

INTERIM DIRECTOR'S REPORT

ADMINISTRATION

- Librarian and Library Assistant positions will be posted this month on one or more on the following sites: 1) our website 2) LinkedIn 3) INALJ.com 4) ALA and 5) Inland Library System listserv. We hope to have a new Librarian, Library Assistant, and Historian by May or early June.
- We are looking into e-Rate funding opportunity. This will be a future discussion item.
- The library needs to develop an Emergency & Disaster Evacuation Plan binder. We recently put together the Material Safety Data Sheet binder.
- Board of Trustee business cards at the circulation desk. Trustees are welcomed to take their business cards; we will refill.
- The library is requesting that all Board Trustees provide a Welcome Message. It will be posted on our website.
- Community Resources Committee in development. This committee will compile a list of local resources for our patrons.
- Workers Compensation insurance is reduced from \$3,308.00 to \$1,121.00.

Staff Training

- Positive feedback on homeless training. Basic copyright training coming up next.

Director Training

- Human Resources Boot Camp for Special Districts and Financial Management for Special Districts

Recommended Board of Trustee Training

- 2019 Special District Leadership Academy in San Diego is from 4/7/2019-4/10/2019. This was recommended at the last regular meeting.

TECHNOLOGY

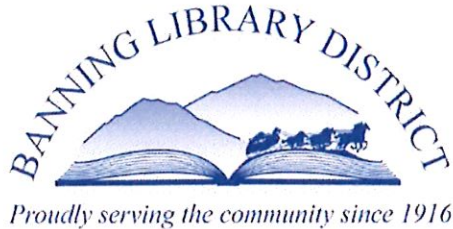
- Library is exploring different time-tracking systems. This will free the Circulation Manager from calculating hours.
- Library now uses Square to accept credit and debit card transactions.
- Library is exploring if there are better VOIP options in the market.

FACILITY

- Four roofing companies inspected the library's roof. We are waiting for their quotes.
- Maximum Capacity signs are posted on every room. Based on Fire Marshal input:
 - Main 49
 - Non-fiction 42
 - Children 35
 - Teen 11
 - Conference 19
- We decided to post library layout map by every fire extinguisher. In an emergency, this map will be useful for anyone to use.
- Asphalt construction is completed. Two developing sinkholes were fixed. The crack lines were filled with slurry seal.
- Bumper on Northside Entrance was painted yellow for visibility.
- Handicap ramp is fixed. It is now ADA compliant.
- Our public restrooms now meet the California's Equal Restroom Access Act.

LIBRARY PROGRAMS, SERVICES, AND USE

- 1,000 Books Before Kindergarten is located by the parenting section in the Children's Room. About one-third of the books are ready. Program detail will come out shortly.
- Children movies on Thursdays. Program is from 11 am to 1:30 pm.
- Adult coloring program is on every third Friday. April's program is watercolor painting.
- Local history room is under progress. We hope to have the local history room completed by summer.
- Melissa did an outreach to Central Elementary School for Back to School Night. About 100 families learned about our library programs and services.
- I will be meeting with the Banning Unified School District's Nutrition Services to finalize the Summer Reading Program meal arrangement and outreach programming.
- We will set up a booth to give out free books and giveaways that 0-5 year olds can use. A big thank you to First Five Riverside.
- STEAM toys are now in the Children's Room. There are activities and toys that teach about magnets, motion, magnification, color & light, sound, and sink & float. Also, we receive toys that make children use all five senses. We also got a brand new kitchen set with toy food. We got a large cubby storage unit and new desk and chairs. Everything was free due to working with First Five Riverside.



21 West Nicolet Street
Banning, CA 92220
951.849.3192 tel.
951.849.6355 fax
www.banninglibrarydistrict.org

INCIDENTS

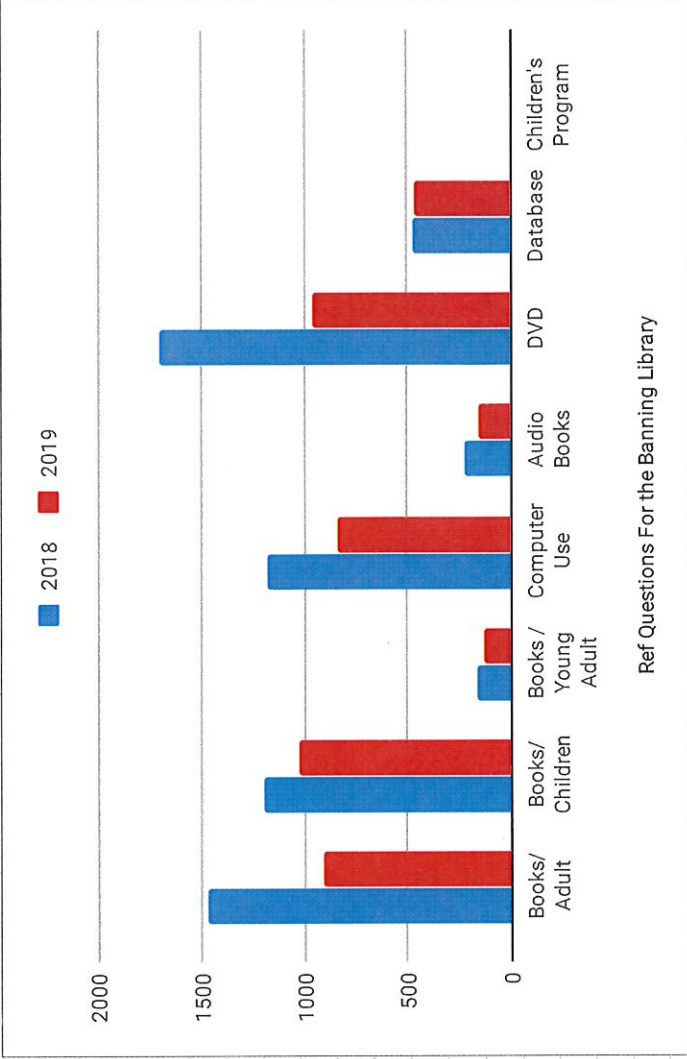
- On March 8, 2019, approximately 2:30 p.m. there was a fight between two underage patrons at the Non-Fiction area. Said two patrons came with a group. Fernando went and stopped the fight and asked them to leave.
- On March 27, 2019, approximately 12:45 p.m.: A banned patron entered the library and disturbed our staff. Said patron was asked to leave.
- On March 27, 2019: Library's orange cone was stolen. Patron was identified with our Security Camera system. Patron did enter the library. Circulation Manager and the Interim District Director asked the patron to bring the cone back or there will be a suspension period for theft. On March 28, said patron brought back the cone.

DONATIONS AND GRANTS

- Mock Interview Sessions are in the planning stage.
- Awarded the Lunch at the Library grant of \$2,500 awarded.
- Youth Literacy Dollar General, up to \$4,000 grant, possible programming opportunity with Friends group.
- New York Times Online grant, approved (Spanish and Mandarin Chinese, from 1851).
- Chipotle Reading Rewards application got approved. Parents may get the reading logs in the Children Room. Kids can get free meals when they read!

Circulation Statistics For the Banning Library

	2018	2019
Books/ Adult	1470	908
Books/ Children	1199	1024
Books / Young Adult	165	130
Computer Use	1183	844
Audio Books	224	158
DVD	1704	960
Database	474	465
Children's Program		



Prepared by Fernando Morales
 Board Meeting April 3rd 2019

**MAXIMUM
CAPACITY**

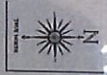
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- ZONES**
1. EAST SMOKE AND HEAT DET'S
 2. SOUTH SMOKE DET'S
 3. WEST SMOKE AND HEAT DET'S
 4. NORTH SMOKE AND HEAT DET'S



PUBLIC LIBRARY
3 ANNUNCIATION ST.
SEASIDE, CA 92220

INSTRUCTIONS

TO SILENCE ALARM:
 PRESS SILENCE AND (TURN KEY OR ENTER CODE 5866)

TO RESET ALARM:
 PRESS RESET AND (TURN KEY OR ENTER CODE 5866)

FOR ASSISTANCE:
SSD PACIFIC ALARM SERVICE
1-800-804-9060

- LEGEND**
- ① Fire Alarm Control
 - ② Smoke Detector
 - ③ Heat Detector
 - ④ Pull Station
 - ⑤ Horn Device

