AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES
June 5, 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**

2. **Pledge of Allegiance**

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 Special Meeting—April 17, 2019 Attached

5.2 Adopt minutes of the Regular Meeting—May 1, 2019 Attached

5.3 Adopt minutes of the Special Meeting—May 15, 2019 Attached

5.4 Recommendation to Approve Budget Plan for FY 2019-2020 Attached
5.5 Job Description for Historian, Creation of Policy Creation of Policy No. 2015

5.6 Recommendation to Accept the Zip Books Pilot Program Funds Check Disbursement of $6,000

6. Discussion/Action

6.1 Consideration and Approval of Replacement of Code of Conduct (Policy Number 6040) (Replacement conducted upon 4/5ths vote pursuant to Policy 1020.3; immediate effect)

6.2 Consideration and Approval of Suspension Policy (Policy Number 6045) (Replacement conducted upon 4/5ths vote pursuant to Policy1020.3; immediate effect)

6.3 First Reading: Creation: Professional Development and Tuition, Creation of Policy No. 2420

6.4 First Reading: Modification: Investment of District Funds, Policy No. 3035

6.5 First Reading: Discussion: Credit Card Policy, Creation of Policy No. 3045

7. Finance Report

8. Interim District 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)

9. 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)

10. 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)

11. Next Regular Board Meeting
    July 3, 2019

12. Adjournment
MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
Conference Room | April 17, 2019 | 6:00 p.m.

1. **Closed Meeting**  6:00 P.M.
   1.1 Potential Litigation (Government Code Sec. 54956.9(d)(2) – One Item

1. **Special Meeting – Call to Order**  7:00 P.M.  Alejandro Geronimo, Board Secretary

2. **Pledge of Allegiance**

3. **Roll Call and Establishment of Quorum**
   Board Members Present: A. Geronimo, W. Ayo-Thompson, L. Cousar
   Staff Present: Kevin Lee – Interim Library Director, Andrew Jared – Legal Counsel

4. **Community Comment**
   No community comments.

5. **Report from Closed Session**
   Closed Session recessed at 6:51 p.m. There was no reportable action taken. Direction and potential for litigation was provided.

6. **Discussion Items**
   6.1 **Authorize Contract with Platinum Consulting Group for Accounting Consulting Services.**

   Currently, the Library is using QuickBooks but purchased Sage Intacct accounting software under the approval of the previous Interim Library Director, Eddie Duque in January 2019. The system has not been implemented as it is not appropriate for small special district libraries, and Sage is unable to perform the services needed by the library under the current contract. The Library needs a Finance Consultant, usually provided by a CPA firm. Kevin Lee, present Interim Library Director, contacted three CPA firms for proposals. He has determined that Platinum Consulting Group be the preferred vendor at this time. Lee is asking the Board of Director’s to approve entering into an agreement with Platinum Consulting Group for accounting services that are not to exceed $43,000.

   Cindy Byerrum, CPA, from Platinum Consulting attended the meeting and gave a presentation to the Board of Trustees. She started her career as an auditor for Ernst & Young for five years, was a professor of accounting for five years, then started a private business firm working with government, cities, counties, and special districts sectors for the last seventeen years. Her niche is special districts. Her company consists of four full-time and four part-time employees. Platinum clients are equally located in the desert cities, Orange County and LA County. They service LAFCO in Orange and LA Counties, taking care of their bills, accounting, budget, and preparing for audits. For most of her customers (75%) she is their “Permanent Part Time Finance Director” in smaller districts.
that don’t need a permanent CPA, or have to pay the PERS and benefits of an employee. Most of Platinum’s clients do their own accounts payable and payroll. Her company would perform a monthly close to make sure that the Balance and Income Statements, and Budget to Actual were on track. Most clients require that she show up for occasional Board meetings. She opened up for questions. Geronimo asked if she has other clients of the Banning Library’s size. Ms. Bjerrum has six clients that just receive revenue from property taxes, in which she reconciles their bank statements every month, prepares journal entries, and squares up their balance sheets. She also looks at the Budget to Actual. She shared that she was reviewing the Altadena Library’s budget the next day and working on their twenty-year financial plan. She was positive that QuickBooks could handle all their accounting needs. Furthermore, QuickBooks does not allow clients to delete data, instead has an audit trail of all that has happened. She called Sage to ask if their system could do true fund accounting and it cannot. It seems that Sage is a good choice for private enterprises that have a lot of entities that are outgrowing their current accounting system. Geronimo asked how secure QuickBooks was and Ms. Byerrum answered that beyond the audit trail it provides, the best control is having someone from the outside reconciling the bank accounts and asking questions. Platinum is hourly based. As soon as Ms. Byerrum looks at their books, she can assess fairly quickly what was critical to address first, what she could delegate to her staff, and what they could talk about doing at a later date. Admittedly, the first year is the most expensive. Typically working on a budget plan and maintenance runs around $35,000. The first purchase would be the software, Premier Non-Profit, single user, desktop Quick Books, and it would need to be updated every three years. It’s likely the Library already is using this version of QuickBooks. Platinum does not do payroll as it is time sensitive and inflexible, nor human resources or audits. Geronimo asked if the contract will have a clause to add or reduce services. She explained she is usually hired with a general scope, not a fixed fee amount, as situations come up that need addressing. She always reviews her clients work to be sure they are doing things right. Her invoices will never show a fixed amount, instead it will have line items detailing each service that was performed. Jared, Legal Counsel, asked if she had a proposed contract. Ms. Byerrum replied that typically the client provides one. Geronimo, Board Secretary asked for more time to think about this item. Lee emphasized that a system needed to be in place by the beginning of the next fiscal year, July 1, 2019, and training provided beforehand. Also, the expense would need to be allotted on next year’s budget. The rest of the Board agreed with Geronimo’s decision to wait.

Ayo-Thompson wanted to verify that a contract would be sent to Platinum by the next Board Meeting on May 1, 2019. It was decided that Jared would compare contracts with Platinum. Geronimo voiced that since the dollar amount would be an increase from the Sage, he wondered if Ms. Byerrum would be willing to look at their books first, and give them a quote, as he would like to know what he is approving. Ayo-Thompson asked what the budget was for accounting. Lee answered there was none as they’ve never had an accountant. Geronimo asked what was the scope of the Library Administrator. Lee said she does Accounts Payable and Payroll in-house, and if over time she could expand her knowledge and costs could be less. Geronimo noted that they would still need a third party entity. Cousar asked if the next presentation of the Budget would be at the next Board meeting. She needed to see the Budget with the recommended changes so she could decipher if they had funds for this accounting firm. Ayo-Thompson asked if they authorized the contract what would it look like. Lee said the contract would be drafted by Jared. Jared added that typically, there would be a motion to retain that firm based on a proposal and direct him to draft a contract. That contract would be brought back to the
Board for ratification. Usually the Board would approve a contract reviewed by Legal Counsel, executed by the Director, with an amount not to exceed a budget amount with an hourly rate stated. Jared thought the Board's concern was well founded. He said they would bring back a scope of work with what Mr. Byerrum described using a broad approach, directing her to do lots of different things, but focusing on the core things.
MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday – May 1, 2019
Banning Library 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 5:03 P.M.

2. Pledge of Allegiance

   Kathy Little, Board President

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 and Fernando

4. Community Comments

   4.1 Report from the Friends of the Library

   Linda Page, FOL Treasurer reported that the “Meet and Greet” event had a large turn-out and it shall be an annual event from now on. Prizes were given out to the Essay Contest winners. The Friends have ordered more baby board books for their ongoing project – Baby’s First Books. They are working with Lee on two grants, General Dollar and First Five. They are planning on handing out two Sandy Hope scholarships this year to veterinary students.

   Laurie McGlaughlin, Secretary of the San Gorgonio Pass Historical Society thanked Kevin Lee for welcoming suggestions from Sean Baligit and herself for the Historian job description.

   Gloria Bell stated the in the brochure on the History of Banning brochure, it mentions that the Library houses all the Record Gazettes (on microfilm) since the 1890’s! Bell was concerned as she had heard second hand about high school students who came into the Library and asked about past issues of the Record Gazette. They were told by employees that they didn’t have time to do so. Ideally, she felt if that was the case, an appointment should have been made. Lee, Interim Library Director and Fernando, staff, said they would look into it. Bell went on record saying that the Library’s primary purpose was to serve and educate.
5. **Consent Calendar**

5.1 Adopt Minutes of the Regular Board Meeting on April 3, 2019
5.2 Job Description for Library Administrator, Creation of Policy No. 2015
5.3 Development of a Fee for Rental of Library Space(s) by Profit, Non-profit Organizations and Private Individuals
5.4 Recommendation to Accept Dia de los Niño’s reimbursement grant of $500
5.5 Recommendation to Install a Flagpole in front of the Library

Each item in the Consent Calendar is not discussed individually. The Board approves all of the items in one single motion. Lee said that an item can be pulled out and discussed later if there are concerns. Motion to accept the Consent Calendar. M/S Geronimo/Cousar. Motion passed unanimously.

6. **Board Items – 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

Cindy Byerrum, President of Platinum Consulting Group and her co-worker Scott Nelson were present. She has been a QuickBooks professor in the past and her company works solely with Special Districts. It was decided that Jared, Legal Counsel, Lee and Byerrum would work on a mutually acceptable contract. Lee expressed the importance of an external accounting firm, which puts a check and balance. Motion to award contract to Platinum Consulting Group. M/S Cousar/Ayo-Thompson. Motion passed unanimously.

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

Little liked that the new Historian would be training personnel and volunteers. Policy 2067 will include that all employees from this point forward will have background checks. Life Scan is not possible at this time as it takes months to set up. Geronimo expressed that he was ready to move forward with hiring a historian and having all the films cataloged.

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

Little noticed there were no Actuals and it was explained that there would not be until 2018’s numbers were complete. Geronimo suggested that they create an ad-hoc committee to work on the Budget planning for next year. Little was excited to see that website maintenance was included on the budget. She commented that in the past money had been spent without a plan. Lee cautioned that the numbers could change as their priorities change. The Board decided to move ahead with the Budget Plan. Motion to accept first reading of the Budget Plan. M/S Geronimo/Lara. Motion passed unanimously.

6.4 Recommendation to Create Several Ad-hoc Committees
Usually the Board President nominates Board Members to ad-hoc committees, then the Board votes on her decision. Little asked for a consensus amongst those present as to which board member will head which committee. Geronimo nominated Little for the Executive committee. Ayo-Thompson seconded it, and all were in favor. Little nominated Geronimo for the Finance committee. Ayo-Thompson seconded it. All were in favor. Cousar nominated Lara to the Community committee, Little seconded it. All were in favor. Lara nominated Ayo-Thompson to Library Programs committee, Geronimo seconded it, all were in favor. Little nominated Cousar to Facilities committee, Ayo-Thompson seconded, all were in favor. The Committees will be made up of one Trustee, two staff members, and two members of the public. The public will need to fill out an application and the Board will look at their strengths, and decide which committee would be appropriate. Lee thought the applications could open up this week and left open for two weeks, then analyzed. If the public did not apply, the committees will be made up of three people. Lee reminded the Board Members that they would report on their committees during the Board Member Comments Item of the Agenda. Fernando will put out a banner on the Library website about the open positions and Lee will put a notice in the Record Gazette.

7. Interim Director’s Report

Interim Director, Lee, announced that the Librarian position would be re-posted in order to get more candidates to apply. There were lots of applicants for the Library Assistant position and he reported that a job offer would be going out a candidate shortly. The Library Aide position has posted and he hoped to post the Historian position very soon.

The local Government Compensation Report has been submitted to the State Controller.

He asked that all the Trustee to provide him with their welcome message so it could be posted on the website.

Lee felt that the current priority was fixing the problems the auditor found with the help of the new accounting firm.

Ximble was chosen for the Library’s time clock which uses a pin number and ties in with the new payroll system.

The self-checkout system is almost in place once they figure out the receipt glitch.

A virtual tour of the library is in the works which can be accessed from the website homepage.

All the computers in the library are now CIPA compliant so they can now apply for grants for laptops.

Lee is looking for a Parliamentarian to train the Board on Robert’s Rules, which covers meeting procedures. A Brown Act webinar is available if any trustee is interested.

Geronimo will be taking the training on resources for Board Secretary. The Library staff
will be taking the sexual harassment training soon as it is required by law. Lee went to a
Human Resources and Financial Management training which was well done, and taught
him to push himself more.

The Easter egg hunt was a success – 2,000 eggs, 80 children!

The “Dia de los Niños” event took place with a bilingual story tie, tacos, piñatas, and
crafts. After providing the receipts for the expenditures, they will be reimbursed for $500
from a grant.

A new program is starting in which children can now check out STEAM toys.

Lee will be arranging for an inspector to come out and look for any OSHA violations
which they will then fix.

It was decided to hire a contractor to do some patchwork on the Library roof with a
three year warranty for $750. This will allow time to apply for some infrastructure grants.

Gold stickers have been purchased to replace the old Library hours on the doors.

There were no incidents to report.

The mock interviews are still in progress and will happen soon.

Lee is working on the marketing and designing flyers for the Summer Reading program
which will start June 17, 2019. The Friends donated $1,250 to the program. Lara asked
The timeline for getting the flyers out before the end of school on May 31, 2019. Lee said
he needed to meet with Karen the school district’s nutritionist to finalize dates before
printing the flyers.

Little asked what the Dollar General grant was for and Lee answered that it could be
anything that promotes youth literacy. To apply, you must be a 501C, therefore they are
working with the Friends.

The library is considering buying the Career online High School degree program offered
by the California State Library but wants to see the response first. Lee posted an
advertisement. Since this is a matching grant, he wants to determine if there is a demand
first before spending the money.

8. **Board Member Comments**

Gerorizmo was impressed at the “Meet and Greet” event. He thought the students essays
were impressive, and would have liked to hear the winning essay read out loud. They are
waiting for the teacher's and students' consent to post their essays online. Cousar felt the
event was well planned and that the students were great. Little commented that she loved
seeing all the parents involved and present. Linda Page of the Friends said that it was
humble to read all the essays and see the scope of what the students are thinking. She thought that next year it would be nice if at least the top three of the essays could be read out loud. The winners will be posted in the Record Gazette, and Page wrote a letter to the Editor congratulating the students. Little was pleased that Banning's City Manager and Council member were present. She thanked Lee for all his work applying and then being awarded the recent grants. She thanked Fernando and all the staff for their hard work. Cousar thanked the Board for giving her a purpose. Geronimo asked if the Pass Historical Society would be at the Gilman Ranch Cowboy days and Laurie answered that they'd have a 10 by 20 exhibit there. She mentioned that they’d be at the Cherry Festival as well. They usually partner with the Beaumont Library District in a 40 X 40 foot area, and that summer reading flyers are available. She suggested that the Banning Library consider doing the same.

9. **Last Minute Action Items**
   No last minute action items.

10. **Next Regular Board Meeting**
    June 5, 2019

    In addition, Lee mentioned that there would be a Special Board Meeting the middle of May to go over the results of the Audit Report.

11. **Adjournment** 5:52 P.M.
MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
Wednesday – May 15, 2019
Banning Library 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** 5:03 P.M.

2. **Pledge of Allegiance**

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

4. **Community Comment**
No community comments.

5. **Consent Calendar**
No consent calendar.

6. **Board Items – Discussion/Action**
6.1 Presentation of Audit for FY 2017-2018 (James Marta & Company LLP)

David Becker, CPA presented a slide show of the Audit results for the years 2017-2018. He wanted to go over the Audit, point out areas that needed attention, and provide an overall summary. In an audit you are looking for their opinion of the Financial Statements, gain an understanding of the Internal Controls environment and list recommendations. There were two significant changes. The Friends of the Library will no longer be a financial part of the library as they are a separate organization with their own Board. In 2017 there were large Accrual Expenses due to some settlements. Expenses decreased $125,000 as salaries decreased due to the settlements of 2017 and lack of a Director position. Revenue increased by $92,000 due to the previous year’s expenses driven by the settlements. Becker showed a historical perspective
from the last five years showing that the revenue continues to grow. Under Capital Assets, Depreciable Assets show that depreciation is currently over 50% and the District will have to anticipate that major repairs are impending. The Audit Report is laid out as follows: Management Discussion and Analysis which is prepared internally. It has an executive summary of what occurred in the past year with a comparison of the prior year. Next is the Government Wide Financial Statement which takes the General Fund, handled on a modified accrual basis, and not including longtime Assets and Liabilities. Included also is the required Supplementary Information showing the Budget vs the Actual. There is a report on Internal Controls followed by recommendations. Becker’s company issued a letter stating what the challenges were during the Audit, relying on internal controls, and identified some moderate adjustments.

The Accrued Accounting and Financial Statement preparations are the District’s responsibility but as a courtesy the auditor helps. He recommended new purchasing procedures, segregating duties and becoming more formal. He suggested Purchase Requisition forms, showing the purpose of the purchase, what line item of the budget it will come from, obtaining approval, attaching the receiving record, in short, providing documentation to then pay the invoice. Cash receipts also needed a formal process for knowing what’s taken in, rather than just depositing cash with no way to verify the receipt. Payroll procedures should begin with a “Personnel Action Form” documenting new hires, showing the pay rate and benefits, then getting approval from the Director before entering them in the payroll system. The Library should consider having a security feature with their time clock. Journal Entry had no clear support for their entries, instead they relied on an outside accounting firm with no oversight as to what those entries were for as there was no documentation. The Library’s server needs to be protected and housed in a cabinet. Bank reconciliations were not yet up to date. He cautioned that Accounts Receivables should reflect when the transaction occurred rather than when the money was received. Under Better and Best practices, Becker reminded the Board that the Library’s Investment Policy is required to be reviewed and approved yearly. Petty cash should have its own form, then approved. While reviewing the Policy Manual he noticed conflicting policies which the Board needs to clarify and correct. Some job descriptions were missing, and they need to be reviewed yearly as job responsibilities often change. There needs to be a travel and reimbursement policy whereby staff requests permission, gains approval, provides receipts and is reimbursed. Becker felt the Reserve policy was not detailed enough. He suggested they obtain and review a copy of
California Special Districts Association “Special Districts Reserve Guidelines”. The district should consider what their goals are in case of an emergency, and how they intend to carry on operations.

Under Overall Comments, Becker suggested that the Board come up with a timeline of how the above issues will be fixed. He recommended training for the Board and the Staff. He suggested Special Districts Leadership Academy training for governing Board members offered twice a year. Becker also suggested that he could train them as well, and has done so for the past fifteen years.

The Audit was filed on time but Becker asked that for next year’s goal that the Audit be done in December. Little felt Becker’s presentation reinforced what they already knew and felt better that the issues had been identified. She asked Becker what he thought was the top priority and he answered that Purchasing was the biggest risk at the moment and next would be Payroll. Little verified that the Investment Policy, Job descriptions, and the Reserve Policy needed to be reviewed by the Board annually. Becker recommended the Board review in December before they start making changes to next year’s budget. It should be a standing Item in December’s Agenda. Lee wondered if six months of Operations Reserve expense was ideal, and Becker stated that most Districts have a minimum of three months in Reserve accounts. Lee addressed the Board saying if they had questions later on, to come to him and he would contact Becker.

6.2 Consideration of Revised Contract for Finance Services with Platinum Consulting Group not to exceed $43,000

Jared, Legal Counsel had worked with Cindy Byerrum, President of Platinum Consulting Group, on a contract. It was approved by the Board, then Byerrum ran it by her lawyer, made some revisions, and now it was coming back to the Board for approval. Overall, Jared was good with the contract. The biggest change was their request for a Mutual Indemnity Provision. Since it was a policy revision he felt it needed have the Board’s approval. In section 8c Platinum is requesting fees for any licenses or equipment they incur by providing service to the district. Jared thought this addition seemed ambiguous especially since it is in the paragraph regarding the completion of work. Little said that Platinum still needed to ask for approval from the Board for any purchase. Lara thought the District might have to buy a license agreement to access their files. Jared didn’t want it misconstrued that the district would have to pay for Platinum’s license in addition to the District’s license. Little asked Jared to
clarify it with Byerrum. In addition, Jared was also uncomfortable with the term “volunteers” mentioned in the contract and cautioned that they needed to keep close tabs on who’s a volunteer. Lee assured him that a volunteer would have to fill out an application, with a job description included. In Item 9c Platinum is requesting a Mutual Indemnification Agreement. Jared could not imagine a scenario where a significant liability would occur for an accountant. Item 10d asked that the District insurance policy include Byerrum. Jared explained that this is common practice. Item 11b explains that the District is not liable for compensation to the consultant for any sickness or injury while performing services. Jared did not feel this was a huge issue considering what kind of work Platinum does. Under “Scope of Work” it is written that within the first thirty days, Byerrum will provide an assessment and report any additional work that may be needed. Platinum made it clear that they will not prepare for Audits, but would act as a liaison if need be. Motion to approve the revised contract with the clarification of Item 8c. M/S Geronimo/Cousar Motion passed unanimously.

7. **Interim Director’s Report**
   Kevin Lee, Interim Director, had nothing to report at this time.

8. **Board Member Comments**
   Geronimo asked how they were doing with the accounting software, and Jared said it was not an Item on this Agenda. It will be discussed at the next meeting in Closed Session.

9. **Last Minute Action Items**
   No last minute action items.

10. **Next Regular Board Meeting**
    June 5, 2019 at 5:00p.m.

11. **Adjournment**

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.
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**

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

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<th>Item</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>Website Maintenance</td>
<td>$2,000.00</td>
<td>New line-item.</td>
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<tr>
<td>Automation</td>
<td>17,600.00</td>
<td>Lease of photocopiers.</td>
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<tr>
<td>Maintenance</td>
<td>2,815.59</td>
<td>Based upon the average expenses for interior and exterior maintenance.</td>
</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>10,000.00</td>
<td>New line-item for replacement of broken or furniture in disrepair.</td>
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<td>ADMINISTRATION</td>
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<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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<tr>
<th>PROFESSIONAL</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>
</tr>
<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 recodarion 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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<table>
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<th>UTILITIES</th>
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<tr>
<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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## BANNING LIBRARY DISTRICT
### 2019-2020 BUDGET

<table>
<thead>
<tr>
<th>ACCT</th>
<th>LINE ITEM</th>
<th>FY 17-18 Actual</th>
<th>FY 18-19 Budget</th>
<th>FY 19-20 Proposed</th>
<th>FY 19-20 Approved</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>740020</td>
<td>Interest Invested Funds</td>
<td>$3,309.09</td>
<td>$4,500.00</td>
<td>$4,518.83</td>
<td>$4,518.83</td>
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<td>700200</td>
<td>Interest Income ACO</td>
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<tr>
<td>780100</td>
<td>Contractual Revenue</td>
<td>$40,673.67</td>
<td>$37,000.00</td>
<td>$14,000.00</td>
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<td>700020</td>
<td>Property Tax Current Secured</td>
<td>$487,998.32</td>
<td>$760,000.00</td>
<td>$869,587.00</td>
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<td>Property Tax Prior Unsec.</td>
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<td>704000</td>
<td>Tax Current Supplemental</td>
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<td>752820</td>
<td>Ca Supplemental Homeowner</td>
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<td>LOCAL REVENUES</td>
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</tbody>
</table>

- **Friends of Library**
- **Cal State Library Grants**
- **Grant Funds-Non Capital**

| Service Sales | $500.00 | $500.00 |
| Product Sales | $500.00 | $500.00 |
| Fines          | $1,000.00 | $1,000.00 |
| Rental Fees    | $1,000.00 | $1,000.00 |
| 4781360 Other Revenues | $116.00 | $100.00 | $100.00 | $0.00 |
| 4732140 Late Fees     | $7,498.66 | $11,000.00 | $8,000.00 | -$3,000.00 |
| 41000 Local Revenues     | $7,614.66 | $11,100.00 | $11,100.00 | $0.00 | $0.00 |

### TOTAL REVENUES

<table>
<thead>
<tr>
<th>FY 17-18 Actual</th>
<th>FY 18-19 Budget</th>
<th>FY 19-20 Proposed</th>
<th>FY 19-20 Approved</th>
<th>Variance</th>
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<tbody>
<tr>
<td>$596,266.85</td>
<td>$877,200.00</td>
<td>$976,422.15</td>
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<td>LINE ITEM</td>
<td>FY 17-18 Actual</td>
<td>FY 18-19 Budget</td>
<td>FY 19-20 Request</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------</td>
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<tr>
<td>513000</td>
<td>Retirement</td>
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<td>Overtime</td>
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<td>Unemployment Insurance</td>
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<td>Youth Books</td>
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<td>Data Base</td>
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<td></td>
<td>Electronic &amp; Cataloging Expense</td>
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<td>524500N</td>
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<td>Website Maintenance</td>
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<td>524500E</td>
<td>Processing Books &amp; ILL</td>
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<td>Equipment and Furniture</td>
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<td>FY 19-20 Approved</td>
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<tr>
<td>----------------------------------------------</td>
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<td>Administrative</td>
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<tr>
<td>524502J Late Fee &amp; Interest Fee</td>
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<tr>
<td>524502J Recruitment</td>
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<td>524502J Recognition Events</td>
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<tr>
<td>Advertising/Marketing</td>
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<td>Professional Development/ tuition</td>
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<td><strong>Sub-Total Administrative</strong></td>
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<td>Independent Audit</td>
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<td>ACCT</td>
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<td>FY 17-18 Actual</td>
<td>FY 18-19 Budget</td>
<td>FY 19-20 Request</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------</td>
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</tr>
<tr>
<td>546000</td>
<td>CAPITAL OUTLAY</td>
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<tr>
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<td>-$324,500.00</td>
<td>$35,501.50</td>
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</tr>
</tbody>
</table>
BANNING LIBRARY DISTRICT

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.
BANNING LIBRARY DISTRICT
STAFF REPORT

June 5, 2019

Exhibit 5.6

SUBJECT: Recommendation to Accept the Zip Books Piolet Program Funds Check Disbursement of $6,000

RECOMMENDATION:
That the Board of Trustees:

1. Accept the Zip Books Piolet Program Funds Check Disbursement of $6,000.

BACKGROUND:

Zip Books is an alternative model for interlibrary loan service. It is easy to use, cost effective, and popular with the public. Patrons can request certain items if the District does not have them. Items are sent directly to the patrons’ homes. Patrons bring the items back before they can order more via Zip Books.

Zip Books is a partnership between the California and the NorthNet Library System. This project is supported with California Library Services Act funds. The project started in 2013 with 15 libraries. There are 68 library jurisdiction across the state, with more being added all the time.

BOARD ACTION

Motion: __________ Second: __________
Little____ Geronimo____ Lara____ Ajigbotafe____ Cousar____

Prepared by: Kevin Lee, Interim Director
BANNING LIBRARY DISTRICT
STAFF REPORT

June 5, 2019

Exhibit 6.1

SUBJECT: Consideration and Approval of Replacement of Patron Code of Conduct
(Policy Number 6040) (Replacement conducted upon 4/5ths vote pursuant to
Policy 1020.3; immediate effect

RECOMMENDATION:
That the Board of Trustees:

1. Pursuant to Policy No. 1020.3, waive introduction and first reading based on 4/5th vote (4
affirmative votes of Board required;
2. Approve to Replace existing Code of Conduct with Patron Conduct.

DISCUSSION:

Pursuant to Policy No. 1020.3, the Board of Trustees may waive introduction and first reading of
a change to the Policy Manual, and may adopt a new policy upon 4 affirmative votes of
the Board of Trustees (4/5ths vote of the Board).

Three current Codes of Conduct are no longer adequate to protect patrons of the library or library
property, and are in need of amendment due to recent activities in the Library, or which
are inaccurate or improper. For example, current policy 6040 states, “Skateboards,
rollerblades and/or scooters may not be used on library property and are allowed in the
library as long as they are kept with the patron.” This can be dangerous if another patron
accidentally slips on the skateboard, the item is dropped, or is used in an offensive manner.
Approximately two years ago, a locking skateboard was installed in the parking lot area
to avoid issues in the library building, but this policy has never changed by prior
directors.

Next, the current policy specifies that, “Parents with small children are encouraged to use the
computers in the Children’s Room.” This concept is outdated and illogical because it implies to
limit use by parents to bring children just to use the computers in the Children’s Room. A more
inclusive and appropriate approach is included in the new policy as:

BOARD ACTION

Motion: Second:
Little Geronimo Lara Ajigbotafe Cousar

Prepared by: Kevin Lee, Interim Director
• "Adults may only stay in the Children's Room to accompany children or to look for materials in the Children's collections", and;
• "Children under the age of eight (8) must be accompanied by someone over the age of fourteen (14) or an adult at all times. Staff will wait twenty (20) minutes before calling the police to report an abandoned child."

The current policy regarding service animals is in need of revision. Currently the policy states that, "Animals are prohibited, except for service animals for the disabled." The American with Disability Act protect an individual with a disability by defining an individual with disability as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The revised policy will limit animals to service animals and require the patron to be in full control over the service animal.

Attached is the full text of the entire revised proposed policy. Additional changes correct the aforementioned issues and includes updates to other common and specific situations that have occurred or could occur. The proposed policy also changes to the title from Code of Conduct to Patron Conduct to clarify that the policy standards are for patrons.

If approved, the entirety of the current Policy Number 6040 would be removed and the new policy would replace such in the Policy Manual. Such change would take effect immediately and notice of such change would be posted in the Library.

CONCLUSION:

Waiver of the first reading pursuant to Policy 1020.3 upon 4/5th affirmative vote is requested in order for the amended policy to take effect as soon as possible. The Board may amend the proposed policy presented at this meeting and take immediate effect upon approval.

BOARD ACTION

Motion:_________ Second:_________
Little____ Geronimo____ Lara____ Ajigbotafe____ Cousar____

Prepared by: Kevin Lee, interim Director
PROPOSED AMENDMENT TO POLICY NUMBER 6040, "PATRON CONDUCT"

POLICY TITLE: PATRON CONDUCT
POLICY NUMBER: 6040

Banning Library District thrives to make all patrons feel comfortable at the library. We ask you to observe the Patron Conduct & Suspension Policy in order to create a peaceful environment.

The following actions by library patrons on library premises may result in Suspension of Library Privileges:

Major Infractions

1) Engaging in any activity prohibited by law.
2) Refusing to follow direction from library staff.
3) Possessing any kind of weapons.
4) Possessing or using illegal substances.
5) Vandalizing library property.
6) Indecent exposure or lewd conduct.
7) Fighting, running, jumping, hitting, wrestling, or throwing things.
8) Not wearing any shirt, pants, or shoes.
9) Threatening or using abusive language toward staff or patrons, including harassing, touching, staring, stalking or verbal threats.
10) Displaying unsafe behavior, including physical intimidating and assaultive behavior.

Minor Infractions

11) Eating or drinking.
12) Displaying disturbing, disruptive, inappropriate, or unsafe behavior, including but not limited to talking loudly, bathing, running, loitering, riding or parking bicycle, skateboard, roller-skates, scooters, or shopping carts in or on the premises.
13) Sleeping, or smoking.
14) Leaving the library with materials that are not checked out.
15) Altering computer software or hardware, or violating library’s rules for acceptable use of the Internet and library public computer.
16) Conducting business in the library for a fee without prior approval.

BOARD ACTION

Motion: _______ Second: _______
Little _______ Geronimo _______ Lara _______ Ajigbotafe _______ Cousar _______

Prepared by: Kevin Lee, Interim Director
17) Possession of animals; Exception will be made for ADA service animal. Under full control over by patron.
18) Using someone else’s library card.
19) Damaging library property in any way, shape, or form; You will be prosecuted and held liable to the fullest extent of the law.
20) Adults may only stay in the Children’s Room to accompany children or to look for materials in the Children’s collections.
21) Children under the age of eight (8) must be accompanied by someone over the age of fourteen (14) or an adult at all times. Staff will wait twenty (20) minutes before calling the police to report an abandoned child.
22) Offensive odor due to poor hygiene, perfume, cologne, or other factors.
23) Depositing bodily fluids on Banning Library District property or materials.
24) Personal belongings must not obstruct passageways. You may only bring enough bags that fit under the chair. You must have your personal belongings with you at all time.
25) Engaging in activities that are not consistent with those activities normally associated with the use of public library facilities. Typical activities at a public library but are not limited to studying, reading, using computers, or attending programs. Inappropriate activities include but are not limited to selling, surveying, soliciting, panhandling, canvassing, performing religious activities, or handing out materials, whether inside or outside of the library buildings.

BOARD ACTION

Motion: Little Second: Geronimo
Lara Ajigbotafe Cousar

Prepared by: Kevin Lee, Interim Director
We want to make using the library a pleasant experience for all.

- Treat everyone with courtesy and respect.
- No swearing or fighting.
- No unruly behavior, such as running, jumping, hitting, wrestling, throwing things, or other aggressive actions verbal or physical.
- No public displays of affection.
- Shoes and shirts must be worn.
- No outside food or uncovered drinks in the library. No food or uncovered drinks at the computers.
- Tobacco use is not allowed in the library.
- Possession, being under the influence of, or using alcohol or controlled substances is not allowed at the library.
- Skateboards, rollerblades and/or scooters may not be used on library property and are allowed in the library as long as they are kept with the patron.
- Parents with small children are encouraged to use the computers in the Children’s Room.
- One patron per computer - Ask staff for an exception if needed.
- Please, no loud talking or shouting.
- Damaging or destroying Library materials, furniture, equipment, or property is prohibited.
- Please refrain from sleeping in the Library.
- Loitering is not allowed in the Library or on its property.
- Commercial solicitation, selling, and panhandling are prohibited.
- Animals are prohibited, except for service animals for the disabled.
- Verbal or physical abuse or sexual harassment of Library users or staff is prohibited.
- No illegal behavior of any type.
- Please refer to our Unattended Child and Internet Use policies.
- Depositing bodily fluids on Banning Library District property and/or materials is prohibited.

PERSONS UNABLE OR UNWILLING TO FOLLOW THE CODE OF CONDUCT WILL BE ASKED TO LEAVE THE LIBRARY. PATRONS REFUSING TO LEAVE WHEN ASKED WILL BE REPORTED TO THE BANNING POLICE DEPARTMENT.

Reviewed September 2014
BANNING LIBRARY DISTRICT
STAFF REPORT

June 5, 2019

Exhibit 6.2

SUBJECT: Consideration and Approval of Suspension Policy (Policy Number 6045) (Replacement conducted upon 4/5ths vote pursuant to Policy 1020.3; immediate effect)

RECOMMENDATION:
That the Board of Trustees:

1. Pursuant to Policy No. 1020.3, waive introduction and first reading based on 4/5th vote (4 affirmative votes of Board Required);
2. Approve Suspension Policy.

DISCUSSION:
Pursuant to Policy No. 1020.3, the Board of Trustees may waive introduction and first reading of a change to the Policy Manual, and may adopt a new policy upon 4 affirmative votes of the Board of Trustees (4/5th vote of the Board).

A suspension of library privileges of patrons who repeat or violate Patron Conduct is common in almost all libraries. The District does not have a suspension policy at this time.

The purpose of this policy is to ensure orderly environment in which patrons may enjoy the library.

Staff will serve a Suspension Notice to patron in person or via mail, along with Patron Conduct policy. Patron is afforded the opportunity to appeal and come before the Board at the next regular Board meeting. A Notice of Hearing will be mailed. After the Board makes a decision, a Determination Letter will be mailed.

BOARD ACTION

Motion: _______ Second: _______
Little Geronimo Lara Ajigbotafo Cousar

Prepared by: Kevin Lee, Interim Director
If approved, the entirety of this new Policy No. 6045 would be included in the Policy Manual. Such change would take effect immediately and notice of such change would be posted in the Library.

CONCLUSION

Waiver of first reading pursuant to Policy No. 1020.3 upon 4/5th affirmative vote is requested in order for the new policy to take effect as soon as possible. The Board may amend the proposed policy presented at this meeting and take immediate effect upon approval.

BOARD ACTION

Motion: _______ Second: _______
Little_____ Geronimo_____ Lara_____ Ajigbotafe_____ Cousar_____

Prepared by: Kevin Lee, Interim Director
PROPOSED POLICY NUMBER 6045, “SUSPENSION POLICY”

POLICY TITLE: SUSPENSION POLICY
POLICY NUMBER: 6045

The purpose of this policy is to ensure orderly environment in which patrons may enjoy the library.

Progressive disciplines will be imposed each time the District Director or Circulation Manager notifies patron of the offensive behavior:

Minor Infractions

Offense occurrence:

1. Verbal warning & a copy of Patron Conduct & Suspension Policy will be provided
2. Asked to leave the library immediately for one (1) day
3. Suspended for one (1) week to one (1) month
4. Repeated suspensions for Minor Infractions may result in Six (6) months, One (1) year, or permanent ban from the library.

Major Infractions

Offense occurrence:

1. Asked to leave the library immediately and a copy of Patron Conduct & Suspension Policy will be provided; Six (6) month suspension; One (1) year suspension
2. Banned from the library
3. Criminal sanctions

Suspension Notice will either be hand-served or mailed. Due to severity of issues, if criminal sanctions are appropriate for the offense, the Library reserves the right to proceed with contacting law enforcement for such offense without prior disciplinary proceedings.

If you come to the library during your suspension or ban period, police will be contacted and you will be arrested for trespass under California Penal Code Section 602.

---

BOARD ACTION

Motion:__ Second:__
Little____ Geronimo____ Lara____ Ajigbotafe____ Cousar____

Prepared by: Kevin Lee, Interim Director
District Director has the authority to suspend or ban patron’s library privileges upon display of offense or unsafe behavior. Circulation manager also has the authority to suspend patron’s library privileges if one displays offensive or unsafe behavior immediately for up to one (1) week.

**APPEAL**

You have the right to appeal before the Library Board of Trustees by notifying the District Director in writing within ten (10) days of the date of the notification of suspension, addressed to:

District Director  
21 West Nicole Street  
Banning, CA 92220

The appeal will be held at the next Board of Trustees regularly held meeting. You will be notified five (5) days before the hearing. A parent or guardian must accompany a minor (under the age of 18) to the hearing. The Board of Trustees will hear the appeal and will vote to uphold or dismiss the suspension. A written decision will be mailed to you within thirty (30) days of the hearing via mail.

--------------------------------------------

**BOARD ACTION**

Motion: ______ Second: ______  
Little_____ Geronimo_____ Lara_____ Ajigbotafe_____ Cousar____

Prepared by: Kevin Lee, Interim Director
BANNING LIBRARY DISTRICT
STAFF REPORT

June 5, 2019

Exhibit 6.3

SUBJECT: First Reading: Creation: Professional Development and Tuition, Creation of Policy No. 2420

RECOMMENDATION:
That the Board of Trustees:

1. Discuss the Creation of Professional Development and Tuition Policy.

DISCUSSION:

It is common for libraries to offer tuition reimbursement for work-related courses. It helps employees to perform better in some capacity. Providing such opportunity allows employees to develop critical competencies and skills that can have a positive impact on the Banning Library District.

Tuition reimbursements help current employees prepare for professional promotions that require a degree or specific set of skills in the future.

It is also a recruitment incentive.

The District does not have a Professional Development and Tuition policy at this time.

BOARD ACTION

Motion: Little Second: Geronimo
Little: Lara: Ajigbotafe: Cousar

Prepared by: Kevin Lee, Interim Director
POLICY TITLE: PROFESSIONAL DEVELOPMENT AND TUITION
POLICY NUMBER: 2420

2420.1 Banning Library District encourages its employees to pursue educational opportunities which are related to their present work.

2420.2 Reimbursement may be applied for by employees for reimbursement of tuition and required class materials (as described below) for employees with satisfactory work performance, on the following criteria:
  - Coursework must be from a California accredited 2-year or 4-year college or university, a technical school, an adult educational program, or a university extension program, and must be conducted while engaged in employment at the Banning Library District.
  - Coursework must relate to the current employee’s job duties.
  - The employee must receive a passing grade of “C” or better in each course for which reimbursement is sought.
  - An employee is eligible for reimbursement for courses begun after satisfactorily completing probation.
  - Tuition, required class materials (i.e. books, and required course materials) and school/registration fee are eligible for reimbursement. Tools, supplies, meals, lodging, transportation, and parking fees are ineligible for reimbursement.
    - The entire cost of tuition and required class materials will be reimbursed for a full-time employee.
    - One-half of the cost of tuition and required class materials will be reimbursed for a part-time employee.
  - Reimbursements will not be approved for expenses for which the employee receives payment from other sources (i.e. scholarships, grants, aid). Only out-of-pocket expenses will be reimbursed.

2420.3 The District Director may approve registration of one course per semester or quarter. Approval depends on annual budgetary limitations in the Professional Development and Tuition fund. Requests for reimbursement must be submitted in writing. The employee must complete and submit the Educational Assistance

BOARD ACTION

Motion: Second:
Little____ Geronimo____ Lara____ Ajigbotafe____ Cousar____

Prepared by: Kevin Lee, Interim Director
Agreement at least three weeks before the class begins. The employee will be notified of final approval, or the reasons for disapproval.

2420.4 After the course is completed, the employee is responsible for submitting to District Director the following documentation:
- Documentation of a passing grade (C or better)
- Coursework (i.e. Unofficial transcript)
- Receipts
- Expense Demand form, with approval letter attached

BOARD ACTION
Motion: Second:
Little Geronimo Lara Ajigbotafe Cousar

Prepared by: Kevin Lee, Interim Director
BANNING LIBRARY DISTRICT
STAFF REPORT

June 5, 2019

Exhibit 6.4

SUBJECT: First Reading: Modification: Investment of District Funds, Policy No. 3035

RECOMMENDATION:
That the Board of Trustees:

1. Modify 3035.1, paragraph 3, to read: “For these reasons, and to ensure prudent and responsible management of the public’s funds, it is the policy of Banning Library District to invest funds in a manner which will provide the highest investment return with the maximum security whole meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Banning Library District’s funds.”

DISCUSSION:

By removing “through Riverside County” in the aforementioned paragraph, the District will able to explore other options that will be in the best interest of the District.

BOARD ACTION

Motion: _______ Second: _______
Little____ Geronimo____ Lara____ Ajigbotafe ____ Cousar ____

Prepared by: Kevin Lee, Interim Director
Banning Library District

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 3035

3035.1 Premise

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code §53600.6 and §53630.1); and,

Government Code Sections 5920, et seq, and 53600, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency.

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Banning Library District to invest funds through Riverside County in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Banning Library District's funds.

3035.2 Scope

This investment policy applies to all financial assets of Banning Library District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand: Investments:
General Fund Local Agency Investment Fund
County Exempt Fund
Literacy Fund
Payroll Fund

3035.3 Prudence

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials will be the "prudent investor" standard (CGC § 53600.3) and will be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk of market price changes,
provided deviations for expectations are reported in a timely fashion and appropriate action is
taken to control adverse developments.

3035.4 Objectives

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring,
exchanging, selling and managing public funds, the primary objectives of the investment
activities, in priority order, will be:

3035.4.1 Safety: Safety of principal is the foremost objective of the investment
program. Investments of Banning Library District will be undertaken in a manner that seeks to
ensure the preservation of capital in the overall portfolio. To attain this objective, diversification
is required in order that potential losses on individual securities do not exceed the income
generated from the remainder of the portfolio.

3035.4.2 Liquidity: The investment portfolio will remain sufficiently liquid to
enable Banning Library District to meet all operating requirements which might be reasonably
anticipated.

3035.4.3 Return on Investments: The investment portfolio will be designed with the
objective of attaining a market rate of return throughout budgetary and economic cycles, taking
into account the investment risk constraints and the cash flow characteristics of the portfolio.

3035.5 Delegation of Authority

California Education Code Section 19658 provides that the revenue from taxes,
together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the
library, will be paid into the county treasury, to the credit of the library fund of the district in
which the tax is collected, subject only to the order of the library trustees of the district. If
payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or
bequest, the board of library trustees will provide for the safety and preservation of the fund,
and the application thereof to the use of the library, in accordance with the terms and conditions
of the gift, devise or bequest.

Authority to manage the investment program is derived from California Government
Code Sections 5920, et seq. and 53600, et seq. Management responsibility for the investment
program is hereby delegated to the Library Director, who will establish written procedures for
the operation of the investment program consistent with this investment policy. Procedures
should include references to: safekeeping, PSA repurchase agreements, wire transfer
agreements, collateral/depository agreements and banking services contracts, as appropriate.
Such procedures will include explicit delegation of authority to persons responsible for
investment transactions. No person may engage in an investment transaction except as provided
under the terms of this policy and the procedures established by the Library Director. The
Library Director will be responsible for all transactions undertaken and will establish a system
of controls to regulate the activities of subordinate officials. Under the provisions of California
Government Code §53600.3, the Library Director is a trustee and a fiduciary subject to the
prudent investor standard.
3035.6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

3035.7 Authorized Financial Institutions and Dealers

The Library Director will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit will be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Library Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Library Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for Banning Library District's account with the firm has reviewed Banning Library District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Banning Library District that are appropriate under the terms and conditions of the Investment Policy.

3035.8 Authorized and Suitable Investments

Banning Library District is empowered by California Government Code §53600, et seq., to invest in the following:

3035.8.1 Bonds issued by Banning Library District.

3035.8.2 United State Treasury bills, Notes & Bonds.

3035.8.3 Registered state warrants or treasury notes or bonds issued by the State of California.

3035.8.4 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Library directors, other local agencies or Joint Powers Agencies.

3035.8.5 Obligations issued by agencies or instrumentalities of the United States Government.
3035.8.6 Bankers' acceptances with a term not to exceed 270 days. Not more than
40% of surplus funds can be invested in bankers' acceptances and no more than 30%
of surplus funds can be invested in the bankers acceptances of any single commercial
bank.

3035.8.7 Prime commercial paper of U.S. corporations with assets greater than $500
million, with a term not to exceed 180 days and the highest ranking issued by
Moody's Investors Service (Moody's) or Standard & Poor's corporation (S&P).
Commercial paper cannot exceed 15% of surplus funds. However, if the average
maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds
can be invested in commercial paper.

3035.8.8 Negotiable certificates of deposit issued by federally or state chartered
banks or associations. Not more than 30% of surplus funds can be invested in
certificates of deposit.

3035.8.9 Repurchase/reverse repurchase agreements of any securities authorized by
this section. Securities purchased under these agreements will be no less than 102%
of market value. (See special limits in CGC §53601.3.2)

3035.8.10 Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or
t better by Moody's or S&P. Not more than 30% of surplus funds can be invested in
medium term notes.

3035.8.11 Shares of beneficial interest issued by diversified management companies
(money market mutual funds) investing in the securities and obligations authorized
by this Section. Such funds must carry the highest rating of at least two of the three
largest rational rating agencies. Not more than 15% of surplus funds can be invested
in money market mutual funds.

3035.8.12 Funds held under the terms of a trust indenture or other contract or
agreement may be invested according to the provisions of those indentures or
agreements.

3035.8.13 Collateralized bank deposits with a perfected security interest in
accordance with the uniform Commercial Code (UCC) or applicable federal security
regulations.

3035.8.14 Any mortgage pass-through security, collateralized mortgage obligation,
mortgaged backed or other pay-through bond, equipment lease-backed certificate,
consumer receivable pass-through certificate or consumer receivable backed bond of
a maximum maturity of five years. Securities in this category must be rated AA or
better by nationally recognized rating service. Not more than 30% of surplus funds
may be invested in this category of securities.

3035.8.15 Any other investment security authorized under the provisions of CGC
§5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations
and special conditions that apply to each of the above listed investment securities.
CGC §53601 is included by reference in this investment policy.)
3035.8.15.1 Prohibited Investments. Under the provisions of CGC §53601.6 and §53631, Banning Library District will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

3035.9 Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i).

3035.10 Safekeeping and Custody

All security transactions entered into by Banning Library District will be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired will be delivered to Banning Library District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

3035.11 Diversification

Banning Library District will diversify its investments by security type and institution. It is the policy of Banning Library District to diversify its investment portfolio. Assets will be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints will apply:

3035.11.1 Portfolio maturities will be matched versus liabilities to avoid undue concentration in a specific maturity sector.

3035.11.2 Maturities selected will provide for stability of income and liquidity.

3035.11.3 Disbursement and payroll dates will be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

3035.12 Reporting

In accordance with CGC §53646 (b)(1), the Library Director will submit to each member of the Board of Trustees an annual investment report in January. The report may include a complete description of the portfolio, the type of investments, the issuers, maturity dates, Par values and the current market values of each component of the portfolio, including funds managed for Banning Library District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC§53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report:  

October 2015
must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Banning Library District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively, the Library Director will maintain a complete and timely record of all investment transactions.

3035.13 Investment Policy Review

This Investment Policy will be reviewed in January on an annual basis, and the Board of Trustees must approve modification.
June 5, 2019

SUBJECT:  First Reading: Creation: Credit Card Policy, Creation of Policy No. 3045

RECOMMENDATION:
That the Board of Trustees:

1. Discuss the Creation of Credit Card Policy.

DISCUSSION:

The use of credit cards is safer than debit cards. Credit cards have limitation and generally have fraud protection while debit cards do not.

The Vice President of Bank of Hemet, auditor, and CPA agree that use of credit cards is better than debit cards.

There are cash-back or other rewards for using credit cards, which can help the District.

The District currently uses a debit card.

BOARD ACTION

Motion: ______ Second: ______
Little ______ Geronimo ______ Lara ______ Ajigbotafe ______ Cousar ______

Prepared by: Kevin Lee, Interim Director
POLICY TITLE: CREDIT CARD POLICY
POLICY NUMBER: 3075

3075.1 This policy provides internal controls for management of District credit card.

3075.2 The Board of Trustees shall permit the District Director to use a library credit card for purchasing library related expenses and conducting library business.

3075.3 The District Director is responsible for the protection of the credit card and will immediately notify the credit card issuer if the card is lost or stolen to ensure the card is cancelled.

3075.4 District Director will notify the Board when any credit card is opened. Credit cards shall not be issued or used by members of the Board.

3075.5 All credit card bills shall be paid timely to avoid late fees and finance charges. All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. All credit card transactions shall have third-party documents (receipts) attached.

3075.6 These guidelines and regulations shall comply with current state law.

3075.7 Credit cards are the property of the District and must be surrendered upon termination or separation. The credit card issuer will be notified to cancel the card immediately.

BOARD ACTION

Motion: ________ Second: _______
Little _____ Geronimo _____ Lara_____ Ajigbotafe _____ Cousar _____

Prepared by: Kevin Lee, Interim Director
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<td><strong>Total CAPITAL OUTLAY</strong></td>
<td>21,627</td>
<td>75,000</td>
<td>28.8%</td>
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<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>302,015.82</td>
<td>500,000</td>
<td>60.4%</td>
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<tr>
<td>Health Insurance</td>
<td>18,964.11</td>
<td>30,000</td>
<td>63.2%</td>
</tr>
<tr>
<td>Social Security</td>
<td>18,273.62</td>
<td>37,500</td>
<td>48.7%</td>
</tr>
<tr>
<td>Retirement</td>
<td>5,876.26</td>
<td>15,000</td>
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<tr>
<td>Medicare</td>
<td>4,273.70</td>
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<tr>
<td>Unemployment Insurance</td>
<td>4,391.26</td>
<td>4,000</td>
<td>109.8%</td>
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<tr>
<td><strong>Total SALARIES &amp; BENEFITS</strong></td>
<td>353,795</td>
<td>594,500</td>
<td>59.5%</td>
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<tr>
<td><strong>OPERATIONAL</strong></td>
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</tr>
<tr>
<td>Youth books (YA)</td>
<td>3,669</td>
<td>2,500</td>
<td>146.8%</td>
</tr>
<tr>
<td>Data Base</td>
<td>4,299</td>
<td>7,000</td>
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<tr>
<td>Program Expense</td>
<td>10,512</td>
<td>10,000</td>
<td>105.1%</td>
</tr>
<tr>
<td>Audio</td>
<td>4,079</td>
<td>7,500</td>
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<tr>
<td>DVD/Videos</td>
<td>3,576</td>
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</tr>
<tr>
<td>Periodical</td>
<td>4,995</td>
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<tr>
<td>Juvenile Books (Childrens)</td>
<td>12,018</td>
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<td>120.2%</td>
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<tr>
<td>Adult Books</td>
<td>31,046</td>
<td>25,000</td>
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</tr>
<tr>
<td>Processing Books&amp; ILL</td>
<td>342</td>
<td>2,000</td>
<td>17.1%</td>
</tr>
<tr>
<td>Automation</td>
<td>22,245</td>
<td>32,000</td>
<td>69.5%</td>
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<tr>
<td>Security</td>
<td>1,608</td>
<td>3,500</td>
<td>45.9%</td>
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<tr>
<td>Maintenance</td>
<td>16,027</td>
<td>30,000</td>
<td>53.4%</td>
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<tr>
<td>Household</td>
<td>4,311</td>
<td>3,000</td>
<td>143.7%</td>
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<tr>
<td><strong>Total OPERATIONAL</strong></td>
<td>118,725</td>
<td>142,500</td>
<td>83.3%</td>
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<tr>
<td><strong>ADMINISTRATIVE</strong></td>
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<td></td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>1,453</td>
<td>4,000</td>
<td>36.3%</td>
</tr>
<tr>
<td>Cty. Aud.ing and Accounting</td>
<td>6</td>
<td>500</td>
<td>1.2%</td>
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<tr>
<td>Bank Fees</td>
<td>292</td>
<td>200</td>
<td>146.2%</td>
</tr>
<tr>
<td>Membership</td>
<td>3,994</td>
<td>5,000</td>
<td>79.9%</td>
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<tr>
<td>Travel/Training</td>
<td>3,127</td>
<td>6,000</td>
<td>52.1%</td>
</tr>
<tr>
<td>Item</td>
<td>Jul '18 - Apr 19</td>
<td>Budget</td>
<td>% of Budget</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Professional</td>
<td>186,939</td>
<td>290,000</td>
<td>64.5%</td>
</tr>
<tr>
<td>Office</td>
<td>25,205</td>
<td>22,000</td>
<td>114.6%</td>
</tr>
<tr>
<td>Insurance</td>
<td>11,717</td>
<td>12,000</td>
<td>97.6%</td>
</tr>
<tr>
<td>Total ADMINISTRATIVE</td>
<td>232,732</td>
<td>339,700</td>
<td>68.5%</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>30,994</td>
<td>50,000</td>
<td>62.0%</td>
</tr>
<tr>
<td>Total Expense</td>
<td>757,873</td>
<td>1,201,700</td>
<td>63.1%</td>
</tr>
<tr>
<td>Net Income</td>
<td>$ (36,167)</td>
<td>$(324,500)</td>
<td>11.1%</td>
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</tbody>
</table>
### Banning Library District

**Balance Sheet**  
As of April 30, 2019

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>ASSETS</strong></td>
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</tr>
<tr>
<td>2</td>
<td>Current Assets</td>
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</tr>
<tr>
<td>3</td>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>CASH &amp; INVESTMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bank of Hemet Money Market</td>
<td>$ 680,961</td>
</tr>
<tr>
<td>6</td>
<td>Operating Account Bank of Hemet</td>
<td>391,258</td>
</tr>
<tr>
<td>7</td>
<td>County General Fund Cash</td>
<td>643,291</td>
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<tr>
<td>8</td>
<td>Petty Cash</td>
<td>1,894</td>
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<tr>
<td>9</td>
<td><strong>Total CASH &amp; INVESTMENTS</strong></td>
<td>1,717,405</td>
</tr>
<tr>
<td>10</td>
<td>Total Checking/Savings</td>
<td>1,717,405</td>
</tr>
<tr>
<td>11</td>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Account Receivable Other</td>
<td>11,195</td>
</tr>
<tr>
<td>13</td>
<td>Accounts Receivable PropertyTax</td>
<td>27,804</td>
</tr>
<tr>
<td>14</td>
<td>Prepaid Expenses</td>
<td>2,565</td>
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<tr>
<td>15</td>
<td><strong>Total Other Current Assets</strong></td>
<td>41,565</td>
</tr>
<tr>
<td>16</td>
<td><strong>Total Current Assets</strong></td>
<td>1,758,969</td>
</tr>
<tr>
<td>17</td>
<td>Fixed Assets</td>
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</tr>
<tr>
<td>18</td>
<td><strong>CAPITAL ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Accumulated Depreciation</td>
<td>(565,466)</td>
</tr>
<tr>
<td>20</td>
<td>County General Fund Assets</td>
<td>1,030,669</td>
</tr>
<tr>
<td>21</td>
<td><strong>Total CAPITAL ASSETS</strong></td>
<td>465,203</td>
</tr>
<tr>
<td>22</td>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$ 2,224,172</strong></td>
</tr>
<tr>
<td>23</td>
<td><strong>LIABILITIES &amp; EQUITY</strong></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Year End Accrued Payroll</td>
<td>10,024</td>
</tr>
<tr>
<td>27</td>
<td><strong>Total Current Liabilities</strong></td>
<td>10,024</td>
</tr>
<tr>
<td>28</td>
<td>Equity</td>
<td>2,214,148</td>
</tr>
<tr>
<td>29</td>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td><strong>$ 2,224,172</strong></td>
</tr>
</tbody>
</table>
INTERIM DIRECTOR’S REPORT

June 5, 2019

Administration

- Board President Little has submitted her welcome message.
- Library is exploring Scholar Share 529 Workplace Savings Plan for employees.
- There are no updates from Sage at this time.
- Library Tour for Board Members after the meeting.

Recommended Board of Trustee Training

- Special District Leadership Academy in Napa from July 7 to 10.
- Brochure of the event & Scholarship application were provided to the Board.
- Early Bird discount ends Jun 8, 2019.

Director Training

- General Manager Leadership Summit is coming up. It is from June 23 – 25.
- A scholarship application was submitted to Special District Leadership Foundation—scholarship awarded.

Staff

- Training
  - Supervisors will take the Sexual Harassment course this month.
- Arrivals—Welcome:
  - Jana Brassfield, Library Assistant, May 23, 2019
  - Giaa Hall, Library Aide, May 23, 2019
- Historian position will be posted on Library’s website after it passes Second Reading.
- Librarian and Historian will be hired on June 20.

Library Programming, Outreach, and Services

- Youth Services
  - Staff did story time and gave a library tour for nine teachers (Central Elementary).
- Adult Services
  - Mock Interview program will be part of the Summer Reading Program
    - Resume Workshop on June 12th / IHOP on June 19th / US Census on June 26th / Chase Bank on July 10th / US Census on July 17th
    - Library will build a Career Collection area with the portion of the Value of Libraries grant.
Financial Literacy Workshop will be on July 15th.

Other News
- Library collected its first Conference Room fee of $75.
- Library is distributing Summer Reading Program flyers for schools and to the general public.

Building and Technology
- One of the public toilets was clogged (Toilet #2). It got fixed within hours. It was working for a few more days and got broken again. Plumber was called to take a look at it. The toilet was fixed again, free of charge.
- May 31—Thermostat is broken (not turning on). We reset the breakers—still doesn’t work. The Library is trying to get three (3) bids.
- Roof Project is completed.
- Windows 7 Support Life ends on January 2020. The Library needs to upgrade to Windows 10. Library has until end of 2019 to upgrade all the computers.
- Teen computer needs a new hard drive, but Windows 7 product key is no longer available. Microsoft is not selling Windows 7 license key. Library is reviewing Windows 10 product key license at this moment.
- Self-Checkout system has a receipt issue. Staff is in communication with Koha to fix said issue.

Incidents
- May 1 – Staff member found a mess by the Non-Fiction area. After reviewing our cameras, we found a patron throwing a can of soup. Our book shelves got damaged. Patron was suspended for six (6) months for vandalism. Patron has a prior record of vandalism.
- May 4 – Staff member caught a patron urinating on the bushes. A verbal warning was given.
- May 7 – Recycle bin was stolen. Library does not know who stole it.
- May 9 – Patron came to the library seeking for counseling. Staff was directed not to provide any counseling services, but management gave her a number to hotline crisis.
- May 29 – Loud patron used profanity. A verbal warning was given.

Donations and Grants
- We are receiving positive feedback on California Career Online High School grant. Library may apply for this grant on the next application cycle.
- Library received $6,000 to use for Zip Books program.
- Friends of the Banning Library donated $1,250. We got a thank-you card for them.
• In n Out donated 500 bookmarks and 50 gift cards, which will be used to give away for the Summer Reading Program.

• Friends of the Banning Library applied for one of the Panda Express grant. This grant is to be used to purchase food from Panda Express for one of the Summer Reading Program event.

• General Manager Leadership Summit, Education Allowance Fund reimbursement scholarship of $625, awarded