

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

STAFF REPORT

July 3, 2019

Exhibit 7.4

Prepared by: Kevin Lee, Interim District Director

SUBJECT: First Reading: Creation of Policy 5115 and 5115.1 Employee Benefits—ScholarShare 529 Workplace Savings Plan

RECOMMENDATION:

That the Board of Trustees:

1. Approve to create a new policy titled "Employee Benefits", Policy No. 5115;
2. Approve to add 5115.1 "ScholarShare 529 Workplace Savings Plan"; and
3. Introduction for first reading Policy 5115 and 5115.1.

DISCUSSION:

Recruiting efforts for several positions in the past has been challenging. Employee benefits enhance the District's recruiting and retention plans.

ScholarShare 529 is California's official state-sponsored college savings plan. Many California employers participate in the ScholarShare 529 Workplace Savings Program. Employees are afforded the opportunity to invest for future college expenses. Employees can also use the plan for their families.

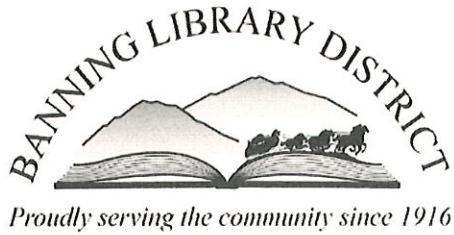
By providing ScholarShare 529 Workplace Savings Plan, employees are allowed to make contributions via payroll direct deposits of \$15 a month. Outside of the Workplace Savings Plan, a contribution of \$25 a month is required.

There is no cost to the District. Contracts are not required. There is no reporting requirement. Employees manage their own account online.

The attached draft policy being introduced for First Reading is required to create the method to establish such program. The 529 plan is proposed as a non-matching contribution program. The policy would become effective upon adoption at second reading.

BOARD ACTION

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



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NEW POLICY

POLICY TITLE: Employee Benefits
POLICY NUMBER: 5115

5115 In order to enhance the District's recruiting and retention plans of current and future employees, the District hereby establishes a policy regarding Employee Benefits.

5115.1 The Director shall establish a 529 Workplace Savings Plan to allow employees to invest for future college expenses. Such plan shall be funded through employee contributions.

BOARD ACTION

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



More California employers are participating in the ScholarShare 529 Workplace Savings Program

944

employers around the state participate including



SCHOOLS & UNIVERSITIES



TECH GIANTS & START-UPS



HEALTHCARE PROVIDERS



FINANCE & BANKING



MANUFACTURING & CONSTRUCTION



LOCAL/STATE GOVERNMENT

EMPLOYERS SUCH AS



18

of America's Best Employers.¹



32

of the largest employers in California²

\$0

cost to employers of ScholarShare 529 payroll direct deposit.

ScholarShare529SM
WORKPLACE SAVINGS

1 SOURCE: FORBES AMERICA'S BEST EMPLOYERS (2018)

2 SOURCE: AMONG 100 LARGEST EMPLOYERS, DERIVED FROM STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT DATA

BE AN

HR HERO!

PAYING FOR COLLEGE IS ONE OF THE MOST IMPORTANT FINANCIAL GOALS FOR YOUR EMPLOYEES WITH FAMILIES.

ScholarShare 529 Workplace Savings is a direct deposit program that can make it easy for you and them. Plus, it offers 100% tax-free growth and low fees¹, making the most of every dollar they save.

It can be worth thousands to your employees at no cost to you!

EASY TO SET UP

Simply assign a payroll slot for contributions.

EASY TO MANAGE

Let us come educate your employees.

NO EMPLOYER COST!

NO REPORTING!

EASY TO MAINTAIN

Employees manage their own account online.

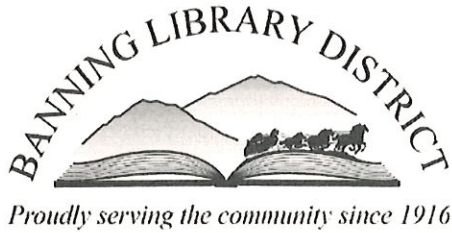
NO CONTRACT REQUIRED!

To learn more visit ScholarShare529.com/employer or contact Omar Marquez at 949.809.2617 or Omar.Marquez@tiaa.org


ScholarShare529SM
WORKPLACE SAVINGS

¹Strategic Insights: 4Q 2017 Analysis of Total Annual Asset-Based Fee.

To learn more about the California 529 College Savings Plan, its investment objectives, tax benefits, risks, and costs, please see the Disclosure Booklet at ScholarShare529.com. Read it carefully. Check with your home state to learn if it offers tax or other benefits such as financial aid, scholarship funds or protection from creditors for investing in its own 529 plan. Consult your legal or tax professional for tax advice, including the impact of the new federal tax changes. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. If the funds aren't used for qualified education expenses, a 10% penalty tax on earnings (as well as federal and state income taxes) may apply. Non-qualified withdrawals may also be subject to an additional 2.5% California tax on earnings. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA and SIPC, distributor and underwriter for the California 529 College Savings Plan. 435828



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STAFF REPORT

July 3, 2019

Exhibit 7.5

Prepared by: Kevin Lee, Interim District Director

**SUBJECT: First Reading: Amendment of Policy No. 3050 Expense
Authorization and Petty Cash**

RECOMMENDATION:

That the Board of Trustees:

1. Approve to rename policy title Expense Authorization and Petty Cash to Petty Cash;
2. Amend section 3050.1;
3. Delete current section 3050.2;
4. Modify section 3050.3 and renumber as 3050.2:
 - a. replace "a "petty cash" checking account fund" with "a petty cash box";
 - b. replace "\$5,000.00" with "\$500";
 - c. replace "\$120.00" with "\$50.20"; and
 - d. remove "and a \$400 Office Petty Cash fund".;
5. Approve to renumber 3050.3 to 3050.2;
6. Approve to renumber 3050.4 to 3050.3.

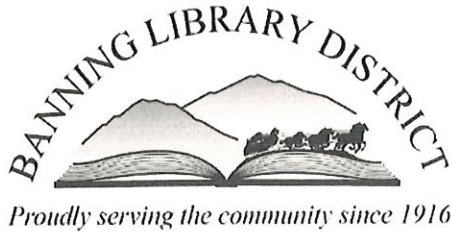
DISCUSSION:

The Director determined that 3050.1 needs clarification of what petty cash is used for. Section 3050.2 needs to be moved to Purchasing (Policy No. 3080). Said subsection is specifically about purchasing.

The District does not have a "petty cash" checking account fund. Petty cash is in a locked box. Petty cash should be a small amount of cash that is used for expenditure on small items or reimbursements. Current policy allows the District to keep up to \$5,000 in the office. The Director does not believe \$5,000 is a small amount. Currently, the District's petty cash box contains \$500. The Director recommends \$500 to be the maximum amount in the petty cash box. The circulation cash register does not contain \$120.00. The Director determined that \$50.20 is adequate.

BOARD ACTION

Motion: _____ Second: _____
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BANNING LIBRARY DISTRICT

POLICY TITLE: ~~Expense Authorization and Petty Cash~~

POLICY NUMBER: 3050

3050.1 ~~An amount of petty cash shall be kept on site for minor expenses that are purchased for official District business and for under conditions requiring immediate payment. All purchases made by District staff shall be in conformance with all other District policies for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.~~

3050.2 ~~Any commitment of District funds for a purchase or expense greater than \$3,000.00 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. (Splitting of bids is prohibited).~~

3050.23 ~~A "petty cash box" checking account fund will be maintained in the District office having a balance-on-hand maximum of \$500 \$5,000.00. Included in this box fund will be a \$50.20 \$120.00 Circulation Cash Register cash fund and a \$400.00 Office Petty Cash fund.~~

3050.23.1 Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.

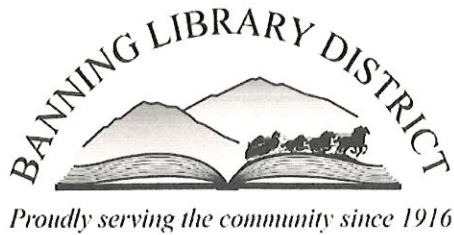
3050.23.2 No personal checks will be cashed in the petty cash fund.

3050.23.3 The petty cash fund will be included in the District's annual independent accounting audit.

3050.34 Whenever employees or Trustees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances, when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

BOARD ACTION

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



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STAFF REPORT

July 3, 2019

Exhibit 7.6

Prepared by: Kevin Lee, Interim District Director

SUBJECT: First Reading: Purchasing, Modification of Policy No. 3080

RECOMMENDATION:

That the Board of Trustees:

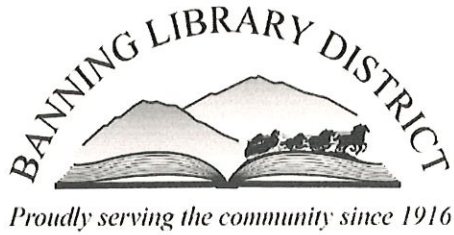
1. Approve to renumber section 3080.1 to 3080.2;
2. Approve to renumber existing section 3080.2 to 3080.3;
3. Amend section 3080.1 to read "All purchases made for the District by staff will be authorized by the District Director, and will be in conformance with the approved District budget.";
4. Approve to modify 3080.1: amend as follows "The District Director will have the authority to authorize purchases up to \$1,000 to purchase small items – such as office supplies and other miscellaneous items. Every effort will be made to obtain the lowest cost for materials and services.";
5. Approve to modify 3080.1: remove "To purchase small items – such as office supplies and other miscellaneous items costing less than \$1,000 – vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.";
6. Amend section 3080.1.1;
7. Approve to modify 3080.2: amend as follows "quotations shall be requested from no fewer than three vendors, if practical, by telephone, fax, email, or mail prior to placing an order."; and
8. Approve to add 3080.4: "Any commitment of District funds for a purchase or expense greater than \$3,000 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. Splitting of bids is prohibited."

DISCUSSION:

The Director determined that current policy does not allow the District to receive quotes via email. Emails are efficient—it is fast and easily accessible. It is common for vendors to send quotes via email.

BOARD ACTION

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



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The policy needs to be clear on how many vendors need to be contacted. The Director determined three to be reasonable. While three vendors are preferred, under certain circumstances it may be appropriate and practical to contact one or two.

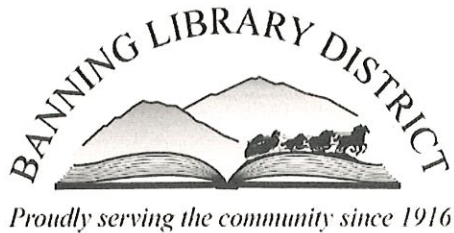
After consulting with our CPA, it is determined that both 3080.1 and 3080.4 are appropriate to be included in the Purchasing policy. Said subsections were previously in the Expense Authorization and Petty Cash, Policy No. 3050.

The current policy specifically states that vendors must submit pricing information for small items, such as office supplies. This practice is not efficient. Some vendors do not submit pricing information; they have it on their websites.

The District will make every effort to give preferences to Banning businesses when total cost, quality, and timelines of the delivery and comparable. The Director determined that 10% preference margin is not necessary.

BOARD ACTION

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



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BANNING LIBRARY DISTRICT

POLICY TITLE: Purchasing
POLICY NUMBER: 3080

3080.1 All purchases made for the District by staff will be authorized by the District Director, and will be in conformance with the approved District budget.

3080.2 ~~The District Director will have the authority to authorize purchases up to \$1,000 to purchase small items – such as office supplies and other miscellaneous items. Every effort will be made to obtain the lowest cost for materials and services. To purchase small items—such as office supplies and other miscellaneous items costing less than \$1000—vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.~~

3080.2.1 ~~1.1~~ Banning firms will be allowed a 10% preference margin. Preference will be given to Banning businesses when total cost, quality, and timeliness of the delivery are comparable.

3080.3 ~~2~~ To purchase items costing more than \$1,000, quotations shall may be requested solicited from no fewer than three vendors, if practical, and received by telephone, fax, email, or mail prior to placing an order. The Library Director must approve all orders. The Inland Library System discount, if offered, will be factored into all quotes.

3080.4 Any commitment of District funds for a purchase or expense greater than \$3,000 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. Splitting of bids is prohibited.

BOARD ACTION

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

INTERIM DISTRICT DIRECTOR'S REPORT

July 3, 2019

Administration

- Happy July 4th!
- Training—Sexual Harassment training
- Arrivals—Welcome
 - Sheri Greene, Librarian, June 20, 2019
 - Francisco Ramos, Historian, June 3, 2019
- Separations—
 - Nelly Tzintzun, Library Assistant, July 6, 2019
- Library posted job opening for Library Assistant
- New Program—Monthly Survey
- Achiever of the Month for June: Darnise Wiggins
- Requesting Board meeting to be moved to second Wednesday of each month

Recommended Board of Trustee Training/Conference

- Trustee Lara—Special District Leadership Academy in Napa. (July 7 to 10)
- Records Retention and Document Management (July 30, 10 am – 12 pm)

Director Training/Conference

- General Manager Leadership Summit experience
- Records Retention and Document Management (July 30, 10 am – 12 pm)

Building and Technology

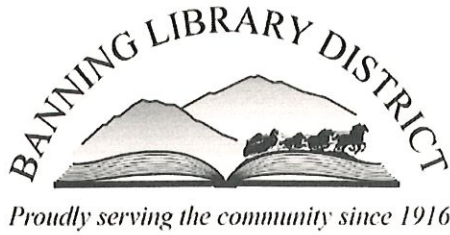
- New toilet was replaced (Restroom #2)
- Installation of Windows 10 operating system (in phases)
- Self-Checkout system's receipt issue is fixed

Incidents

- May 30 – Unknown individual climbed on our roof during afterhours.
- June 8 – Unknown individual was washing her clothes with our hose nozzle during afterhours.
- June 8 – Electronic panel cover was removed (storage room in parking lot)

Donations and Grants

- None to report



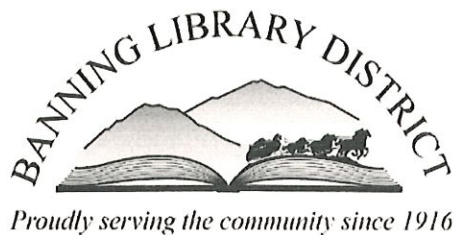
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Library Programming, Outreach, and Services

- Other News
 - Working with Mt San Jacinto College—cross promote each other’s programs and services
 - Planning to attend Open Houses and Back-to-School Nights

Children and Teens

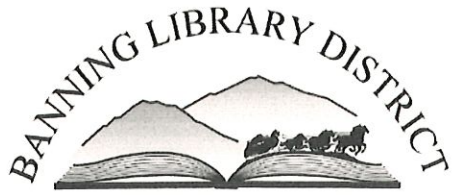
Date	Event	Attendance
6/03/19	Story Time	8
6/04/19	Lego Challenge	8
6/05/19	Bilingual Story Time	12
6/05/19	Wii Games	1
6/07/19	Preschool/Toddler Play Time	7
6/08/19	Donuts With Dad	26
6/10/19	Story Time	19
6/11/19	Lunch @ the Library: Stories @ the Park	12
6/12/19	Wii Games	3
6/14/19	Preschool/Toddler Play Time	4
6/14/19	Lunch @ the Library: Pizza Friday	42
6/15/19	SRP Kick-Off Petting Zoo	200+
6/17/19	Story Time	11
6/18/19	Lunch @ the Library: Stories @ the Park	7
6/19/19	Bilingual Story Time	7
6/19/19	Wii Games	9
6/20/19	Teen Movie: Super 8	12



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6/21/19	Preschool/Toddler Play Time	8
6/21/19	Lunch @ the Library: Pizza Friday	22
6/21/19	Nicolet Class Visit	15
6/22/19	Best Bubble Show	53
6/24/19	Story Time	21
6/25/19	Lunch @ the Library: Stories @ the Park	11
6/26/19	Wii Games	12
6/28/19	Preschool/Toddler Play Time	11
6/28/19	Lunch @ the Library: Pizza Friday	42
6/28/19	Scavenger Hunt	2
	TOTAL	746



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Adults

Date	Event	Attendance
6/4/19	Adult Coloring and Meditation: Listening to music and coloring	6
6/10/19	Trivia Night: Questions and Questions	8
6/12/19	Resume Writing Workshop: Creation of resumes	5
6/13/19	Adult Movie: Popcorn and fun!	3
6/19/19	Mock Interview with IHOP: Conversation with IHOP manager	4
6/25/19	Board Game Night: Apples to Apples game	10
6/26/19	Mock Interview with US Census: Conversation with US Census Representative	8
6/27/19	Adult Movie: Popcorn and fun!	7
6/4, 6/6, 6/11, 6/13, 6/18, 6/20, 6/25, 6/27/19	Computer Class: One-on-one instruction / resume / general questions	8
	TOTAL	59

Statistics Report

Number of Patrons/Visitors

- Door Count 5503

Public Computers

- Sessions 759
- Total time 611 hours and 43 minutes

New Library Cards

- Adult 110
- Children 67

Circulation

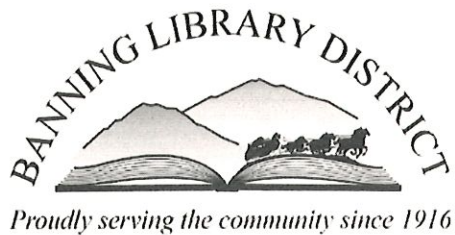
- Adult Non-Fic 295
- Adult Fic 448
- Audio Books 120
- DVD 650
- Graphic Novels 26
- Large Print 31
- Magazines 44
- Spanish 15
- Young Adult 177
- Realia 17
- J-Fic 896
- J-Graphic 7
- J-Non Fic 193
- J-Spanish 141

Plugin USB, SD card reader, headphones, etc.

Database

- | | | |
|------------------|----|---------------------------|
| • Mango Language | 32 | |
| • Zinio | 48 | Online magazines |
| • Enki | 20 | eBook database |
| • Worldbook | 84 | Online dictionary source |
| • Ancestry* | | Genealogy database |
| • Overdrive* | | eBook and audio database |
| • Chilton* | | Online car repair manuals |
| • Gale Legal* | | Legal forms |

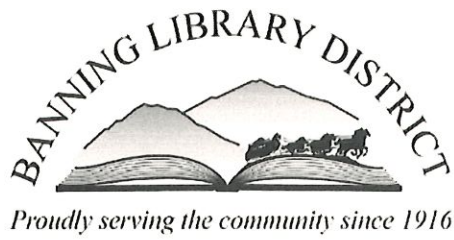
*No information until month is over



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6/14/19	Lunch @ the Library: Pizza Friday	42
6/15/19	SRP Kick-Off Petting Zoo	200+
6/17/19	Story Time	11
6/18/19	Lunch @ the Library: Stories @ the Park	7
6/19/19	Bilingual Story Time	7
6/19/19	Wii Games	9
6/20/19	Teen Movie: Super 8	12
6/21/19	Preschool/Toddler Play Time	8
6/21/19	Lunch @ the Library: Pizza Friday	22
6/21/19	Nicolet Class Visit	15
6/22/19	Best Bubble Show	53



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6/24/19	Story Time	21
6/25/19	Lunch @ the Library: Stories @ the Park	11
6/26/19	Wii Games	12
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6/28/19	Scavenger Hunt	2
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| • Worldbook | 84 | Online dictionary source |
| • Ancestry* | | Genealogy database |
| • Overdrive* | | eBook and audio database |
| • Chilton* | | Online car repair manuals |
| • Gale Legal* | | Legal forms |

*No information until month is over