

21 West Nicolet Street  
Banning, CA 92220  
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[www.banninglibrarydistrict.org](http://www.banninglibrarydistrict.org)

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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 5.5*

**SUBJECT: Recommendation to accept the Lunch at the Library grant of \$2,500**

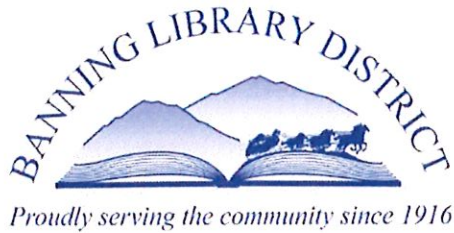
RECOMMENDATION:

That the Board of Trustees:

1. Accept the Lunch at the Library grant of \$2,500.

FINDINGS:

1. Lunch at the Library grant funds are used to support learning, such as STEAM and nutrition education. Funds can be used to purchase books (giveaways) and programming supplies. This is a Pop-Up library program opportunity.
2. This is a California State Library grant.



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.1*

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

RECOMMENDATION:

That the Board of Trustees:

1. Approve the Budget Plan for FY 2019-2020.

FINDINGS:

1. Management Partners conducted the budget analysis. Consultant worked with the Interim Director.
2. Said budget analysis used FY 2017-2018 as benchmark.

# Management Partners



**To: Banning Library District – Board of Trustees**

**From: John Bramble – Special Advisor  
Kevin Lee – Interim Library Director**

**Re: 2019-2020 Proposed Budget Message**

**Date: April 3, 2019**

We are pleased to present the Board of Trustees a balanced operational budget for Fiscal Year 2019-2020. The Proposed Budget is balanced through examining all the operational expenses closely rather than allocating percentage increases to each line item. Based upon an extensive budget review process there are sufficient funds to allow for one (1) additional part-time position to the annual budget. There are some new revenue and expenditure items proposed that will be outlined in this report.

## REVENUES:

The Library Districts primary source of revenues is from the local property taxes, a total of \$934,991 or 97 percent of the Districts revenues. The remainder is local revenues from fines and fees. The Interim Library Director is proposing several new local revenue areas for the Board to consider. Those revenues include Service Sales, Product Sales, Rental Fees and state and foundation grants as potential revenue sources. A total of \$11,100 is proposed to be generated by these local revenue sources. The total revenue anticipated is \$946,091.64 for Fiscal Year 2019-2020.

Riverside County has not completed their analysis of the property tax assessments for the next fiscal year. It is anticipated that the numbers will be published later in the spring. The amount of revenues presented in the Proposed Budget does not reflect an increase in property tax revenues for the Library District for next Fiscal Year. Based upon the growth in the City of Banning the property tax revenues for the Library District could increase by approximately four (4%) percent for this next fiscal year. Therefore, the total revenues for the District is essentially flat pending a final determination by the County on the amount of property tax revenues to be generated by new growth, the dissolution of redevelopment and the normal Proposition XIII increase.

## EXPENDITURES

The Proposed Budget is generally considered a status quo budget with the exception of the added part-time position and a few added line-items that will allow the Board and staff to manage the expenses of the District in greater detail. Total operational expenditures for the District is proposed at \$898,168 leaving a four (4%) contingency of \$36,070 for unanticipated expenses.

The District has approximately \$1.7 million (based upon the June 30, 2017 Audit Report) in the General Fund and Capital Outlay Fund for cash flow and capital purchases. This amount is more than sufficient to cover the need for cash flow from July to February when the first full allocation of property taxes is distributed by the County.

The District's Proposed Budget for wages and benefits is \$618,967 which authorizes eight (8) full-time positions and five (5) part-time positions. The Historian position was moved from a contract position to a part-time position based upon state regulations related to contraction positions. It is requested that one additional part-time Library Assistant I position be approved for FY 2019-2020 increasing the total part-time positions to five (5):

District Director	Librarian
Library Administrator	Circulation Manager
Library Assistant III	Library Assistant II
Library Assistant I (2)	

The part-time positions requested are:

Custodian	Library Aide (2)
Library Assistant I (2)	Historian

The part-time positions are budgeted at 20 hours per week, with the exception of the two Library Aides that are budgeted at 14 and 10 hours.

In accordance with the Board of Trustee's Policies all positions with 22 hours or more per week receive a five (5) percent contribution toward a defined contribution program, which is labeled retirement. It is estimated that the health insurance premiums will increase ten (10) percent for next year; however, that has not been confirmed by the health insurance carrier. There is also an allocation of \$2,000 to cover overtime for non-exempt employees since the Policy Manual on overtime does not provide for administrative leave as an alternative.

The Supplies and Services Budget proposed for Fiscal Year 2019-2020 is a total of \$334,460 or a decrease of 37 percent. There are a few new line-items in the Operational Budget include funding for employee recognition events as a way to celebrate completing Board of Trustee policies efficiently (\$2,000), Professional Development/Tuition at \$5,000, and Web Site Development (\$10,000).

#### CAPITAL OUTLAY BUDGET

The Capital Outlay budget is separated from the Operational Budget by the fact that the District has the funds for capital projects separate from the operational funds. The District has \$679,976.17 in the Money Market Account. There is not a proposal to budget these funds as part of the Proposed Budget presentation. After the Board and Interim Director review the critical capital improvements needed at the Main Library, the funds should be allocated for specific projects as part of the adopted budget.

## RECOMMENDATIONS

Upon the Board of Trustees acceptance of the Proposed Budget for Fiscal Year 2019-2020 it is recommended that the District proceed as follows prior to the final adoption of the FY 2019-2020 Budget.

- Prior to July 1 publish a notice in a paper of general circulation that either that the Board of Trustees has adopted a Preliminary Budget or that the District Director has prepared the final budget and is available for inspection during normal business hours (hours should be included in the notice). The notice shall include the date, time and place will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget.
- The District publish the notice at least two (2) weeks before the hearing in at least one newspaper of general circulation in the District.
- On the date of the hearing, any person may appear and be heard regarding any item in the budget or regarding additional items they propose.
- Upon adoption of the final budget, the Director shall forward a copy of the final budget to the auditor of each county the District is located prior to September 1.

# BANNING LIBRARY DISTRICT

2019-2020 BUDGET

ACCT	LINE ITEM	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Proposed	FY 19-20 Approved
<b>REVENUES</b>					
740020	Interest Invested Funds	\$3,309.09	\$4,500.00	\$	4,518.83
700200ac	Interest Income ACO	\$100.00	\$100.00		
781000	Contractual Revenue	\$40,673.67	\$37,000.00	\$	14,000.00
700020	Property Tax Current Secured	\$487,998.32	\$760,000.00	\$	840,181.39
703000	Property Tax Current Unsecured	\$36,375.83	\$37,000.00	\$	36,824.10
703000	Property Tax Prior Unsec.	\$2,093.07	\$2,500.00	\$	1,907.00
704000	Tax Current Supplemental	\$7,987.56	\$10,000.00	\$	5,000.00
705000	Tax Prior Year Supplement	\$5,440.99	\$7,000.00	\$	2,500.00
715070	RDV Property Tax LMTH			\$	21,000.00
700200	Revenue Interest	\$0.00	\$0.00		
752800	Homeowner Tax Relief	\$4,673.66	\$8,000.00	\$	9,060.32
752820	Ca Supplemental Homeowner				
43000	County Revenues	\$588,652.19	\$866,100.00	\$	934,991.64
41000	LOCAL REVENUES				
	Friends of Library				
	Cal State Library Grants				
	Grant Funds-Non Capital				
	Service Sales			\$500.00	
	Product Sales			\$500.00	
	Fines			\$1,000.00	
	Rental Fees			\$1,000.00	
4781360	Other Revenues	\$116.00	\$100.00		\$100.00
4732140	Late Fees	\$7,498.66	\$11,000.00	\$8,000.00	
41000	Local Revenues	\$7,614.66	\$11,100.00	\$11,100.00	\$0.00
	<b>TOTAL REVENUES</b>	\$596,266.85	\$877,200.00	\$946,091.64	\$0.00

# BANNING LIBRARY DISTRICT

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2019-2020 BUDGET

ACCT	LINE ITEM	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Request	FY 19-20 Approved
	<b><u>EXPENDITURES</u></b>				
	<b><u>Salaries and Benefits</u></b>				
513000	Retirement	\$5,366.47	\$15,000.00	\$19,987.00	
510420	Overtime	\$0.00	\$0.00	\$2,000.00	
515080	Health Insurance	\$9,842.90	\$30,000.00	\$60,990.00	
513140	Medicare	\$3,130.42	\$8,000.00	\$7,397.00	
515260	Unemployment Insurance	\$1,783.63	\$4,000.00	\$4,000.00	
513120	Social Security	\$12,714.77	\$37,500.00	\$31,434.00	
<u>510040</u>	<u>Regular Salaries</u>	<u>\$187,887.84</u>	<u>\$500,000.00</u>	<u>\$493,159.00</u>	
<u>510000</u>	<u>Total Salaries &amp; Benefits</u>	<u>\$220,726.03</u>	<u>\$594,500.00</u>	<u>\$618,967.00</u>	<u>\$0.00</u>
	<b><u>Operations</u></b>				
524500S	Youth Books	\$978.30	\$2,500.00	\$1,000.00	
524500R	Data Base	\$3,150.00	\$7,000.00	\$3,200.00	
	Electronic & Cataloging Expense				
524500N	Program Expense	\$2,878.99	\$10,000.00	\$2,900.00	
524500K	Audio	\$4,964.85	\$7,500.00	\$5,000.00	
524500J	DVD Videos	\$3,563.81	\$5,000.00	\$3,600.00	
524500H	Periodicals	\$3,932.34	\$5,000.00	\$4,000.00	
524500G	Juvenile Books	\$5,047.42	\$10,000.00	\$5,000.00	
524500F	Adult Books	\$16,553.33	\$25,000.00	\$16,000.00	
	Website Maintenance			\$2,000.00	
524500E	Processing Books & ILL	\$393.77	\$2,000.00	\$500.00	
524500D	Automation	\$17,380.81	\$32,000.00	\$20,000.00	
524500C	Security	\$1,864.00	\$3,500.00	\$2,400.00	
524500B	Maintenance	\$13,184.41	\$30,000.00	\$24,000.00	
	Equipment and Furniture			\$3,000.00	
524500A	Janitorial	\$1,728.57	\$3,000.00	\$2,600.00	
<u>524500</u>	<u>Total Operational</u>	<u>\$75,620.60</u>	<u>\$142,500.00</u>	<u>\$95,200.00</u>	<u>\$0.00</u>

# Banning Library District

Fiscal Year 2019-2020

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FY 17-18 Actual      FY 18-19 Budget      FY 19-20 Proposed

524520	Administrative				
524502J	Late Fee & Interest Fee	\$56.00	\$0.00	\$0.00	
	Recruitment			\$1,000.00	
	Recognition Events			\$2,000.00	
524520G	Advertising/Marketing	\$1,505.00	\$4,000.00	\$3,500.00	
524560	County Auditing & Accounting	\$16.22	\$500.00	\$500.00	
524520F	Bank Fees	\$164.97	\$200.00	\$3,600.00	
	Professional Development/tuition			\$5,000.00	
	Processing Books & ILL			\$1,500.00	
524520E	Membership	\$3,242.99	\$5,000.00	\$3,500.00	
524520D	Travel/Training	\$1,822.59	\$6,000.00	\$2,000.00	
	<b>Sub-Total Administrative</b>	<u>\$6,807.77</u>	<u>\$15,700.00</u>	<u>\$22,600.00</u>	<u>\$0.00</u>
	Professional				
524520C	Independent Audit	\$10,211.58	\$15,000.00	\$16,360.00	
52452C7	Archivist/Historian Services	\$11,544.00	\$20,000.00	\$0.00	
52452C6	Accounting Services	\$20,864.08	\$40,000.00	\$14,000.00	
54252C4	Assistant Management Services	\$21,686.50	\$30,000.00	\$0.00	
54252C5	Management Services Other	\$37,600.00	\$50,000.00	\$0.00	
52452C2	Legal Services	\$6,735.35	\$40,000.00	\$40,000.00	
52452C1	Elections	\$0.00	\$80,000.00	\$0.00	
524520C	Professional Other	\$15,618.02	\$15,000.00	\$25,000.00	
	Web Site Development			\$10,000.00	
524520B	Office	\$14,660.68	\$22,000.00	\$15,000.00	
524520A	Insurance	\$9,881.20	\$12,000.00	\$12,894.00	
	<b>Sub-Total Administrative</b>	<u>\$148,801.41</u>	<u>\$324,000.00</u>	<u>\$133,254.00</u>	<u>\$0.00</u>
	Utilities				
529450	Utilities				
529540B	Communications	\$8,678.08	\$10,000.00	\$12,000.00	
529540A	Utilities	\$15,801.44	\$40,000.00	\$28,000.00	
	<b>Sub-Total Utilities</b>	<u>\$24,479.52</u>	<u>\$50,000.00</u>	<u>\$40,000.00</u>	<u>\$0.00</u>



TOTAL EXPENSES

\$476,435.33

\$1,126,700.00

\$910,021.00

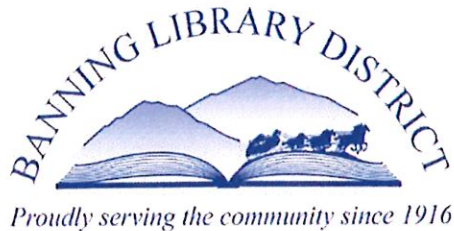
\$0.00

**BANNING LIBRARY DISTRICT**

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2019-2020 BUDGET

ACCT	LINE ITEM	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Request	FY 19-20 Approved
546000	CAPITAL OUTLAY				
542060	Structure/Improvement	\$30,933.68	\$50,000.00		
	Grants for Capital Projects				
546020	Furniture/Equipment	\$13,783.24	\$25,000.00	\$0.00	
	<u>TOTAL CAPITAL OUTLAY</u>	<u>\$44,716.92</u>	<u>\$75,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<b>TOTAL ANNUAL BUDGET</b>	\$521,152.25	\$1,201,700.00		
	Difference	\$75,114.60	<b>-\$324,500.00</b>	\$36,070.64	\$0.00



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.2*

**SUBJECT: Recommendation to discuss and approve \$10,183 for Commercial Package Property & General Liability; and \$1,590 for Directors & Officers Liability**

RECOMMENDATION:

That the Board of Trustees:

1. Discuss and approve the Commercial Package Property & General Liability (\$10,183) and Directors & Officers Liability (\$1,590).

FINDINGS:

1. Annual insurance cost for the Commercial Package Property & General Liability and Directors & Officers Liability.
2. Carrier for Commercial Package Property & General Liability and Workers Compensation is Hartford Insurance Company. Carrier for Directors & Officers Liability insurance is United States Liability Insurance Company.
3. General Broker is Arthur J. Gallagher Risk Management Services, Inc. Broker is North Western Insurance Company. Independent Agent is Gary B. Stanfield Insurance Services.
4. Directors & Officers Liability. Public Officials are covered up to \$1,000,000. Employment Practices Liability is covered up to \$1,000,000. This amount is adequate and standard.
5. Commercial Package Property & General Liability. The coverage and premium are based on answers to specific questions (i.e.: how far the Fire Department is, when was the last roof maintenance, etc.). The Blanket Building and Business Personal Property is \$3,602,400. Liability and Medical Expenses is \$1,000,000. Medical Expenses (for any one person) is \$10,000. Hired/Non-Owned Auto Liability is \$1,000,000.
6. The Directors & Officers insurance rate increased due to premium increase.
7. Commercial Package Property & General Liability insurance rate increased based on last year's audit report

**BANNING PUBLIC LIBRARY**

~~05/15/2019 TO 05/15/2020~~

**PROPOSAL**

Policy Coverage	Carrier Name/AM Best Rating/Admitted/Non Admitted	Policy Year 2015-2016	Renewal 2016-2017	Renewal 2017-2018	Renewal 2018-2019	Renewal 2019-2020 Note 1	Difference From Prior year
Commercial Package Property & General Liability <i>5/15/19 - 5/15/20</i>	Hartford Insurance Company A+XV/Admitted	\$8,334	\$7,409	\$7,883	\$8,390	\$10,183	\$1,793 Increase Due to See note2
Workers Compensation <i>3/29/19 - 3/29/20</i>	Hartford Insurance Company A+XV/Admitted	\$3,106	\$3,379	\$3,265	\$3,265	\$1,121	\$2,144 Decrease Note 3
Directors & Officers Includes Friends Of The Library <i>5/15/19 - 5/15/20</i>	United States Liability Insurance Company/ A++XV/Admitted	\$1,512	\$1,512	\$1,512	\$1,512	\$1,590	\$78 increase
<b>TOTALS</b>		\$12,952	\$12,300	\$12,660	\$13,167	\$12,894	\$273 Overall decrease

Note 1: Renewal prices are an estimated annual premium subject to year-end audit.

Note 2: Business Personal Property increased from \$3,429,900 to \$3,602,400

Note 3: Prior yr payroll reported was \$382,428,00 and current payroll reported by Paychecks Was \$265,088.57 which is \$117,339.57 lower

This information has been compiled and presented by **Gary B. Stanfield Insurance Services** in affiliation with North Western Insurance Agency..



# CULTURAL ORGANIZATIONS STRETCH SUMMARY

## SUMMARY OF COVERAGE LIMITS

This is a summary of the Coverages and the Limits of Insurance provided by the Cultural Organizations Stretch Coverage form SS 04 82 which is included in this policy. No coverage is provided by this summary. Refer to coverage form SS 04 82 to determine the scope of your insurance protection.

The Limit of Insurance for the following Additional Coverages are in addition to any other limit of insurance provided under this policy:

<b>Coverage</b>	<b>Limit</b>
Accounts Receivable – On/Off-Premises	\$ 25,000
Brands and Labels	Up to Business Personal Property Limit
Claim Expenses	\$ 10,000
Computer Fraud	\$ 5,000
Computers and Media	\$ 25,000
Debris Removal	\$ 25,000
Employee Dishonesty (including ERISA)	\$ 10,000
Fine Arts	\$ 10,000
Forgery	\$ 10,000
Fundraising – Money and Securities Increase	+ 50%
Laptop Computers – Worldwide Coverage	\$ 5,000
Lost Keys	\$ 25,000
Off-Premises Utility Services – Direct Damage	\$ 10,000
Outdoor Signs	Full Value
Pairs or Sets	Up to Business Personal Property Limit
Paved Surfaces	\$ 15,000
Personal Property of Others	\$ 10,000
Property at Other Premises	\$ 10,000
Salespersons' Samples	\$ 1,000
Sewer and Drain Back Up	Included up to Covered Property Limits
Sump Overflow or Sump Pump Failure	\$ 15,000
Temperature Change	\$ 10,000
Tenant Building and Business Personal Property Coverage- Required by Lease	\$ 20,000
Transit Property in the Care of Carriers for Hire	\$ 15,000
Unauthorized Business Card Use	\$ 2,500
Valuable Papers and Records – On/Off-Premises	\$ 25,000

The Limits of Insurance for the following Coverage Extensions are a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

<b>Coverage</b>	<b>Limit</b>
Newly Acquired or Constructed Property – 180 Days	
Building	\$1,000,000
Business Personal Property	\$ 500,000
Business Income and Extra Expense	\$ 500,000
Outdoor Property	\$ 25,000 aggregate/ \$1,000 per item
Personal Effects	\$ 25,000
Property Off-Premises	\$ 15,000

The following changes apply only if Business Income and Extra Expense are covered under this policy. The Limits of Insurance for the following Business Income and Extra Expense Coverages are in addition to any other Limit of Insurance provided under this policy:

<b>Coverage</b>	<b>Limit</b>
Business Income Extension for Off-Premises Utility Services	\$ 25,000
Business Income Extension for Web Sites	\$ 10,000/7 days
Business Income from Dependent Properties	\$ 25,000

The following Limit of Insurance for the following Business Income Coverage is a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

<b>Coverage</b>	<b>Limit</b>
Extended Business Income	60 Days

The following changes apply to Loss Payment Conditions:

<b>Coverage</b>	<b>Limit</b>
Valuation Changes	
Commodity Stock	Included
"Finished Stock"	Included
Mercantile Stock - Sold	Included



## BUILDING STRETCH SUMMARY

### SUMMARY OF COVERAGE LIMITS

This is a summary of the Coverages and the Limits of Insurance provided by the building Building Stretch Coverage form SS 04 52 which is included in this policy. No coverage is provided by this summary. Refer to coverage form SS 04 52 to determine the scope of your insurance protection.

The Limit of Insurance for the following Additional Coverages are in addition to any other limit of insurance provided under this policy:

Coverage	Limit
Claim Expenses	\$ 10,000
Debris Removal	\$ 25,000
Lessor's – Tenant Move Back Expenses	\$ 10,000
Lessor's – Lease Cancellation	\$ 10,000
Off Premises Utility Services – Direct Damage	\$ 10,000
Ordinance or Law	
Undamaged Part	Included in Building Limit
Demolition Cost	\$ 50,000
Increased Cost of Construction	\$ 50,000
Outdoor Signs	Full Value
Sewer and Drain Back Up	Included up to Covered Property Limits
Sump Overflow or Sump Pump Failure	\$ 50,000

The Limits of Insurance for the following Coverage Extensions are a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

Coverage	Limit
Newly Acquired or Constructed Property – 180 Days	
Building	\$1,000,000
Business Personal Property	\$ 500,000
Business Income	\$ 500,000
Outdoor Property	\$ 25,000 aggregate/ \$1,000 per item

The following changes apply only if Business Income and Extra Expense are covered under this policy. The Limits of Insurance for the following Business Income and Extra Expense Coverages are in addition to any other Limit of Insurance provided under this policy:

Coverage	Limit
Business Income Extension for Off-Premises Utility Services	\$ 25,000



# BUILDING STRETCH - INCREASED PERIOD OF RESTORATION SUMMARY

## SUMMARY OF COVERAGE LIMITS

This is a summary of the Coverages and the Limits of Insurance provided by the building Building Stretch Coverage form SS 41 79 which is included in this policy. No coverage is provided by this summary. Refer to coverage form SS 41 79 to determine the scope of your insurance protection.

The Limit of Insurance for the following Additional Coverages are in addition to any other limit of insurance provided under this policy:

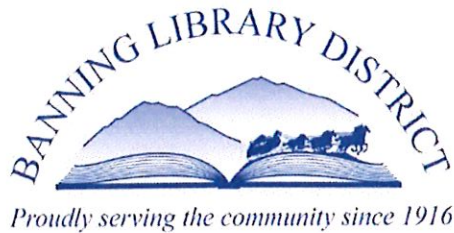
<b>Coverage</b>	<b>Limit</b>
Claim Expenses	\$ 10,000
Debris Removal	\$ 25,000
Lessor's – Tenant Move Back Expenses	\$ 10,000
Lessor's – Lease Cancellation	\$ 10,000
Off Premises Utility Services – Direct Damage	\$ 10,000
Ordinance or Law	
Undamaged Part	Included in Building Limit
Demolition Cost	\$ 50,000
Increased Cost of Construction	\$ 50,000
Outdoor Signs	Full Value
Sewer and Drain Back Up	Included up to Covered Property Limits
Sump Overflow or Sump Pump Failure	\$ 50,000

The Limits of Insurance for the following Additional Coverages or Coverage Extensions are a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

<b>Coverage</b>	<b>Limit</b>
Business Income	24 Months
Extra Expense	24 Months
Newly Acquired or Constructed Property – 180 Days	
Building	\$1,000,000
Business Personal Property	\$ 500,000
Business Income	\$ 500,000
Outdoor Property	\$ 25,000 aggregate/ \$1,000 per item

The following changes apply only if Business Income and Extra Expense are covered under this policy. The Limits of Insurance for the following Business Income and Extra Expense Coverages are in addition to any other Limit of Insurance provided under this policy:

<b>Coverage</b>	<b>Limit</b>
Business Income Extension for Off-Premises Utility Services	\$ 25,000



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.3*

**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.

FINDINGS:

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





**BANNING LIBRARY DISTRICT**  
 Banning, California

**LIBRARIAN**  
 (Exempt – Open Until Filled)

Salary Range  
 \$61,776 to \$67,276

**DEFINITION:**

This position is a full-time Exempt professional and supervisory position. Under general direction performs advanced professional library responsibilities and duties in adult services, children's services, young adult services, reference, circulation, and technology and support services. Plans, organizes, oversees, coordinates, and reviews the work of staff and volunteers performing difficult and complex professional and technical support related to all programs and activities of functional area(s) in the Library; identifies current and future projects and community needs; provides leadership to initiatives to improve upon library services; manages the effective use of the library resources to improve organizational productivity and customer services. May be assigned to supervise professional and paraprofessional staff. Provides responsible support to Library Director and managers in areas of expertise and performs related work as required.

**ESSENTIAL FUNCTIONS INCLUDE BUT NOT LIMITED TO DEPENDING ON ASSIGNMENT:**

**Children/Youth Services:**

Provides direct assistance to library patrons including children, tweens and parents in the effective use of library collections and services. Answers readers' advisory and reference questions. Participates in collection development and management to meet the needs of youth in the community. Prepares, conducts and promotes a wide variety of programs for children, tweens, parents, and teachers. Instructs youth in the use of electronic resources such as e-content, the Internet and the online catalog and resources. Conducts library tours. Visits schools and community organizations to encourage library and learning center use and establish ongoing partnerships.

**Young Adult/Teen Services:**

Creates, implements and manages young adult programs at all Teen Zone sites. Participates in the development and management of young adult collections, including selection and weeding of print, electronic and audiovisual materials. Assists in the coordination of digital media-based programs at Teen Zone sites. Assists in writing grant applications and managing grant activities. Under direction, supervises young adult volunteers and coordinates their activities at all Teen Zone sites. Plans and implements programs and outreach activities for high school students to increase student use of library resources.

**Adult Services:**

Provides responsive quality service by assisting library patrons in the effective use of collections, facilities and services. Answers reference questions and compiles bibliographies by accessing a wide range of in-depth information sources, including electronic print resources, indexes and reading guides; conducts library tours and computer workshops. Develops and

maintains specialized reference services and adult collections by recommending selection and weeding of materials. Plans and implements programs and outreach activities for adults to increase the use of library resources.

#### Technology & Support Services:

Under direction, assists in the implementation and management of the library's electronic systems, including the integrated library system, online databases, e-books, e-card, website/webpages, and the Intranet, and future technology resources and systems. Assists in the creation and management of content for external media communication and marketing channels; creates graphic designs for online and in-house promotion of library programs; act to communicate and facilitate troubleshooting library technology systems; assists patrons with technology problems; assists patrons at the information desk as needed; performs selection and weeding for elements of the adult materials collections as assigned.

Collects, analyzes and organizes data. Writes reports. May be responsible for scheduling. May functionally supervise and train support staff and volunteers and may oversee a library unit in supervisor's absence. Performs other functions as required.

#### RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from a Master's degree program with an American Library Association accreditation with major coursework in library science, information science, or related field, and minimum of two years of increasingly responsible experience in professional library work which provide the following knowledge and abilities:

Knowledge of: local community demographics and its needs; world culture and current trends; professional principles, practice, methods, and material of an automated public library system, including materials selection, acquisition, development, and management; classification and cataloging; principles and techniques of reference work; and principles/methods of supervision, coaching, training, and public relations and engagement.

Ability to: perform increasingly complex professional library duties using independent judgement; communicate clearly, effectively, and concisely, both verbally and in writing; analyze data and write reports; provide functional supervision; direct and train staff and volunteers; originate, plan, organize, and conduct library programs and projects; establish effective working relationships with patrons, volunteers, staff and community; use technology/electronic resources including Internet and online catalog systems and databases.

NOTE: Must be willing and able to work evenings, holidays and weekends on a rotational basis; additionally, must possess and retain a valid California Class C Driver License as a condition of continued employment.

#### SPECIAL REQUIREMENTS

Must be able to lift objects weighing up to 25 pounds and may be required to stand, bend forward, and reach overhead for sustained periods. Must be willing and able to work evenings, split shifts, occasional holidays and weekends on a rotational or as needed basis.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to

operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employee must possess the ability to push and pull materials and objects up to 75 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate levels, controlled temperature conditions that are cool for the preservation of library materials and resources. Position may interact with upset staff, officials, and patrons (from babies to adults) requiring advanced customer service skills and the ability to guide and diplomatically enforce library policies and procedures.

OTHER REQUIREMENTS: N/A

DISTINGUISHING FEATURES OF THE CLASS:

Position is distinguished in the scope and complexity of duties performed, which require independent judgement and action, active engagement with staff, public, and elected and appointed officials. Settings goals, timelines, and meeting outcomes. May interact to implement and enforce policies and procedures.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

Successful performers enjoy working with multilingual adults and youth from a wide variety of cultural and socioeconomic backgrounds. They are proactive problem-solvers focused on expectations and outcomes.

They possess a strong "customer first" commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library services and maintain an approachable, tactful and patient demeanor in a highly demanding environment. They are well-organized, detailed oriented, and effectively prioritize patron needs within operational workflow. They demonstrate excellent motivational skills and encourage working in a team environment for problem-solving and continuous process improvements.

SUPPLEMENTAL INFORMATION:

BACKGROUND CHECK:

If the Banning Library District makes a contingent offer of employment, the District will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.



BANNING LIBRARY DISTRICT  
Banning, California

LIBRARY OPERATIONS MANAGER

Salary Range  
\$56,160 to \$61,990

DEFINITION:

Administers, monitors and evaluates the operations of the Library District including Adult Services, Young Adult/Teen Services, Children/Youth Services, and Technology & Support Services to ensure an integrated program of library services. May be designated in charge of the Library during absence of the Director. Applies expertise to perform and supervise in one or more areas in: Cataloging, Circulation, Technical Services, Information Technology/Systems, Human Resources or Finance Operations.

Continuously recommends, develops, and monitors library services to meet community needs and trends, including collection development, community relations and engagement. Confers with the Director on existing and potential operational and personnel problems and takes appropriate action. Recommends the formulation of system-wide policies, goals, objectives, and procedures. Oversees administrative functions, including library finances and the budgeting process, policy development, long/short term planning, and staff development. May exercise direct supervision over the Librarians as well as other professional, technical and clerical staff or contractors. Consults with each Librarian to implement new programs, review and resolve operational/procedural concerns, and to develop budgets and plans. Evaluates training needs and plans and schedules appropriate in-service training for library employees. Oversees material selection for the library's various collections. Plans and conducts regular operational team meetings and follows up on decisions and agreements. Reviews and evaluates work products, methods, grant progress, and reports.

ESSENTIAL FUNCTIONS INCLUDE BUT NOT LIMITED TO DEPENDING ON ASSIGNMENT:

Children/Youth Services:

Provides direct assistance to library patrons including children, tweens and parents in the effective use of library collections and services. Answers readers' advisory and reference questions. Participates in collection development and management to meet the needs of youth in the community. Prepares, conducts and promotes a wide variety of programs for children, tweens, parents, and teachers. Instructs youth in the use of electronic resources such as e-content, the Internet and the online catalog and resources. Conducts library tours. Visits schools and community organizations to encourage library and learning center use and establish ongoing partnerships.

Young Adult/Teen Services:

Creates, implements and manages young adult programs at all Teen Zone sites. Participates in the development and management of young adult collections, including selection and weeding of print, electronic and audiovisual materials. Assists in the coordination of digital media-based programs at Teen Zone sites. Assists in writing grant applications and managing grant activities.

Supervises young adult volunteers and coordinates their activities at all Teen Zone sites. Plans and implements programs and outreach activities for high school students to increase student use of library resources.

**Adult Services:**

Provides responsive quality service by assisting library patrons in the effective use of collections, facilities and services. Answers reference questions and compiles bibliographies by accessing a wide range of in-depth information sources, including electronic print resources, indexes and reading guides; conducts library tours and computer workshops. Develops and maintains specialized reference services and adult collections by recommending selection and weeding of materials. Plans and implements programs and outreach activities for adults to increase the use of library resources.

**Technology & Support Services:**

Assists in the implementation and management of the library's electronic systems, including the integrated library system, online databases, e-books, e-card, website/webpages, and the Intranet, and future technology resources and systems. Assists in the creation and management of content for external media communication and marketing channels; creates graphic designs for online and in-house promotion of library programs; act to communicate and facilitate troubleshooting library technology systems; assists patrons with technology problems; assists patrons at the information desk as needed; performs selection and weeding for elements of the adult materials collections as assigned.

Collects, analyzes and organizes data. Writes reports. May be responsible for scheduling. May functionally supervise and train support staff and volunteers and may oversee library functions in supervisor's absence. Performs other related work as required.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Eight years of full-time library operations experience with two years of responsible supervising of library staff, and exhibits at least four years of significant expertise to perform and supervise in one or more library related operational areas in Library Cataloging, Circulation, Technical Services, Information Technology/Systems, Human Resources, or Financial Operations.

Or, graduation from an accredited Master's degree program with major coursework in library science, information science, public policy/administration, or related field, with three years of increasingly responsible supervisory experience in a multicultural environment and two years of operational expertise in professional library operations specified above which provide the following knowledge and abilities:

Knowledge of: principles and practices of public library administration; library automation, computerization and new technology, including telecommunications for library application; principles/methods of supervision, coaching, training, public relations, and human resource management; library finance and budget administration; issues and approaches to provide effective library services in a multicultural community.

Ability to: plan, implement, and supervise the activities of professional and technical library staff; establish short and long range goals and objectives and accomplish them through effective programming; communicate effectively, including the ability to prepare and present reports orally or in writing to a wide variety of audiences including professional, legislative, and public

group; establish and maintain effective working relationships with City employees and management personnel, community leaders, and others.

NOTE: Must be willing and able to work evenings, holidays and weekends on a rotational or as needed basis; additionally, must possess and retain a valid California Class C Driver License as a condition of continued employment.

#### SPECIAL REQUIREMENTS

Must be able to lift objects weighing up to 25 pounds and may be required to stand, bend forward, and reach overhead for sustained periods. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employee must possess the ability to push and pull materials and objects up to 75 pounds with the use of proper equipment.

#### ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate levels, controlled temperature conditions that are cool for the preservation of library materials and resources. Position may interact with upset staff, officials, and patrons (from babies to adults) requiring advanced customer service skills and the ability to guide and diplomatically enforce library policies and procedures.

OTHER REQUIREMENTS: N/A

#### DISTINGUISHING FEATURES OF THE CLASS:

This classification is responsible for activities, programs, and service delivery of library operations and facilities; collaborates with and supervises professional librarians at all levels. Position is distinguished in the scope and complexity of duties performed, which require independent judgement and action, active engagement with staff, public, and elected and appointed officials. Settings goals, timelines, and meeting outcomes. May interact to implement and enforce policies and procedures.

#### CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

Successful performers enjoy working with multilingual adults and youth from a wide variety of cultural and socioeconomic backgrounds. They are proactive problem-solvers focused on expectations and outcomes.

They possess a strong "customer first" commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library services and maintain an approachable, tactful and patient demeanor in a highly demanding environment. They are well-organized, detailed oriented, and effectively prioritize patron needs within operational workflow. They demonstrate excellent motivational skills and encourage working in a team environment for problem-solving and continuous process improvements.

SUPPLEMENTAL INFORMATION:

BACKGROUND CHECK:

If the Banning Library District makes a contingent offer of employment, the District will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

# 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

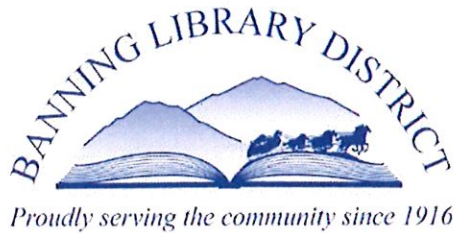
The Library Administrator shall have knowledge of governmental methods and practices in the following areas:

- 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.



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.4*

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

RECOMMENDATION:

That the Board of Trustees:

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

FINDINGS:

1. There is a demand in specialized historical materials.
2. District plans to work on grants related to history.

## BANNING LIBRARY DISTRICT

### POLICY MANUAL

## DRAFT

<b>Policy Title:</b>	<b>Historian</b>
<b>Policy Number:</b>	<b>2067</b>
<b>Salary:</b>	<b>\$19.50 – \$25.00 (Hourly)</b>
<b>Date:</b>	<b>April 2019</b>

#### GENERAL DESCRIPTION

The Historian is a non-exempt professional classification under the general direction of the District Director. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, databases, information systems, internet searching and interpersonal communication skills. The position will coordinate the use of the public portions of the Library with the other Librarians and approval of the District Director. The position will instruct the public in the use, supervise the use of historical books, documents and materials. Will assist the public retrieve historical audio-visual materials. Will assist the Librarian in the selection and de-selection of pertinent historical materials and books. Will perform other related duties as directed by the District Director.

#### JOB DUTIES

The Historian is responsible for developing classes, programs and exhibits related to the history of the Banning, Riverside County and/or the state of California. The position will perform professional library work as it relates to library policies and procedures adopted by the Board of Trustees and will provide periodic reports to the District Director and Board of Trustees.

Typical Tasks will include:

- Answers reference questions and assists the staff at the public service desk.
- Organizes and catalogues all historical materials and books for public reference and use.
- Identifies all historical materials and books that must be supervised when utilized by the staff and public.
- Performs professional library work including the preparation of bibliographies and organizing exhibits and displays.
- Assists the public research historical materials and making the most effective use of the Library's collections and historical information.
- Reviews and makes recommendations on purchases and repair of historical books and other historical library materials.
- Trains other library personnel and volunteers in the reference, handling and research of databases related to the historical area of the Library.

- Participates with the District Director concerning public relations and advertising exhibits that relate to the historical section of the Library.
- Occasionally will attend meetings after the normal work schedule as required.
- Performs other duties as assigned.

#### REQUIRED QUALIFICATIONS

- Master's degree and library, archeological or information science from an accredited university by the American Library Association; OR
- A bachelor's degree in library science or related field plus relevant work experience AND three (3) years of experience in a library as a historian or related field; OR
- Five (5) years of experience in a library as a historian.
- Possess a valid California driver's license.
- Ability to communicate in both writing and orally.
- Bi-lingual skills a plus.

#### NEEDED QUALIFICATIONS AND SKILLS

- Knowledge of the Dewey Decimal Classification system, Library of Congress Subject Headings and other specialized organizational systems in use in the Library.
- Knowledge of personal computer hardware and software and to effectively utilize in the preparation of reports and research.
- Knowledge of internet searching required to perform the skills of a Historian.
- Ability to read, analyze and interpret common scientific and technical journals and legal documents.
- Ability to analyze difficult problems and recommend solutions.
- Ability to organize and manage work flow without assistance.
- Ability to establish and maintain effective relations with co-workers, the public and community.
- Ability to take independent actions.
- Ability to prepare and present reports that conform to prescribed style and format.

#### PHYSICAL DEMANDS

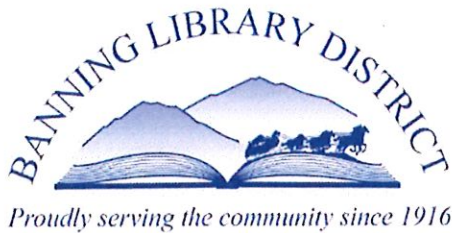
The physical demands of the Historian are representative of those that must be met by an employee to successfully perform the typical tasks of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- Must possess the mobility to work in a standard office setting and visit meeting sites.
- Must possess the ability to operate a motor vehicle.
- Must possess hearing and speech to communicate in person, before groups and by telephone.
- The employee is required to sit, use hands to finger, handle, or feel objects, twist and reach with hands and arms.
- The employee is required to stand, walk, stoop, kneel or crouch.
- The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds.
- Ability to perform data entry.

### WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the typical tasks of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks required.

- 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 sit, stand, walk, stoop, kneel or crouch.
- The employee be able to attend off-hours meetings and occasional travel as required.



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

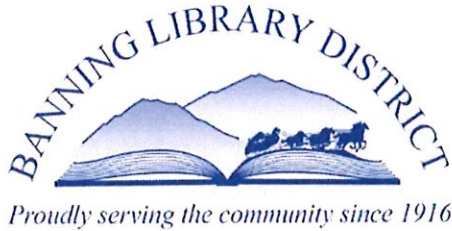
*Exhibit 6.5*

**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."

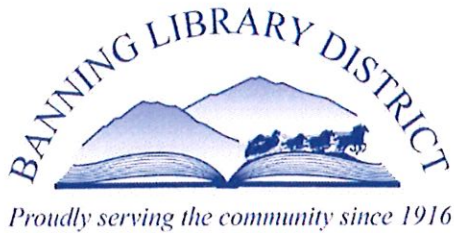


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8. Approve to add 6000.6: "The Conference room is to be returned in the same condition that it was provided. The applicant or his/her group will be responsible for any damages equipment and/or property of the District.
9. Approve to add 6000.6.1: "There 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."



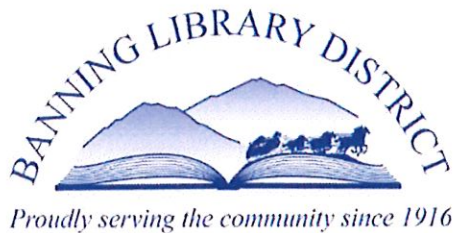
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#### FINDINGS:

1. It is common for libraries to provide meetings rooms to private and public individuals and organizations for reasonable fees.
2. Library is a place of social gathering.
3. Meeting room rules need to be clear and reasonable. The above modification of Policy No. 6000 is generally accepted by most libraries.
4. The difference between a Non-Profit and For-Profit or Private individuals is established.
5. A fee schedule is created for the Conference Room and equipment rentals.





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## 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
Cleanup fee	\$10

\*Maximum capacity is 19 persons.

Prices may change at any time without further notice.

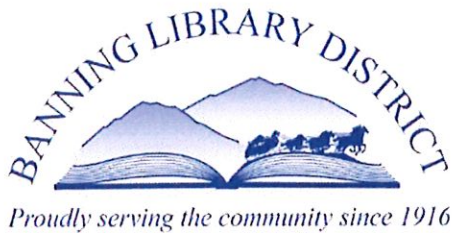
# Banning Library District

## POLICY MANUAL

**POLICY TITLE:** Facility Use.  
**POLICY NUMBER:** 6000

**6000.1** The Banning Library Conference Room is used for Board meetings, programs, and events. Library events will be given priority over those of other organizations. All meetings must be open to the general public and may not discriminate against any group or individual because of religion, ethnic origin, age or gender.

**6000.2** The Conference Room is not available for the use of private individuals or for-profit businesses or organizations without the permission of the Library Director and Board of Trustees.



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.6*

**SUBJECT: Discussion: Install a Flagpole in front of the Library**

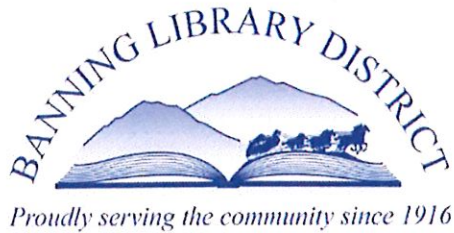
RECOMMENDATION:

That the Board of Trustees:

1. Discuss installation of a flagpole.

FINDINGS:

1. It is common for government agencies to have flags outside their buildings.
2. 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.
3. City of Banning charges \$85.80 for Plan Review.
4. Flagpole that is taller than 30 feet needs a permit. Permit is \$217.80 per year. A flagpole that is under 30 feet does not require a permit.
5. Approximately \$1,290 for medium quality flagpole and \$1,880 for best quality flagpole. Price is for both pole and installation, but without a flag.
6. Rotary may donate a flagpole to the Library. Rotary wants the Board to make a formal request.
7. Rotary may manage the flag for a small fee, i.e. half-staff.



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BANNING LIBRARY DISTRICT  
STAFF REPORT

April 3, 2019

*Exhibit 6.7*

**SUBJECT: Appointment of Interim Director and Setting Differential Compensation**

**RECOMMENDATION:**

That the Board of Trustees:

1. Appoint the current Temporary Interim Director to Interim Director.
2. Compensate the Temporary Interim Director for the pay difference (from February 7, 2019).
3. Compensate the Interim Director in the annual salary amount of \$95,000.

**FINDINGS:**

1. Interim District Director needs to be appointed until District Director is hired.
2. The Salary Survey was conducted based on similar libraries by Management Partners. Said libraries are local. Survey was conducted in the last three months.
3. Mid-Salary range for a Library Director is \$127, 443. Average salary for a Library Director is \$117,563. The lowest salary for a Library Director is \$108,742.
4. Library Directors salary range: Palm Springs, \$108,742 - \$140,525; Riverside, \$126,086 - \$162,874; Hemet, \$128,244; Ranch Cucamonga, \$129,457; and Blythe, \$45,000 - \$75,000.