

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

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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 8.1

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### TITLE:

Proposed Audit Engagement letter from James Marta & Company

### INFORMATION:

A copy is attached.

### RECOMMENDED ACTION:

Accept the engagement of James Marta & Company to perform the 2018-2019 financial audit.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

- Approved as Recommended       Approved as Amended       Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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**James Marta & Company LLP**  
**Certified Public Accountants**

*Accounting, Auditing, Consulting, and Tax*

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June 27, 2019

Banning Library District  
21 West Nicolet Street  
Banning, California 92220

We are pleased to confirm our understanding of the arrangements for our audit of the financial statements of Banning Library District for the fiscal year ending June 30, 2019.

This letter confirms the services you have asked our firm to perform and the terms under which we have agreed to do that work. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work. In other words, we want you to know the limitations of the services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood what you need, please call to discuss this letter before you sign it.

**Scope of Work**

You have requested that we audit the financial statements of the governmental activities and the general fund information of Banning Library District, as of June 30, 2019, and for the year then ended and the related notes to the financial statements, which collectively comprise Banning Library District's basic financial statements and provide assistance with the preparation of the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America and Governmental Accounting Standards require that the Management's Discussion and Analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP) and Actual
- Notes to Required Supplementary Information

We are not aware of any other supplementary information other than RSI that will accompany Banning Library District's basic financial statements.

### **The Objective of an Audit**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and Governmental Accounting Standards when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS) and in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraph(s). If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## **General Audit Procedures**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), *Government Auditing Standards* issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Banning Library District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

## **Internal Control Audit Procedures**

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*, promulgated by the United States Comptroller General. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of your entity's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your entity's internal control. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

## **Compliance with Laws and Regulations**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform required tests of Banning Library District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Management Responsibilities**

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, management acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. As such, management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that you are responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. This responsibility includes having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the company that involves management, employees who have significant roles in internal control, and others where fraud could have a material impact on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the company received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the company complies with applicable laws and regulations. You agree that management will confirm its understanding of its responsibilities as defined in this letter to us in a management representation letter.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

### **Reporting**

We expect to issue a written report upon completion of our audit of Banning Library District's basic financial statements. Our report will be addressed to the board of directors of Banning Library District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph, decline to express an opinion, or withdraw from the engagement.

We also will issue a written report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance (if applicable) upon completion of our audit.

We will also prepare the Special Districts Financial Transactions report required by the State Controller's Office.

### **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in October and to complete and issue our report no later than December 31<sup>st</sup>.

David Becker, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising James Marta & Company LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors.

### **Record Retention**

It is our policy to keep records related to this engagement for 7 years. However, James Marta & Company LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7 year period James Marta & Company LLP shall be free to destroy our records related to this engagement.

### **Fees**

Our fee for the audit will be \$16,850 for the year ended June 30, 2019. The engagement fee does not include the cost of a single audit in conformance with the Uniform Guidance; however, if a single audit is necessary to be performed, an additional fee will be agreed-upon for every major program audited. Our fee to prepare the Special Districts Financial Transactions Report required by the State Controller's Office will be \$500.

We will bill you on a monthly basis for our services and invoices are payable upon presentation. Unpaid fee balances 30 days overdue will bear interest at 18 percent per annum. We may require full payment prior to issuance of the reports. This fee is based upon the assumption that the closing journal entries will be made and accounting will be finalized and closed before the year end audit fieldwork. If compliance requirements change, or if the District is involved in issuing an exempt offering, additional fees and an amended engagement letter may be required. Additional time and billing charges will be charged at our standard hourly rates and costs in the event of the following:

- Account reconciliations are not completed for, (example but not limited to):
  - Cash Accounts
  - Accounts Receivable and Allowance for Doubtful Accounts
  - Capital Assets and Depreciation
  - Accounts Payable
  - Long-Term Debt, if applicable
  - Compensated Absences
  - Tax Revenues
  - Charges for Services
  - Donations

- Accounting system or account group changes from prior year
- Changes in accounts after beginning of audit work that necessitates additional or redo of audit work.
- Changes or revision of the initial trial balance
- Addition of new activities
  - New funding sources
  - New funds
  - New debt

Whenever possible, we will attempt to use your personnel to assist in the preparation of schedules and analyses of accounts. We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Our initial fee estimate assumes we will receive the aforementioned assistance from your personnel and unexpected circumstances will not be encountered. In the event that the GASB, FASB, AICPA, GAO, OMB, or the State of California issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be at our standard hourly rates for each person involved in the additional work.

In the event we are required to respond to discovery requests, subpoenas, and outside inquiries, we will first obtain your permission unless otherwise required to comply under the law. Our time and expense to comply with such requests will be charged at our standard hour rates in addition to the stated contract.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the governing board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.



The audit documentation for this engagement is the property of James Marta & Company LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available pursuant to authority given to any regulator by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of James Marta & Company LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to any regulator. They may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

### **Mediation Provision**

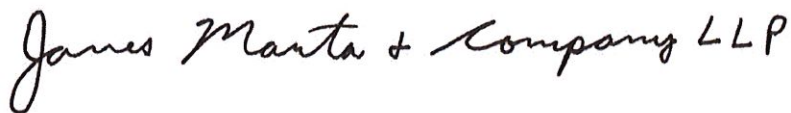
Disputes arising under this agreement (including scope, nature, and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third party, acceptable to both parties shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Several technical accounting and auditing words and phrases have been used herein. We presume you to understand their meaning or that you will notify us otherwise so that we can furnish appropriate explanations.

We have attached a copy of our latest external peer review report of our firm for your consideration and files.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This letter will continue in effect until canceled by either party.

Respectfully,

A handwritten signature in cursive script that reads "James Marta & Company LLP". The signature is written in black ink and is positioned above the typed name of the firm.

James Marta & Company LLP  
Certified Public Accountants  
Sacramento, California

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Banning Library District

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



www.CoughlanNapaCPACo.com  
Company@CoughlanNapaCPACo.com

## **Report on the Firm's System of Quality Control**

September 27, 2018

To James Marta & Company, LLP and the  
Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of James Marta & Company, LLP (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

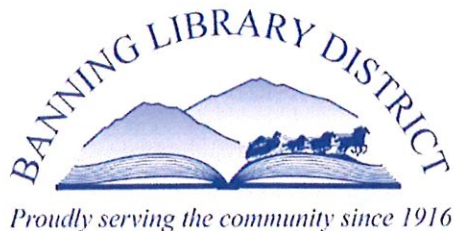
As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Marta & Company, LLP in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Marta & Company, LLP has received a peer review rating of *pass*.

*Coughlan Napa CPA Company, Inc.*

Coughlan Napa CPA Company, Inc.



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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 8.2

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### TITLE:

First Reading: Creation of Policy No. 3045 Cash Handling Policy

### DISCUSSION:

Current Policy Manual does not contain any cash handling policy. At the last regular board meeting Trustee Geronimo asked the Director to draft a separate policy for the cash register. Cash handling policy draft includes the cash register procedure.

### RECOMMENDED ACTION:

Review and approve to create Policy No. 3045 Cash Handling.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

Approved as  
Recommended

Approved as  
Amended

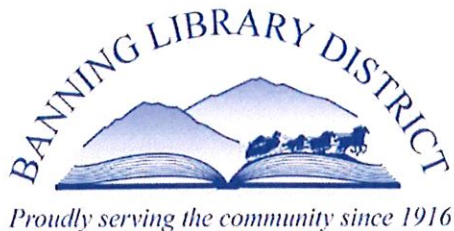
Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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**DRAFT**

**BANNING LIBRARY DISTRICT**

**POLICY TITLE:       Cash Handling**  
**POLICY NUMBER:    3045**

**3045.1** A clear cash handling policy is required to ensure appropriate internal controls are in place and to recover funds in the event of a crime.

**3045.2** The cash register must have a balance of \$50.20 before the library opens.

**3045.3** Collection. Staff will immediately log every transaction in the logbook prior to accepting any funds from the public. Upon receiving funds from the public, staff will immediately deposit the funds in the cash register.

**3045.4** Disbursement. Enter the right amount on the cash register and withdraw the right amount to give to the patron. Staff will give patrons a receipt to confirm payment.

**3045.5** Refunds. Staff is allowed to give refunds in the amounts less than \$50 in cash. When an amount exceeds \$50, a check will be issued and mailed to the patron. If payment is made by credit card, then a refund is submitted on the credit card by the Circulation Manager or designee. Staff must document all refunds.

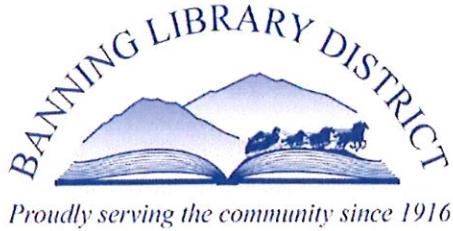
**3045.6** Reconciliation. Staff will run full sales report after the library is closed, count the money in the drawer, and fill out the Cash Register Close Out form. Staff is required to put all funds and receipts in the safe. Two morning staff members will verify the count and sign said form. The Library Administrator reconciles accounts and report to the District Director.

**3045.7** Bank Deposits. The Library Administrator reconciles the bank deposits once a month. This is verified by a designated staff member. The District Director reviews the bank deposit reconciliation statement.

**3045.7.1** The bank carrier picks up the deposits once a month. Staff is required to identify the bank carrier before handing over the bank deposits.

**3045.7.2** Bank deposit is required when there is more than \$1,000 cash in the safe.

**3045.8** Any donations made by the public will be used for general public programs and collections.



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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 8.3

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### TITLE:

Request to Change Regular Board Meeting Day & Time

### DISCUSSION:

At the last regular Board meeting the director was unable to provide a complete staff report on library statistics and incident information. This was due to the 72-hour posting requirement of the Brown Act.

The Director is requesting the Board to consider changing the current regular Board meeting to second Wednesday of each month at 5 p.m. This will give staff adequate time to prepare and submit library statistics and incident reports on time.

### RECOMMENDED ACTION:

Discuss, consider, and approve the new regular Board meeting day and time.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

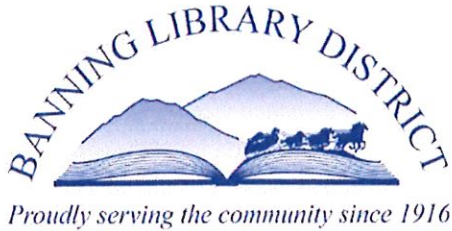
- Approved as Recommended       Approved as Amended       Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 8.4

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### TITLE:

First Reading: Deletion: Job Description - Library Operations Manager

### DISCUSSION:

The Director determined that the job descriptions of Library Operations Manager and Librarian positions are almost identical. This was previously discussed at a regular board meeting.

The two staff members with the Library Operations Manager titles were given different job titles that reflect their current duties.

### RECOMMENDED ACTION:

Review and delete Job Description - Library Operations Manager from the Policy Manual.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

Approved as  
Recommended

Approved as  
Amended

Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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**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:**

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:**

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 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:**

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.**