District needs to work with a CPA to fix Material Weakness.
- District needs to develop internal controls, amend policies and procedures, revise bylaws, and review human resources.

Technology

- District decided to go with Ximble to replace the current time card machine. Ximble requires each employee to use a PIN number to clock in and out. Ximble works with our payroll system Gusto. Ximble is in testing mode but will be ready in two weeks.
- A self-checkout kiosk is in testing mode. This will allow patrons to check out items on their own. Key is to decrease wait time and free circulation staff to help other patrons.
- District created a Virtual Tour. Website users can virtually explore the library from their computers. This is under development—staff will continue to update and improve this project until the entire library is in the system. You can find this on our homepage.
- District is exploring if there are better VOIP options in the market.
- All computers are CIPA compliant. This status will allow the District to go after technology grants in the future. District is implementing a system for adults who wish to visit certain websites.

Recommended Board of Trustee Training

- A website link was provided to each Trustee of upcoming training workshops and webinars.
- Director contacted a local parliamentarian who can train the Board on how to run an effective meeting. Director is trying to find a schedule that would work for everyone. Updates will be provided to the Trustees via email.
- Brown Act: Principles, Traps, and Avoiding Violation. This Webinar is recommended for newly elected and experienced board members. It is $55.
- Trustee Geronimo is enrolled in the Resources for Board Secretaries training. This training is on May 30, 2019, from 10 am to 10:30 am.

Staff Training

- Sexual Harassment training will be provided to ALL employees (SB 1343). The supervisory position will have two (2) hours of sexual harassment training while a non-supervisory position will have one (1) hour of sexual harassment training.
- Copyright training will be postponed until Sexual Harassment training is done.

Director Training

- Human Resource and Financial Management boot camps were awesome. The Human Resource workshop was basic, but the instructor/attorney was informative. The CPAs for the Finance management workshop went over basic budgeting and investing strategies.

Library Program and Services

- April 20—Easter Egg Hunt. All 2,000 eggs disappeared! Everyone had a great time!
- April 30—Dia De Los Ninos event. There was a bi-lingual Story Time. Participants played a game of telephone—alternating Spanish and English. Everyone took a turn hitting the piñata—others danced while waiting for their turn. Everyone experienced authentic taco afterward.
- We are collaborating on a toy-lending program for this fall. This new program would allow parents to check-out STEAM toys.

Facility

- Inspection for OSHA compliance will begin soon.
- Different roofing companies were contacted. Said companies provided different methods and products to fix the library’s roof.
  1. District made a managerial decision to hire someone to do a patchwork this month for $750. It was negotiated from one (1) year warranty against leaks in the area of repairs to three (3) years for the same price.
  2. District will research for available infrastructure improvement grants. With three (3) years of guarantee, it gives the District time to research for this project. This would save the District a significant amount of money.
District will look for a firm to evaluate the scope of repair and open up bids for roofing companies that can do the scope of work. District would hire the best roofing company for the job.

- Flagpole information will be provided to the Board President in May if the Board votes to install the flagpole. The Board can send a formal letter to the Rotary, with the information the staff researched.
- Gold decal stickers with library’s hours will replace the current flyer that is posted with library hours.

**Incidents**

- None to report.

**Donations and Grants**

- Mock Interview Sessions are in the planning stage.
- District will begin designing flyers and marketing for the Summer Reading Program in May.
- We are looking into the California Career Online High School grant. This would allow our patron to get his or her accredited high school diploma and credentialed career certificate for free. District will apply for this grant if there is a demand.
- Youth Literacy Dollar General, up to $4,000 grant, possible programming opportunity with Friends group.
- Dia De Los Ninos, $500 reimbursement grant, awarded.