



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

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 13, 2019 | 5:00 p.m. | Conference Room

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. **Consent Calendar**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent Calendar agenda under "Items Removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by a roll call under one motion.

Recommended Board Action: The Board of Trustees hereby approves the items below:

4.1 Minutes of the Regular Board meeting—October 9, 2019

5. **Consideration of Items Removed from the Consent Calendar**

Items removed from the Consent Calendar will be discussed individually at this time.

6. **Friends of Banning Library Report**

7. **Finance Report**

8. **District Director's Report**

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

9. Board Reports and Comments

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

- 9.1 President's Report
- 9.2 Trustees' Reports

10. Unfinished Business

11. New Business

- 11.1 Facility Assessment and Improvement Discussion Exhibit 11.1
- 11.2 Change of Benefits Brokerage Discussion Exhibit 11.2
- 11.3 Review and Authorize Investment of Monies in the Local Agency Investment Fund (LAIF) Exhibit 11.3

12. Last Minute Action Items

The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

13. Agenda Items for Future Agendas

This is an opportunity for Board members to request that items be placed on future agendas.

14. Next Regular Board Meeting

December 11, 2019

15. Adjournment

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 9, 2019 | 5:00 p.m. | Conference Room

1. **Call to Order, Pledge of Allegiance, Roll Call** 5:03p.m. Little, President
Board Present: K. Little, A. Geronimo, M. Lara, W. Ajigbotafe, L. Cousar
Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager

2. **Adoption of Agenda**
 - Motion to remove Item 11.7 from the Agenda. M/S Cousar/Lara. Motion passed unanimously.
 - Motion to add a Closed Session to the Agenda after Item 11. M/S Ajigbotafe/Lara. Motion passed unanimously.
 - Motion to add a Staff Report after Item 8, the Director's Report. M/S Geronimo/Ajigbotafe. Motion passed unanimously.
 - Motion to adopt Agenda as adjusted. M/S Cousar/Ajigbotafe. Motion passed unanimously.

3. **Public Comment**
No public comments.

4. **Consent Calendar**
 - 4.1 Minutes of the Regular Board Meeting – September 11, 2019
 - 4.2 Amendments to Policy No. 3050 Expense Authorization and Petty Cash Policy 3050 creates an internal control of how much petty cash should be available, with the District Director responsible for approving expense requests, disbursing money and keeping a record of all transactions.
 - 4.3 Amendments to Policy No. 3080 Purchasing Policy 3080 clarifies that only the Director can approve purchases under \$3,000, which includes the process such transactions will require. All purchases over \$3,000 must have the Board's approval. Emergency expenses are defined with a definitive process to be followed.
 - 4.4 Deletion of Job Description of Library Operations Manager
This Item pertains to two job descriptions that were identical and it was decided to remove the Library Operations Manager job description.
 - 4.5 Creation of Policy No. 3045 Cash Handling
 - 4.6 There was not a Cash Handling Policy. Director Lee created one which covers the entire procedure for the cash register drawer.

- Motion to accept Consent Calendar. M/S Lara/Cousar. Motion passed unanimously.

5. Consideration of Items Removed from the Consent Calendar

No Items were removed from the Consent Calendar.

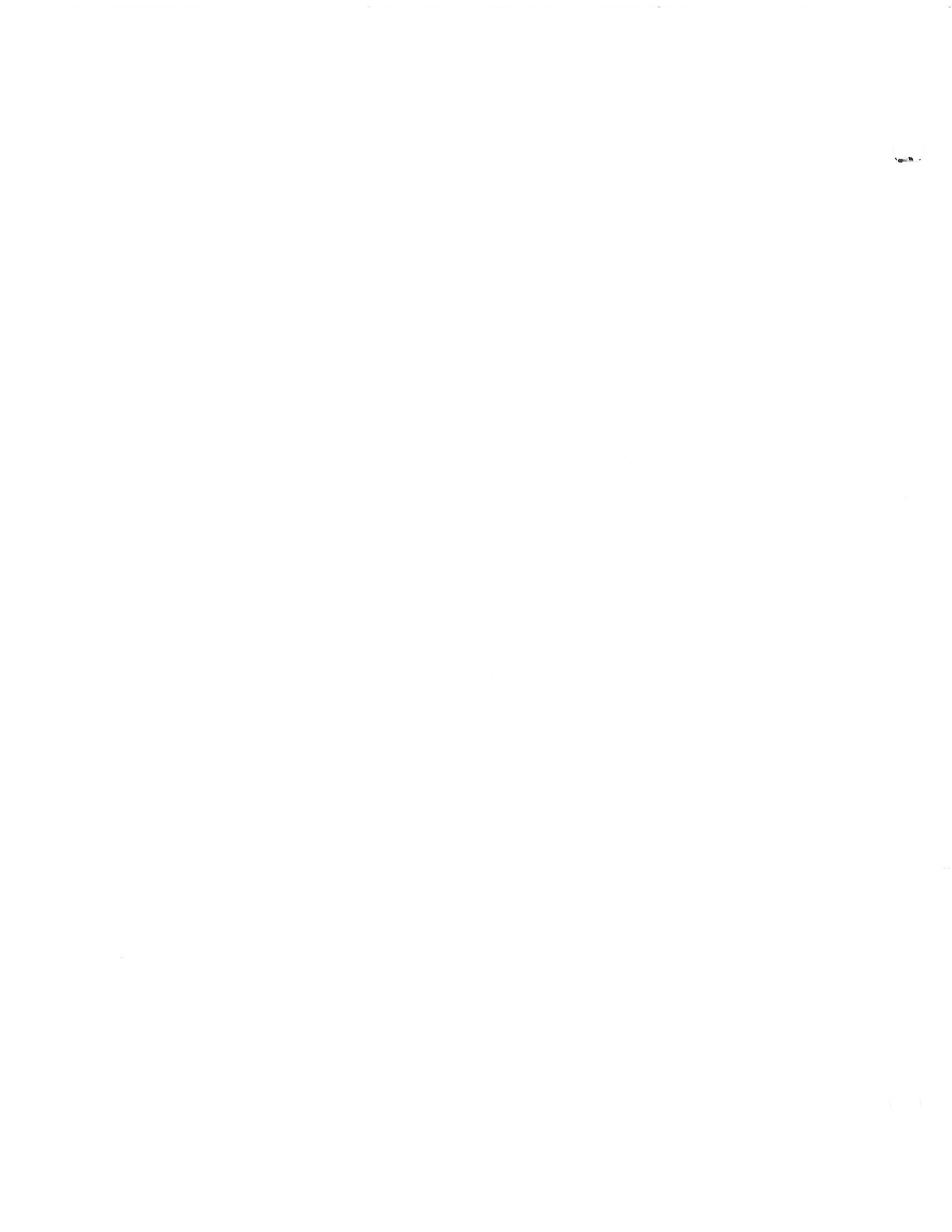
6. Friends of the Library Report

Gae Rusk, President of the FOL, was present at the meeting and reported on the FOL's latest activities. The FOL meetings will continue to be on the second Tuesday of every month. They are asking all library staff to put in their requests (up to \$200) for small special projects. Better World Books has become a steady stream of income for the FOL. Up to 8-10 boxes of books are shipped out to them each month and they compensate the FOLs. The Cove is now open displaying used books for sale. The free table is very popular, so much that they are limiting the amount of books they put on it. Plans are underway for National Library Week collaborating with library staff. The 2020 Essay Contest is being planned, using what they learned from last year, and it is hoped to be an annual event. The Sandy Hope Vet Tech Scholarship will be presented within the next two weeks, and is another event they'd like to do each year. The two 8 foot Christmas trees that the Friends donate each year are due December 2nd and December 4th is when the children will decorate them, along with music and treats. Linda Page and Gae are still working with Francisco on Wednesday mornings in the History room cataloging items. Currently they are working BOUD collection, a couple who donated local and south western art and rare books to the Library. The Friends often find first editions that are signed amongst donations. Those will be added to their rare book collection. The Friends hope to add a locked glass case in the Cove area to house rare items that will be silently auctioned off. Lee reminded everyone that it was Board member Geronimo that came up with the Cove idea. Gae said people love it, and clearly it was the right thing to do.

7. Finance Report

Director Lee, stated that CPA will most likely be at next month's regular Board Meeting. He thought the numbers looked good overall. Line item 36, processing book expenses have increased due to more people requesting books, and also supply expenses for upcoming programs. Travel and training increased due to a Board member's training up in Northern California. The utilities were high as always due to the summer heat. In December, the Actuals should represent 50% of the Annual Budget. Budget will need to be adjusted later.

8. District Director's Report



Kevin Lee, District Director, announced that two Library Aides will be hired as soon as they complete their live-scans, which the library will reimburse for the expense. The last weekend in October will be the California Library Association conference in Pasadena which he will attend, along with Rebecca and Yoselin. He invited any members of the Board to attend as well. He and Fernando will attend the Quality Start Riverside County Celebration on October 12th. That organization has generously donated toys and furniture to the Children's room. Lee will be submitting a furniture expense requests to the Friends. Four modern chairs are needed to replace the torn couch over by the magazines. Lee spoke with the Elks group about finding a grant that could benefit the library. A patron that visits the History room wants to donate furniture to it, but Lee asked him to wait until the new Donation policy is in place, and they can accept the offer. Notary service is now available at the Library. Library Assistants are finishing up with a social media project which includes Facebook and Instagram. Fernando is almost finished updating all the laptops. He and Lee are exploring another high-bandwidth network service that could save the Library money. Some of the staff attended the Homeless Summit, a brainstorming session regarding the homeless throughout the Pass area. Staff also were present at the Halloween Fest, Comic Con, and Meet and Greet event at the Nicolet Middle School. Lee, Fernando and Yoselin will go to support the Bring Banning Together event on October 11th. Career Online High School is in place and Fernando is in charge of that program. He and Rebecca are attending the required training before applications will be considered, and six scholarships are awarded. The library will pay for the first scholarship, and California State Library will pay for the other five scholarships. Lee is working with the City to put up signs pointing the way to the Library. Lee included the Circulation Manager's Report for the month of September in his presentation showing Library Statistics which helps visualize what the patrons want and need, which helps decide Budget spending. An Adult and Teen program report showed statistics on the 14 programs the Library provides. The Children's Program Report was 3 pages long, showing good attendance which the Board was happy to see.

9. **Board Reports and Comments**

Little asked the status on the flagpole installment out in front of the Library. Lee answered that he needed to follow up with the City which hasn't followed up on the request. Board member, Lara asked if any of the Board Members would be available to judge the Spelling Bee Contest that takes place in January/February. Little volunteered once the actual date of the event is known.

10. **Unfinished Business**

10.1 Amendments to Policy No. 1020 Adoption, Amendment, Review of Policies

Lee reminded the Board that last meeting they couldn't vote on some of the Items as the full Board was not present. Policy 1020 has amended that to four affirmative votes. Two readings will no longer be required with the exception of By-Laws that require two readings. Motion to approve amendment to Policy 1020 as recommended.

- M/S Cousar/Geronimo. Motion passed unanimously.

10.2 Creation of Policy No. 6060 Gifts and Donations

This proposed policy defines what type of gifts and donations the District accepts and under what conditions. Lee read the highlights of the proposed policy which states that the Library can contact other organizations and ask for donations. Once items are donated, the library can do whatever they want with them. The library does not provide monetary valuation of the donation item for the donor. The library can give donations to the Friends, Schools, Senior Centers and other organizations if the donation is not appropriate for the library in the future. All furniture and equipment donations must have Board approval so that they can access the space and employee time such donation would require. Artwork is acceptable, but with no conditions as to where it will be displayed. Motion to accept Policy 6060 with correction to the word "special" to read as "separate" in paragraph three under Discussion.

- M/S Cousar/Ajigbotafe. Motion passed unanimously.

10.3 Deletion of Policy 5120 Paid Time off

There are two Policy's with the same number 5120, one is title "Paid Time Off" reviewed last in February 2010, and another from December 2017 titled "Vacation Time". The auditor has recommended they delete the one from 2010.

Motion to delete Policy No, 5120 Paid Time Off.

- M/S Geronimo/Cousar. Motion passed unanimously.

11. New Business

11.1 Authorization to Remove Small Rocks and Pebbles from Landscape
Lee has asked to remove all the small rocks around the building and out by the fence, leaving just the dirt and keeping the up with the weeds. Motion to accept Item 11.1 as stated.

- M/S Ajigbotafe/Geronimo. Motion passed unanimously.

11.2 Authorization to Provide Space for Friends of the Library's Cabinet

The Friends want to purchase and install a 24 inch wide glass case out by the Cove to display unique items for sale. Little asked if there was room for the case. Fernando thought they could make it work. Motion to authorize the Friends to put out a display case.

- M/S Ajigbotafe/Geronimo Motion passed unanimously.

11.3 Amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time

This policy allows for a seven-minute grace period for when employees sign in and out. Anything under seven minutes and 59 seconds will be rounded down and anything eight minutes and up will be rounded up to the 15 minutes. Off the clock work is not permitted. Overtime is defined as working over 40 hours a week, an excess of 8 hours per shift, or working on a Designated holiday. Overtime must be approved by the District Director. If an employee works overtime without approval, disciplinary action can result. Makeup time must be approved by the District Director, and time accrued must be taken within the pay period it was earned. Motion to accept amendments to Policy 5100 with correction to numbering under section 6.

- M/S Ajigbotafe/Lara. Motion passed unanimously.

11.4 Amendments of Policy No. 3170 Travel Reimbursement

This Item was recommended by the Auditor. It allows for the mileage reimbursement rate allowed by the IRS when employees use their personal vehicle. Travel up to 125 miles, one way, must have written permission by the Director, who must assure that the employee has adequate insurance coverage. Reimbursement request forms must be submitted to the District Director prior to travel for approval. All receipts must be attached to the form when returned and before reimbursement. Meal expenses can be reimbursed if they are part of a meeting or four hours has passed and may not exceed \$20 per meal, unless authorization has been given. Motion to accept the amended changes to Policy 3170.

- M/S Ajigbotafe/Cousar. Motion passed unanimously.

11.5 Deletion of Policy No. 4060 Reimbursement of Expenses

Policy 4060 does not explain what a legitimate expense is, instead it says to refer to Policy No. 4190. Policy 4190, titled training, Education, and Conference, states that the guidelines in Policy 3070 Travel Reimbursement must be followed. Motion to delete Policy No. 4060.

- M/S Geronimo/Ajigbotafe. Motion passed unanimously.

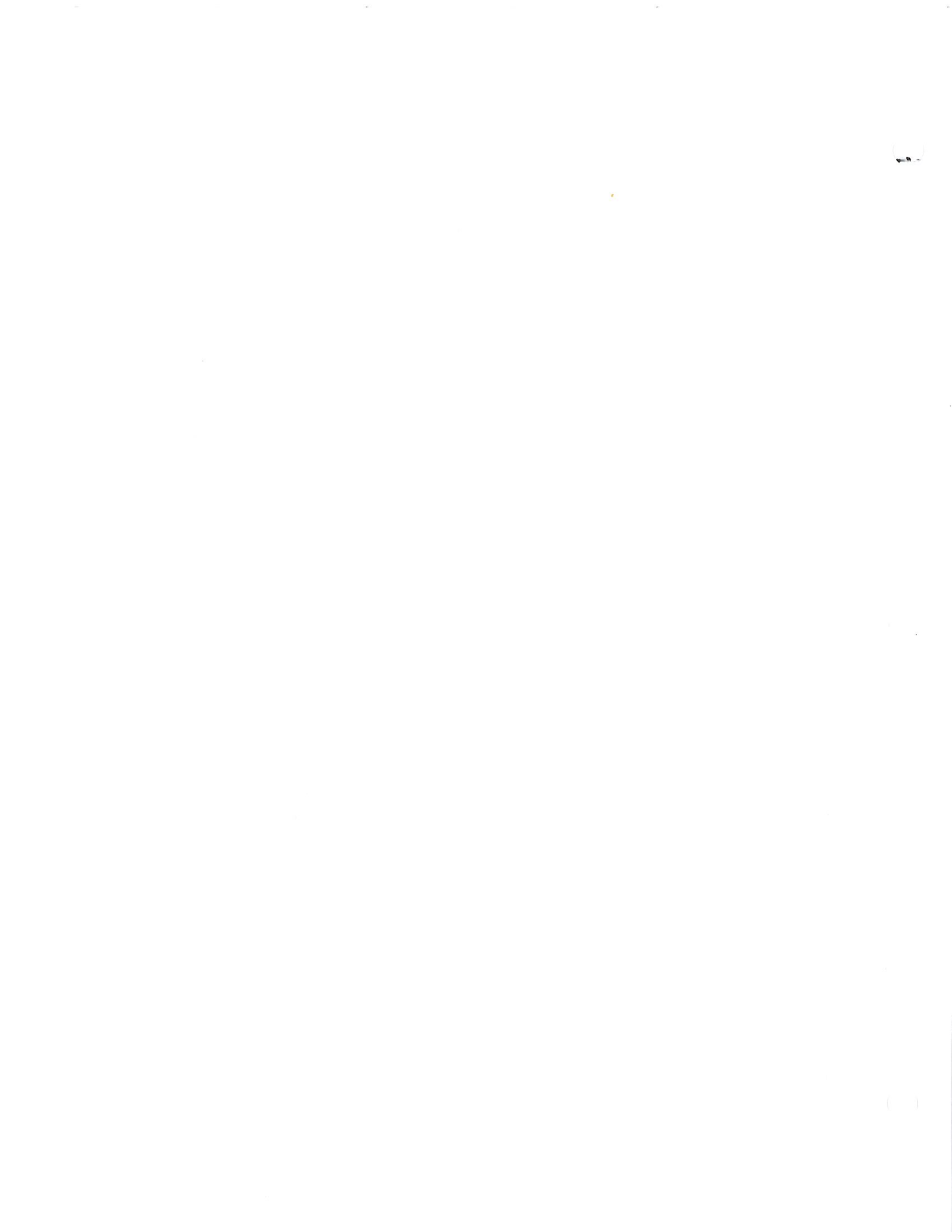
- 11.6 Amendments to Policy No. 3091 Reserve Account Policy
The current Reserve Account Policy does not state the dollar amount or what the Reserve is to be used for. Following the Government Code #53630, the District should have six months operating expenses in Reserve, allowing for economic uncertainties, which is \$473,760. It is recommended that the Reserve be moved to a LIFA account where it will earn maximum interest. Motion to approve amendments to Policy No. 3091.
- M/S Geronimo/Cousar. Motion passed unanimously.
12. **Closed Session**
Kathy Little, Board President reported out that the Board directed Kevin Lee, District Director, to move forward with an appointment of Special Counsel.
13. **Last Minute Action Items**
No last minute action items.
14. **Agenda Items for Future Agendas**
No Future Agenda Items.
15. **Next Regular Board Meeting**
November 13, 2019 5:00 p.m.
16. **Adjournment** 6:24 p.m.

The forgoing minutes are approved by the Board of Trustees on _____, 2019.

Alex Geronimo, Board Secretary

Banning Library District
Profit & Loss Budget vs. Actual
September 2019

	Jul - Sep 19	Budget	% of Budget
1 Income			
2 REVENUES			
3 COUNTY REVENUES	37,659	965,322	4%
4 LOCAL REVENUES			
5 Rental Fees	6	1,000	1%
6 Product Sales	-	500	0%
7 Service Sales	885	500	177%
8 Fines	755	1,000	75%
9 Grant Income	7,055		
10 Other Revenues	614	100	614%
11 Late Fees and Misc. Revenue	2,571	8,000	32%
12 Total LOCAL REVENUES	11,885	11,100	107%
13 Total REVENUES	49,544	976,422	5%
14 Expense			
15 SALARIES & BENEFITS			
16 Retirement	3,585	19,987	18%
17 Overtime	20	2,000	1%
18 Health Insurance	5,656	60,990	9%
19 Medicare	1,488	7,397	20%
20 Unemployment Insurance	939	4,000	23%
21 Social Security	6,387	31,434	20%
22 Regular Salaries	107,560	493,159	22%
23 Total SALARIES & BENEFITS	125,634	618,967	20%
24 OPERATIONAL			
25 Equipment & Furniture	1,428	10,000	14%
26 Website Maintenance	228	2,000	11%
27 Electronic & Cataloging Expense	-	250	0%
28 Youth books (YA)	337	1,000	34%
29 Data Base	1,862	3,200	58%
30 Program Expense	2,122	2,900	73%
31 Audio	20	5,000	0%
32 DVD/Videos	183	3,600	5%
33 Periodical	247	4,000	6%
34 Juvenile Books (Childrens)	1,667	5,000	33%
35 Adult Books	986	16,000	6%
36 Processing Books& ILL	513	500	103%
37 Automation	4,929	17,600	28%
38 Security	456	2,400	19%
39 Maintenance	2,233	16,000	14%
40 Janitorial	438	2,600	17%
41 Total OPERATIONAL	17,650	92,050	19%
42 ADMINISTRATIVE			
43 Professional Development	-	8,600	0%



Banning Library District
 Profit & Loss Budget vs. Actual
 September 2019

44	Recognition Events	-	2,000	0%
45	Recruitment	-	1,000	0%
46	Advertising/Marketing	-	3,500	0%
47	Cty. Auditing and Accounting	-	500	0%
48	Bank Fees	50	150	34%
49	Membership	2,299	3,500	66%
50	Travel/Training	1,748	2,000	87%
51	Professional	14,257	140,760	10%
52	Office	6,617	15,000	44%
53	Insurance	7,271	12,894	56%
54	Total ADMINISTRATIVE	<u>32,242</u>	<u>189,904</u>	17%
55	UTILITIES			
56	Communication	3,402	12,000	28%
57	Utilities	8,935	28,000	32%
58	Total UTILITIES	<u>12,336</u>	<u>40,000</u>	31%
59	Total Expense	<u>187,863</u>	<u>940,921</u>	20%
60	Net Income	<u>(138,319)</u>	<u>35,501</u>	

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

Banning Library District

Balance Sheet

As of September 30, 2019

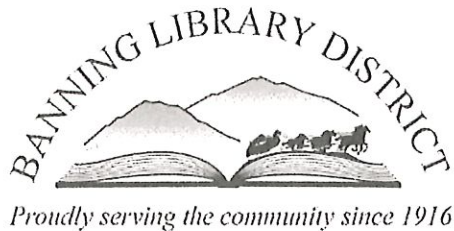
Sep 30, 19

1	ASSETS	
2	Current Assets	
3	CASH & INVESTMENTS	
4	Bank of Hemet Money Market	681,961
5	Operating Account Bank of Hemet	1,004,157
6	County General Fund Cash	73,791
7	Petty Cash	500
8	Total CASH & INVESTMENTS	<u>1,760,409</u>
9	Other Current Assets	
10	Accounts Receivable Property Tax	50,100
11	Prepaid Expenses	6,834
12	Total Other Current Assets	<u>56,934</u>
13	Total Current Assets	<u>1,817,343</u>
14	Fixed Assets	
15	CAPITAL ASSETS	
16	County General Fund Assets	1,009,490
17	Accumulated Depreciation	(546,866)
18	Total CAPITAL ASSETS	<u>462,624</u>
19	TOTAL ASSETS	<u><u>2,279,967</u></u>
20	LIABILITIES & EQUITY	
21	Liabilities	
22	Current Liabilities	
23	Accounts Payable	5,234
24	Credit Cards	1,621
25	Other Current Liabilities	
26	Year end Accrued Payroll	14,828
27	Accrued Vacation	16,472
28	Total Other Current Liabilities	<u>31,300</u>
29	Total Current Liabilities	<u>38,156</u>
30	Equity	<u>2,241,811</u>
31	TOTAL LIABILITIES & EQUITY	<u><u>2,279,967</u></u>

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BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: November 13, 2019
By: Kevin Lee, District Director

Administration

- David Becker, from James Martha and Company, completed our audit. Management Discussion & Analysis will be provided once it is completed.
- We have an ad in the Our Town magazine by Record Gazette.
- We ordered our new library cards. It has shorter card numbers. All patrons will need to present their library cards in order to borrow our materials or use our services. We will allow only two lookups per calendar year.
- We are planning our Christmas party in December.
- Welcome Kellie Gonzales – Library Aide—October 14.

Board of Trustees Training/Conference/Meeting

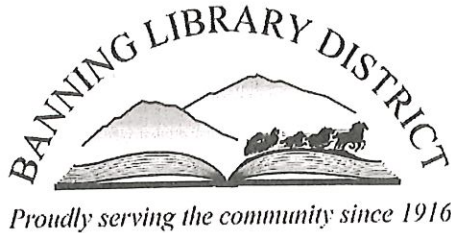
- Webinar: Records Retention and Management in the Electronic Age
- Webinar: Records Retention and Document Management
- Above-described webinars are on-demand webinars and can be accessed anytime.
- Retention Policy needs a review. Said webinars will help. Please let me know if you want to attend one or both webinars. Some Trustees may have already been enrolled in one or both webinars.

Director Training/Conference/Meeting

- Webinar: Records Retention and Management in the Electronic Age
- Webinar: Records Retention and Document Management

Incidents

- October 8 – An unknown woman threatened our patrons. Said patrons did not report anything to library staff.
- October 22 – Patrons complained about marijuana smell in the restroom.
- October 22 – Patrons made loud noises and disturbed others. They were asked to leave for the day.
- October 22 – Patrons made loud noises and disturbed others. They left on their own.
- October 29 – A patron exposed himself to an individual. Police report has been filed.



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Building, Furniture, Equipment, Technology

- We partnered up with Driving-tests.org. Patrons can take a free DMV test that will help them ace their driving exam.
- The new furniture for the magazine area is on hold until facility improvement assessment is completed.
- All computers are now completely updated with the latest Windows version and updates.

Grants, Donations, Gifts

- Friends offered to provide about \$200 for a library program. We have submitted our request. Huge "thank you" to the Friends!
- Friends also offered to help with staff equipment purchases. We have submitted our request for that too.
- Britannica School is a research site for elementary, middle, and high school students. It has articles, images, videos, biographies, world atlas, and more. In English and Spanish available on our website. (Thank you to California State Library)
- TeachingBooks.net enriches students' reading experience. It has books and related resources, for example author interviews. Available on our website. (Thank you to California State Library)

Other News

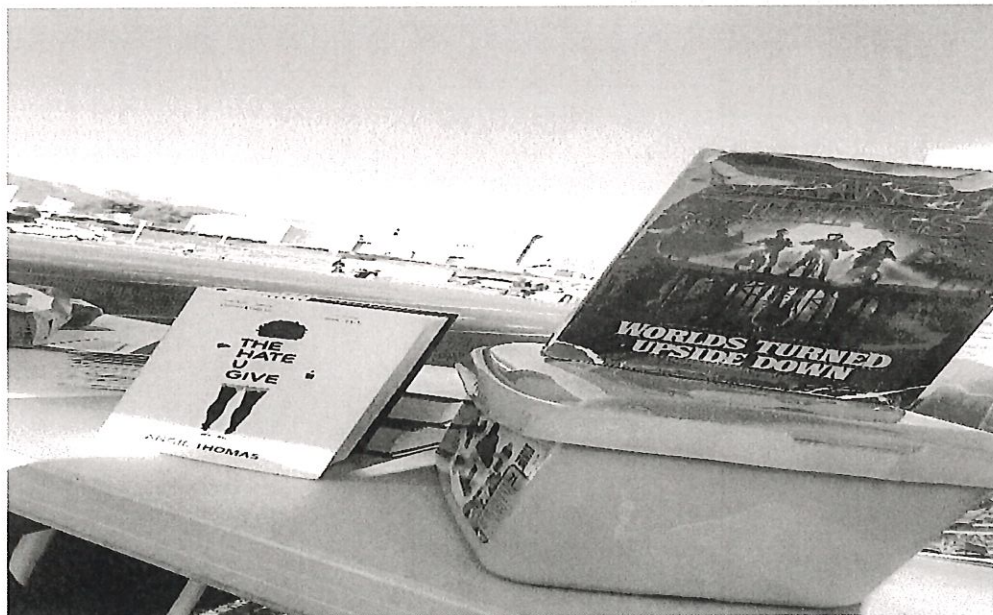
- Food-for-fine program will take place between November 12 to November 23. Banning Library District with Carol's Kitchen. Patrons' fines will be reduced fifty (50) cents per donated can.
 - We partnered with Driving-tests.org. Patrons can take free DMV test that will help them ace their driving exam. Driving-tests.org will contact us when everything is set up.
-

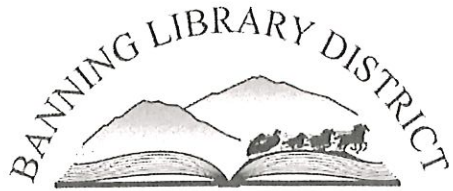
STAFF REPORT

Meeting Date: Nov 13th 2019

Prepared by: Fernando Morales, Circulation Manager

October was an outreach month, meeting the community at Truck n' Treats and High School outreach. As well as to meet grant goals at Quality Start, in Riverside, Ca.





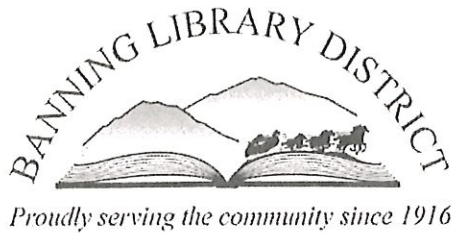
Proudly serving the community since 1916

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TITLE:
 Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	Handmaid's Tale	147
DVDs	Detective Pikachu	641
Adult		
Fiction	Where the crawdad sing	375
Non-Fiction	Complete idiot's guide to Accounting	251
Young Adult		
Fiction	Hunger Games	103
Non-Fiction	The films of Johnny Depp	2
Juvenile		
Fiction	Very Brave Witch	1087
Non-Fiction	Yoga Friend	159



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Computer Usage	Total Sessions
Adult	574
Teen	281
Children	169

*Each session is one (1) hour long. Extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.

Database	Description	Total Sessions
Ancestry	Genealogy	155
Chilton	Automotive Repair	5
Enki	eBook*	36
Gale Legal Forms	Legal Forms & Templates	22
Mango	Language	24
OverDrive	Audiobook and eBook	311
World Book	Online Encyclopedia	10
Zinio	Magazine	36

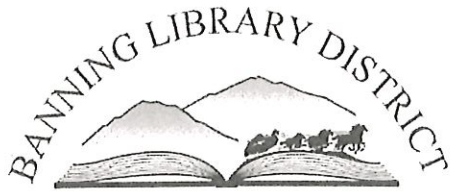
*Enki is a statewide eBook platform created by libraries for libraries.

STAFF REPORT

Meeting Date: November 13, 2019
Prepared by: Yoselin Saucedo, Library Assistant
Department: Children
Subject: Statistics

Two programs that I thought went well this month was the Mario Kart Tournament and the Halloween Storytime. Both had amazing turnouts and they were extremely fun to host and the patrons quickly complimented them and asked for a program calendar. Another program that went well but I wasn't here for was the cookie decorating program.





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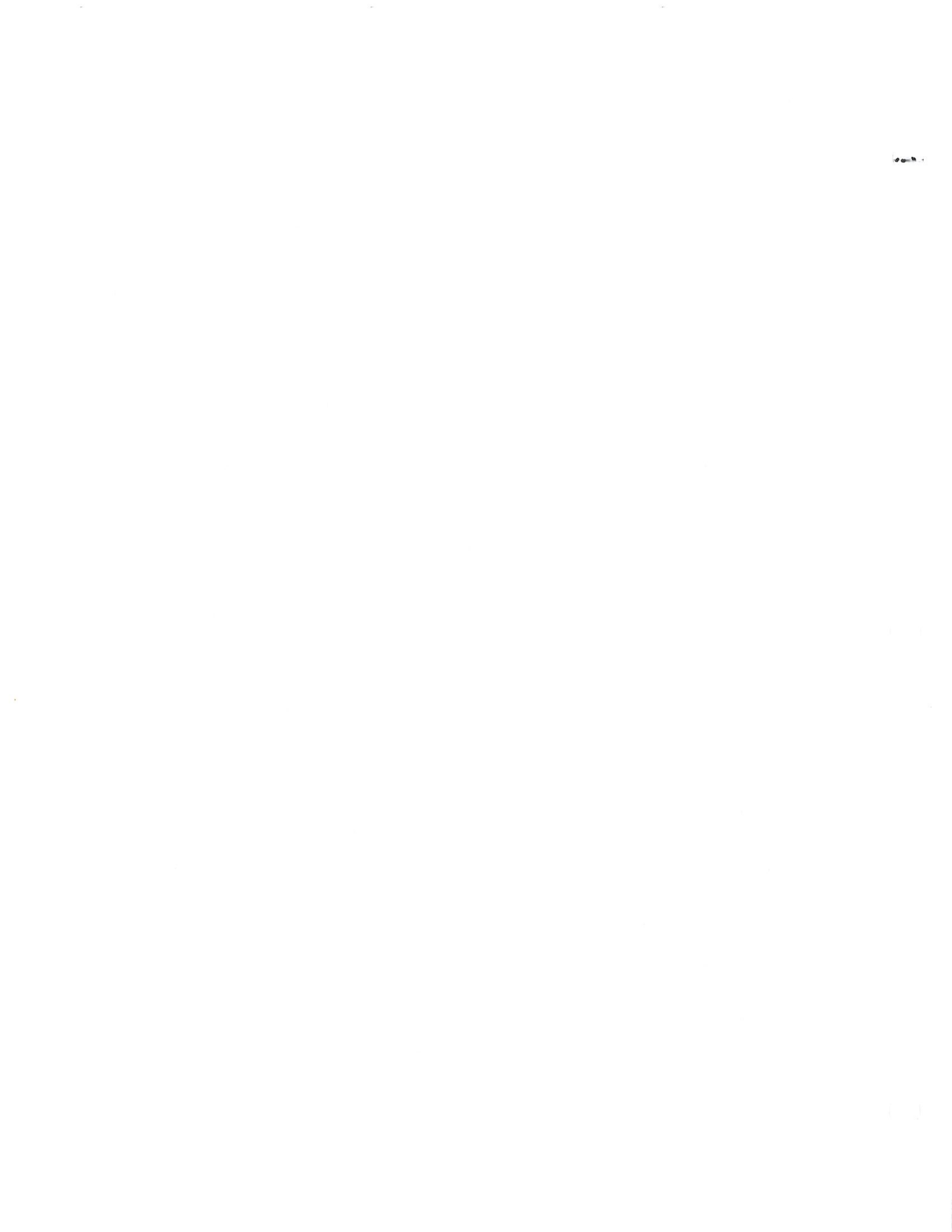
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Date:	Event:	Attendance:	Program Description:
10/011/19	Where's Frankenstein?	78	Hid 20 Frankenstein's in the children's room for patrons to find. When they find them, they bring them to the children's room desk and pick a prize from the prize bowl.
10/01/19	Cookie Decorating	64	Halloween cookie decorating for preschoolers/toddlers
10/01/19	Lego Challenge	20	Children ages 5-13 make a lego creation based off the theme of the month, ie 'back to school', 'harvest' etc
10/02/19	Wii Games	28	Wii and board games are set out for tweens to play with and use
10/03/19	Bilingual Storytime	25	Storytime in english and spanish accompanied by music and crafts
10/04/19	PK playtime	6	Preschool playtime with toys and coloring pages
10/07/19	Storytime	21	Preschool storytime accompanied by song and dance and a craft.
10/08/19	Mario Kart tournament	22	A contest for 1st,2nd,and 3rd place in the classic Mario Kart games
10/10/19	Bilingual Storytime	16	Storytime in english and spanish accompanied by music and crafts
10/11/19	PK playtime	7	Preschool playtime with toys and coloring pages
10/12/19	STEM project for kids	20	STEM motivated crafts and projects for children
10/14/19	Storytime	25	Preschool storytime accompanied by song and dance and a craft.
10/15/19	Tea Party	14	Tea party for preschoolers with a tea time story, crafts, and snacks.

10/15/19	Crafternoon	18	Intricate crafts for tweens
10/16/19	Wii games	22	Wii and board games are set out for tweens to play with and use
10/17/19	Bilingual Storytime	15	Storytime in english and spanish accompanied by music and crafts
10/17/19	Anime Club	40	Meeting up to watch anime and enjoy anime themes crafts
10/18/19	PK playtime	20	Preschool playtime with toys and coloring pages
10/21/19	Storytime	22	Preschool storytime accompanied by song and dance and a craft.
10/22/19	PK STEM	35	STEM motivated crafts and projects for preschool/toddler age
10/22/19	Crafternoon	16	Intricate crafts for tweens
10/24/19	Bilingual Storytime	18	Storytime in english and spanish accompanied by music and crafts
10/25/19	PK playtime	11	Preschool playtime with toys and coloring pages
10/28/19	Storytime	10	Preschool storytime accompanied by song and dance and a craft.
10/29/19	Hora De Musica	6	Music and exercise in Spanish and English for preschoolers
10/29/19	Crafternoon	15	Intricate crafts for tweens
10/30/19	Wii Games	25	Wii and board games are set out for tweens to play with and use
10/31/19	Halloween Storytime	53	Halloween Theme storytime for preschool/toddles accompanied by a costume parade and contest and Halloween craft



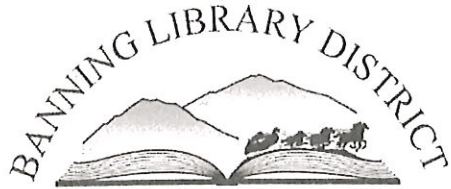
STAFF REPORT

Meeting Date: November 13, 2019

Prepared by: Rebecca Aguirre Rios, Library assistant

The two adult/teen crafts went very well. The first craft involved wooden skulls, the patrons painted them, and everyone was able to create two. Then just before the holidays, the craft involved a ceramic pumpkin. There was three different sizes and everyone had many options. The movies are also going steady.





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Statics for October Adult/ Teen programs

Date	Name of program	Number of attendees
October 1, 2019	Adult/teen October Craft	12
October 2, 2019	Pass Job Connections	0
October 10, 2019	Teen Movie <i>ParaNorman</i>	13
October 15, 2019	Book Club	8
October 17, 2019	Adult Movie <i>Poltergeist 2</i>	6
October 22, 2019	Adult/Teen October craft	16
October 24, 2019	Teen Movie <i>GhostBusters</i>	0
October 31, 2019	Adult Movie <i>The Remaining</i>	15
Whole month	Computer Lab	30

