

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
October 9, 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—September 11, 2019
- 4.2 Amendments to Policy No. 3050 Expense Authorization and Petty Cash
- 4.3 Amendments to Policy No. 3080 Purchasing
- 4.4 Deletion of Job Description of Library Operations Manager
- 4.5 Creation of Policy No. 3045 Cash Handling

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)

President's Report

Trustees' Reports

10. **Unfinished Business**

10.1	Amendments to Policy No. 1020 Adoption, Amendment, Review of Policies	Provided
10.2	Creation of Policy No. 6060 Gifts and Donations	Provided
10.3	Deletion of Policy No. 5120 Paid Time Off	Provided

11. **New Business**

11.1	Authorization to Remove Small Rocks and Pebbles from Landscape	Exhibit 11.1
11.2	Authorization to Provide Space for Friends of Banning Library's Cabinet	Exhibit 11.2
11.3	Amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time	Exhibit 11.3
11.4	Amendments to Policy No. 3070 Travel Reimbursement	Exhibit 11.4
11.5	Deletion of Policy No. 4060 Reimbursement of Expenses	Exhibit 11.5
11.6	Amendments to Policy No. 3091 Reserve Account Policy	Exhibit 11.6
11.7	Authorization to Execute Agreement with Liebert Cassidy Whitmore	Exhibit 11.7

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**

November 13, 2019

15. **Adjournment**

MINUTES

MEETING OF THE BOARD OF TRUSTEES
September 11, 2019 | 5:00 p.m. | Conference Room

1. **Closed Session**

- 1.1 Public Employee Appointment, Performance, Evaluation, Release –
General Counsel Pursuant to Gov. Code Section 54957

The Report Out on the Closed Session was that the Board received a letter from their Legal Firm requesting a contract resignation ending September 30, 2019. The Board accepted with a vote of three.

2. **Call to Order** 5:16 p.m.

3. **Pledge of Allegiance** Kathy Little, Board President

4. **Roll Call**

Board Present: K. Little, A. Geronimo, L. Cousar
Staff Present: Kevin Lee – District Director, Fernando Morales –
Circulation Manager

5. **Adoption of the Agenda**

Motion to adopt the Agenda. M/S Cousar/Geronimo. Motion passed
unanimously.

6. **Public Comment**

No public comment.

7. **Consent Calendar**

- 7.1 Minutes of the Regular Board meeting, August 7, 2019
Motion to accept the Consent Calendar. M/S Cousar/Geronimo.
Motion passed unanimously.

8. **Consideration of Items Removed from Consent Calendar**

No items to be removed from consent calendar.

9. Unfinished Business

- 9.1 Amendments to Policy No. 3050 Expense Authorization and Petty Cash Policy (action)
- 9.2 Amendments to Policy No. 3060 Purchasing Policy (action)
- 9.3 Deletion of Job Description of Library Operations Manager (action)
- 9.4 Creation of Policy No. 3045 Cash Handling Policy (action)

A full Board of Trustees was needed to vote on them as they are policies. Motion to table the Unfinished Business Items. M/S Geronimo/Cousar. Motion passed unanimously.

10. New Business

- 10.1 Creation of Policy No. 6060 Gifts and Donations (action)
There isn't a gift and donation policy in place at this time, so one has been created. Donations that are acceptable, allowing them to be passed on to the Friends or other organizations, and special consideration of donated artwork is covered within the policy. If approved, a courtesy donation form letter will be created and given out at the time of the donation. Even if a donation is valuable, the Library cannot assign a value to it, but the giver can write in the value. This paper trail will help with record keeping. Motion to accept Policy No. 6060. M/S Cousar/Geronimo. Motion passed unanimously.
- 10.2 Deletion of Policy No. 5120 Paid Time Off (action)
There was two policies with the same number but different titles, the one titled "Vacation Time" had been approved in 2017. Motion to remove Policy 5120 titled "Paid Time Off".M/S Cousar/Geronimo. Motion passed unanimously.
- 10.3 Amendments to Policy No. 1020 Adoption, Amendment, Review of Policies (action)

Policy 4260.1 states that the Banning Library should follow Robert Rules of Order which has no two reading requirements unless it concerns a by-law. Policy 1020.2 makes it clear that four affirmative votes by Board of Trustees can pass an Agenda Item. Policy 1020.3 states that packets are to be given out to the Trustees four days before the Board is to meet, and that if first readings are approved, second readings will no longer be necessary, except if required by by-law. Motion to approve Policy No. 1020. M/S Geronimo/Cousar. Motion passed unanimously.

11. Friends of the Banning Library Report

Linda Page, secretary of the Friends of the Library's handed out flyers and mentioned that the same information was online. She reported that the FOL had three Fundraisers now: the yearly Shopping Extravaganza in which 75% of the ticket price goes back to the FOL, Amazon Smiles which reimburses 5% of all purchases, and Giving Assistant program that has hundreds of participating stores, reimbursing non-profits for purchases made. The "cove" within the library is getting ready to house used books for purchase. Hardbacks will be \$1.00 and large quality paperbacks will be 50 cents. The free table is so popular that it has been extended throughout the week instead of just Fridays. The FOLs are supplying books to four places: Boys and Girls Club, Head Start, San Geronio hospital with new baby books, and Kids Cure which will also be receiving new books. The FOLs want to start a couple of little free libraries in Poppet Flats and Whitewater. They received two grants recently. The Laura May Stewart trust has awarded them \$1500 and the Sunlakes amount is still unknown. In January the FOLs will launch their new logo. They would like to purchase a new case for the Library lobby in the near future and have several first editions to sell during National Library Week.

12. Finance Report

The District's CPA, Cindy Byerum, was unable to attend the meeting but will be present at the October meeting. District Director, Kevin Lee asked

the Board to submit emails to either he or Cindy if there were any questions about the Finance reports.

13. District Director's Report

Lee announced that Yoselin Saucedo is the new bilingual Library Assistant as of August 1, 2019. Sheria Greene, Children's Librarian, and John Critten have separated from the Library. Two committees are in place to work on volunteer descriptions and Emergency Management procedures. All employees have completed the Harassment Prevention training. A new design with only 8 digits is in the works for the new Library cards. Patrons will be able to trade in their old cards for a one-time new card. Current Library displays, courtesy of Darnise, are featuring Banned Books and National Hispanic Heritage. There is now a Financial Literacy area by the Circulation desk which has information on credit scores, how to get an apartment, etc. Two staff members will be able to attend the California Library Association Conference October 24-26, 2019. The Board is invited to attend as well. The new website now has a District map, proctor services, and Conference Room information. The District has decided to join the Halloween Fest that City Hall hosts each year. Lee and Morales are attending a Homelessness Summit September 12, 2019. Board President, Little, said she planned to go also. A Quality Start Riverside County Celebration on October 12, 2019 will also be attended by Lee and Morales since that organization has been so generous to the Library. Seven ballasts were fixed. The patron furniture throughout the Library is being evaluated for replacement. Little voiced how old some of the furniture is, some of it dating back to her childhood. She also remembered plans to update the Teen room had been talked about several times in the past and needs to be brought back. Morales said he has all he needs to start updating all the public computers, if time permits. Director Lee has been awarded the Dementia and Alzheimer kits grant, which will be available for check out, and will include contact facilities and additional resources. Another grant is still pending, the Mental Health and Wellness book kits for Children and Adults. California State Library is offering these grants to libraries so that the public will have access to the information and materials in a safe environment. The Library website will have all the information on these kits, and may post it on social media.

Trustee Cousar suggested they share the program with the SunLakes Community, and Lee said he would look into it.

14. Board Reports and Comments

Geronimo talked about his time at Stagecoach Days. Little inquired about the FOL changing their meeting days, which could conflict with the book club meeting. Linda said they will just plan for the third Tuesday at 4:30 p.m. for September.

15. Last Minute Action Items

No last minute items.

16. Agenda Items for Future Agendas

No items for future Agendas.

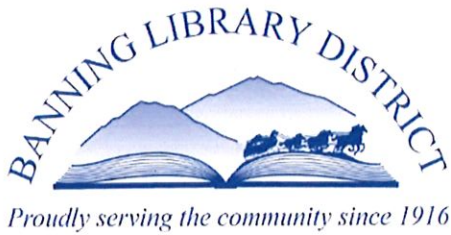
17. Next Regular Board Meeting

October 9, 2019 at 5:00 p.m.

18. Adjournment 6:00 p.m

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

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
By: Kevin Lee, District Director

TITLE:

Amendments to Policy No. 3050 Expense Authorization and Petty Cash

DISCUSSION:

The Director determined that subsection 3050.1 needs clarification of what petty cash is used for. Subsection 3050.2 needs to be removed from 3050 and moved to Purchasing Policy (No. 3080) because said subsection is pertaining to 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, however, allows the District to keep up to \$5,000 in the petty cash box. Currently, the District's petty cash box contains \$500, and the Director recommends that to be the maximum amount in the petty cash box.

The current policy does not have any internal controls. The auditor categorized it as a material weakness. The recommended policy requires documentation of all petty cash requests and transactions. In addition, it clearly states that the District Director will be responsible for approving all petty cash requests. The designee will be in charge of handling and administering the cash box. This segregation of duties and controls should be adequate to satisfy the auditor's concern.

RECOMMENDED ACTION:

Review and approve amendments to Policy No. 3050 Expense Authorization and Petty Cash.

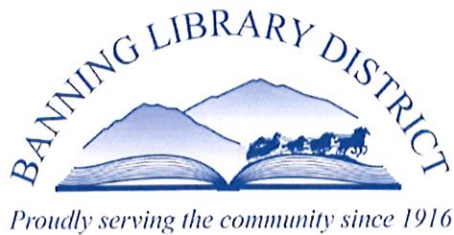
BOARD ACTION

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

Approved as Recommended Approved as Amended Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
By: Kevin Lee, District Director

TITLE:

Amendments to Policy No. 3080 Purchasing

DISCUSSION:

The Director determined that the current Purchasing Policy is missing some key information.

The proposed draft clearly states that only the Director can approve purchases. Staff is welcome to submit a Purchase Request form. If approved, the Director or designee will process the purchases.

The proposed draft specifies how the bidding process works in a case of a single item or small items under \$1,000. Also, it explains what the procedure is for purchases costing more than \$1,000. Any purchases over \$3,000 will require Board approval.

An emergency purchasing subsection was missing in the current policy. The proposed draft includes what "emergency" means and how to make an emergency purchase.

RECOMMENDED ACTION:

Review and approve amendments to Policy No. 3080 Purchasing.

BOARD ACTION

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

Second: _____

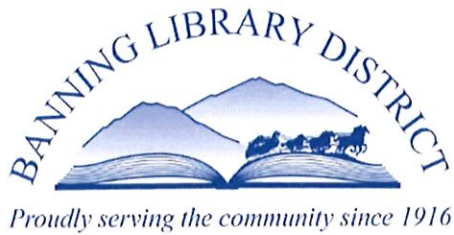
Approved as
Recommended

Approved as
Amended

Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
By: Kevin Lee, District Director

TITLE:

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.

BOARD ACTION

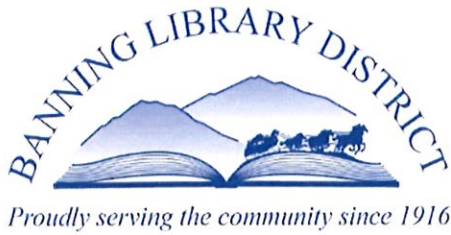
Motion: _____ Little ___ Geronimo ___ Ajigbotafe ___ Cousar ___ Lara ___

Second: _____

- Approved as Recommended Approved as Amended Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
By: Kevin Lee, District Director

TITLE:

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.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

Approved as
Recommended

Approved as
Amended

Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary

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

	Jul - Aug 19	Budget	% of Budget
1	Income		
2	REVENUES		
3	\$ 33,904	\$ 965,322	4%
4	LOCAL REVENUES		
5	5	1,000	1%
6	-	500	0%
7	594	500	119%
8	458	1,000	46%
9	7,055	-	100%
10	-	100	0%
11	1,956	8,000	24%
12	10,068	11,100	91%
13	43,972	976,422	5%
14	Expense		
15	SALARIES & BENEFITS		
16	2,390	19,987	12%
17	20	2,000	1%
18	3,770	60,990	6%
19	1,063	7,397	14%
20	745	4,000	19%
21	4,568	31,434	15%
22	76,607	493,159	16%
23	89,164	618,967	14%
24	OPERATIONAL		
25	1,164	10,000	12%
26	-	2,000	0%
27	-	250	0%
28	-	1,000	0%
29	1,572	3,200	49%
30	756	2,900	26%
31	20	5,000	0%
32	168	3,600	5%
33	112	4,000	3%
34	-	5,000	0%
35	1,956	16,000	12%
36	330	500	66%
37	3,904	17,600	22%
38	304	2,400	13%
39	1,387	16,000	9%
40	438	2,600	17%
41	12,111	92,050	13%
42	ADMINISTRATIVE		
43	-	8,600	0%

Banning Library District
Profit & Loss Budget vs. Actual

44	Recognition Events	August 2019	-	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		1,689	3,500	48%
50	Travel/Training		1,436	2,000	72%
51	Professional		11,650	140,760	8%
52	Office		4,603	15,000	31%
53	Insurance		7,178	12,894	56%
54	Total ADMINISTRATIVE		26,606	189,904	14%
55	UTILITIES				
56	Communication		2,509	12,000	21%
57	Utilities		5,921	28,000	21%
58	Total UTILITIES		8,430	40,000	21%
59	Total Expense		136,311	940,921	14%
60	Net Income		\$ (92,339)	\$ 35,501	

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 August 31, 2019

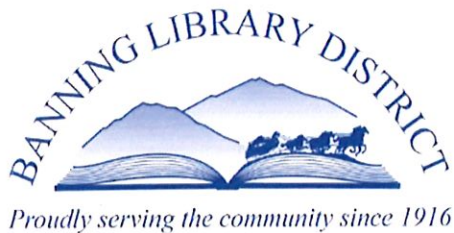
Aug 31, 19

1	ASSETS		
2	Current Assets		
3	CASH & INVESTMENTS		
4	Bank of Hemet Money Market	\$	681,347
5	Operating Account Bank of Hemet		1,053,900
6	County General Fund Cash		70,035
7	Petty Cash		500
8	Total CASH & INVESTMENTS		<u>1,805,781</u>
9	Other Current Assets		
10	Prepaid Expenses		7,596
11	Total Current Assets		<u>1,813,378</u>
12	Fixed Assets		
13	CAPITAL ASSETS		
14	County General Fund Assets		1,009,490
15	Accumulated Depreciation		(546,866)
16	Total CAPITAL ASSETS		<u>462,624</u>
17	TOTAL ASSETS		<u><u>2,276,002</u></u>
18	LIABILITIES & EQUITY		
19	Liabilities		
20	Current Liabilities		
21	American Express Credit Card		3,754
22	Other Current Liabilities		
23	Accrued Vacation		16,472
24	Year end Accrued Payroll		14,828
25	Total Other Current Liabilities		<u>31,300</u>
26	Total Current Liabilities		<u>35,054</u>
27	Equity		<u>2,240,947</u>
28	TOTAL LIABILITIES & EQUITY	\$	<u><u>2,276,002</u></u>

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BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: October 9, 2019

By: Kevin Lee, District Director

Administration

- No arrivals or separations.
- Two Library Aides will be hired soon. Both candidates need live-scans.

Board of Trustees Training/Conference/Meeting

- California Library Association conference

Director Training/Conference/Meeting

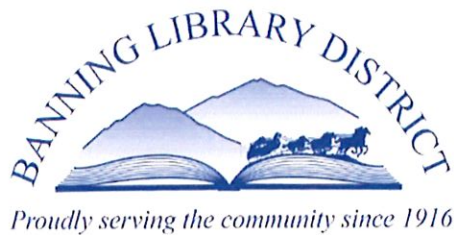
- October 8 – Webinar: Maximizing Employee Potential through the Coaching/Evaluation Process
- October 12 – Quality Start Riverside County Celebration
- October 25 – Rebecca, Yoselin, and I will go to California Library Association conference on Friday.

Incidents

- September 4 – Group of patrons got loud in the Children Room. They started to throw things around. They were asked to leave for the day.
- September 16 – Six (6) patrons were throwing rocks at each other in the parking lot. Fernando requested for rocks to be removed. They were asked to leave for the day.
- September 24 – Unknown patron damaged nine (9) magazines.
- September 25 – Unknown individual vandalized District's property by graffiti.

Building, Furniture, Equipment, Technology

- Friends of Banning Library is accepting requests for library needs. We will submit a formal request.
- Staff and I are looking into new furniture for the magazine area. The current sofa is torn and old. We are looking for modern chairs that would be welcoming.
- Fernando updated most of the laptops.
- Fernando and I are exploring Corporation for Education Network Initiatives in California (CENIC) for high-bandwidth networking services.



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Grants, Donations, Gifts

- Staff is working with Elks group to secure a grant.
- Patron, who frequently visits the History Room, wants to donate furniture to the History Room.

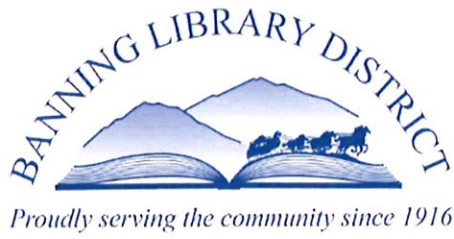
Other News

- Library started to offer notary services.
 - Our social media channels are being utilized more for marketing.
 - Staff participated in Homeless Summit, Halloween Fest, Comic Con, and Meet and Greet event at Nicolett Middle School.
 - Staff will participate in the Bring Banning Together event that will take place on October 11 at Banning High School.
 - Career Online High School is in place. COHS is accredited and it enables students to earn high school diplomas while gaining real-world career skills. Fernando and Rebecca are attending mandatory training sessions. After training is over we will open for applications and award six (6) scholarships.
 - District is working with the City to post way-finding signs to the library.
-

STAFF REPORT

Meeting Date: October 9
Prepared by: Rebecca Rios, Library Assistant
Department: Adult and Teen
Subject: Statistics

September 3, 2019	Adult/ Teen <i>Fall Craft</i>	7
September 3, 2019	Computer lab	0
September 4, 2019	<i>Pass Job Connection</i>	8
September 5, 2019	Adult Movie <i>Captain Marvel</i>	18
September 5, 2019	Computer Lab	4
September 12, 2019	Teen Movie <i>Spiderman: into the Spiderverse</i>	12
September 12, 2019	Computer Lab	2
September 17, 2019	Computer Lab	1
September 17, 2019	Book club	13
September 19, 2019	Adult Movie <i>Wonder woman</i>	17
September 24, 2019	Computer Lab	3
September 24, 2019	Adult/Teen <i>Embroidery. Craft</i>	13



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September 26,2019	Adult Movie <i>True Grit</i>	7
September 26, 2019	Computer Lab	2

STAFF REPORT

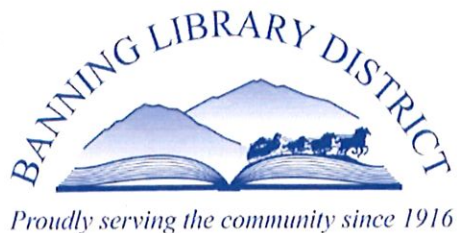
Meeting Date: October 9
Prepared by: Yoselin Saucedo, Library Assistant
Department: Children
Subject: Statistics

Two programs that I thought went well this month were the Anime Club and Hora De musica. Both programs were new and had a great turnout. The Hora De musica was particularly fun because it was for preschool age and their moms participated and expressed to me how much fun it was and they could not wait for the next Hora de musica.

Statistics

Date:	Event:	Attendance:	Program description:
09/03/19	Where's Waldo?	50	Hide two paper cut outs of Waldo in the children's room. Whoever found one Waldo, won a prize.
09/03/19	Lego Challenge	62	Children ages 5-13 make a lego creation based off the theme of the month, ie 'back to school', 'harvest' etc
09/04/19	Bilingual Storytime	30	Storytime in english and spanish accompanied by music and crafts
09/04/19	Wii Games	23	Wii and board games are set out for tweens to play with and use
09/05/19	After School fun	27	Intricate crafts for tweens
09/06/19	PK play time	12	Preschool playtime with toys and coloring pages

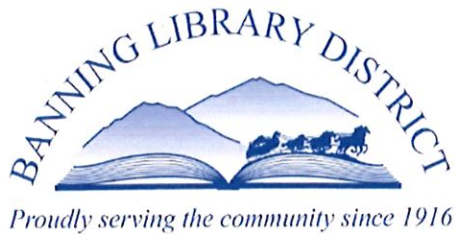
09/06/19	National Cheese Pizza Day	46	Movie and pizza for young patrons for national cheese pizza day
09/07/19	National Read a book day: reading and book signing	22	Local author reads published children's book and signs books. Accompanied by a craft
09/09/19	Storytime	19	Preschool storytime accompanied by song and dance and a craft.
09/10/19	Around the world in picture books	4	Cultural education through picture books for preschool age accompanied by a craft. Held once a month.
09/11/19	Bilingual storytime	25	Storytime in english and spanish accompanied by music and crafts
9/11/19	Wii games	21	Wii and board games are set out for tweens to play with and use
09/12/19	Anime club launch party	38	Anime club for tweens held once a month, starting with a launch party showing Detective pikachu and doing crafts
09/13/19	PK playtime	12	Preschool playtime with toys and coloring pages
09/16/19	Storytime	19	Preschool storytime accompanied by song and dance and a craft.
09/17/19	Tea Party	15	Tea party for preschoolers with a tea time story, crafts, and snacks.



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09/18/19	Bilingual storytime	21	Storytime in english and spanish accompanied by music and crafts
09/18/19	Wii games	23	Wii and board games are set out for tweens to play with and use
09/20/19	PK playtime	19	Preschool playtime with toys and coloring pages
09/23/19	Storytime	17	Preschool storytime accompanied by song and dance and a craft.
09/24/19	Hora de musica	26	Music and exercise in Spanish and English for preschoolers
09/25/19	Bilingual storytime	24	Storytime in english and spanish accompanied by music and crafts
09/25/19	Wii games	19	Wii and board games are set out for tweens to play with and use
09/27/19	PK playtime	10	Preschool playtime with toys and coloring pages
09/28/19	Fall Festival	51	A family event filled with games, crafts, and education on local harvest and farmers.
9/30/19	Storytime	15	Preschool storytime accompanied by song and dance and a craft.



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

STAFF REPORT

Meeting Date: October 9, 2019
By: Kevin Lee, District Director

TITLE:

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

DISCUSSION:

According to Policy No. 4260.1 Rules of Order for Board and Committee Meetings: "Robert's Rules of Order" are followed for all meetings; however, these rules of order may allow for some flexibility."

Robert's Rule of Order Newly Revised ("RONR"), on the 11th ed. (latest edition), includes "Unfinished Business" and "New Business" in the standard of order of business. RONR has no "two readings requirement." Therefore, unless the by-laws require two readings (i.e. Policy No. 32020 Budget Preparation), the two readings practice is not required.

In general, under RONO, "New Business" is where discussion and decisions usually takes place. Items would be considered "new business" if the Board does not adopt an agenda, however.

RECOMMENDED ACTION:

Discuss and make amendments to Policy No. 1020 Adoption, Amendment, Review of Policies.

BOARD ACTION

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

Second: _____

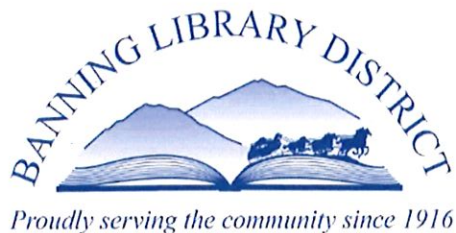
Approved as
Recommended

Approved as
Amended

Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
Prepared by: Kevin Lee, District Director

TITLE:

Creation of Policy No. 6060 Gifts and Donations

DISCUSSION:

American Library Association states that libraries should have a gift and donation policy that describes the terms and conditions.

The Director determined that the Banning Library District benefits from the generosity of the community it serves.

Sometimes well-meaning patrons do not know what the library needs and assume we accept anything and everything. Some patrons want to make donations with conditions (i.e. separate collection by a specific area), but this can cause collection disjointed and confusing. A Gifts and Donations Policy would bring some clarity to prospective donors.

Currently, the Banning Library District does not have a Gifts and Donations Policy. The proposed policy explains what type of gifts and donations the District accepts and under what conditions.

RECOMMENDED ACTION:

Discuss and approve Creation of Policy No. 6060 Gifts and Donations

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

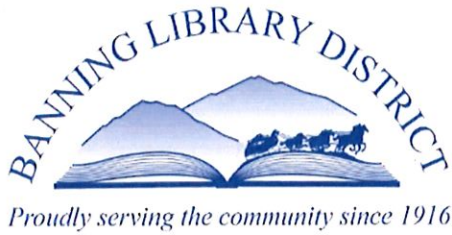
Approved as
Recommended

Approved as
Amended

Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary



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STAFF REPORT

Meeting Date: October 9, 2019
Prepared by: Kevin Lee, District Director

TITLE:

Deletion of Policy No. 5120 Paid Time Off

DISCUSSION:

Currently, the Policy Manual has:

- 1) Policy No. 5120 Paid Time Off (reviewed on February 2010); and
- 2) Policy No. 5120 Vacation Time (revised on December 2017).

Two policies under same policy number create confusion. The Director and staff reviewed past minutes and discovered that Policy No. 5120 Paid Time Off was never removed by the Board, even though Policy No. 5120 Vacation Time was approved on December 6, 2017.

Two different polices should not share the same policy number. The District would satisfy the auditor's concern by deleting the Policy No. 5120 Paid Time Off.

RECOMMENDED ACTION:

Discuss and delete Policy No. 5120 Paid Time Off

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

Approved as
Recommended

Approved as
Amended

Other: _____

Passed, approved, and adopted on _____, 2019.

Alex Geronimo, Board Secretary
