

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
January 8, 2020 | 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—December 11, 2019
- 4.2 Furniture Donation: Approve and Accept Bookshelf for History Room
- 4.3 Accept \$4,000 grant from Banning-Beaumont Elks Lodge
- 4.4 Accept \$1,130 donation from Friends of Banning Library
- 4.5 Furniture Donation: Approve and Accept Desk for Library Use

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. **Audit Report and Presentation by David Becker from James Martha and Co.**

8. **Finance Report**

9. **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)

10. **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)

10.1 President's Report

10.2 Trustees' Reports

11. **Unfinished Business**

11.1 Adopting Rosenberg's Rules of Order for Meetings

11.2 Facility Improvement and Renovation Discussion Update

11.3 Retention Schedule and Policy Update

12. **New Business**

12.1 Creation of Policy No. 6020 Library Use

12.2 Deletion of Policy No. 2095 Job Description – Library Page

12.3 Amendments to Policy No. 6060 Internet and Computer Use

12.4 Amendments to Policy No. 2420 Professional Development and Tuition

13. **Closed Session**

13.1 Public Employee Performance Evaluation – District Director
Pursuant to Government Code Section 54957

14. **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 not present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

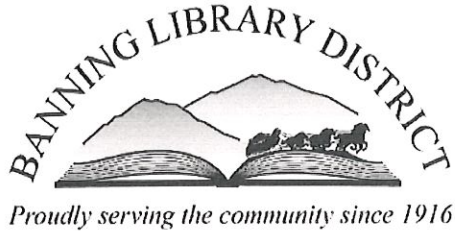
15. **Agenda Items for Future Agendas**

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

16. **Next Regular Board Meeting**

February 12, 2020

17. **Adjournment**



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MINUTES

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

1. **Call to Order, Pledge of Allegiance, Roll Call** 5:02p.m. by Kathy Little, Board President
Board Present: K. Little, M. Lara, W. Ajigbotafe, L. Cousar
Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager, Christian Tzintzun- Library Assistant
2. **Adoption of Agenda**
A motion was made to adopt the Agenda. M/S Cousar/Ajigbotafe. Motion passed unanimously.
3. **Public Comment**
No public comments.
4. **Consent Calendar**
 - 4.1 Minutes of the Regular Board Meeting – November 13, 2019
Motion to accept Minutes of November 13, 2019. M/S Ajigbotafe/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, FOL President, summarized their recent Board meeting, discussing whether they should continue with their usual annual projects. Unanimously, the Friends decided they wanted to do them all again! The Cabazon Shopping Extravaganza Event netted the Friends \$1300. Kevin Lee, Fernando Morales and trustee Wemi Abijobatafe were present at their meeting. Kevin wanted input from the friends about the volunteer program they will be starting at the library. He reported a grant request from the Elks to be partly used to purchase two computers for children's room. The Oral History Project's first meeting was December 4th, working with the San Geronio Historical Pass Society, Dorothy Ramon group, Gilman Ranch, Maiki, Morongo, and the Banning and Beaumont Libraries. This is a big project involving equipment purchases, interviews, and follow up interviews by all the aforementioned agencies. A meeting is scheduled

for January 2020 for equipment training and interview training. There will be a follow up meeting after all the agencies have gone through the interview training. All the interviews will be in safekeeping at the Banning Library, but it is hoped that through technology the information will be available to the whole world. Gae asked the Board for suggestions of influential Pass people to interview. She reminded everyone that the next night, December 12th, was a presentation by Steve Lecke, a historian from UCR, at the Historical Society Christmas meeting, who would be presenting postcards of the Pass from the past.

7. **Finance Report**

Kevin Lee, District Director, said there was nothing to report but that he was meeting next week with Cindy Byerrum, CPA and Accounting Consultant, to start discussing the mid-year 2020 budget.

8. **District Director's Report**

Kevin Lee, District Director, reported that the Library will be closed December 24, 25, 31 and January 1 due to the Holidays. The Auditor, David Becker, will be at the next Board meeting to discuss his audit findings. Lee and employee Jana went to the annual Showcase Performers conference in Fontana in order to select performers for next year's Summer Reading Events. Library Outreach members will now have shirts and tablecloths that make the Banning Library stand out. He talked about several upcoming webinars/ conferences he thought would be educational for the Board Members. Cousar asked to be signed up for the "Understanding the Brown Act" to be given in Beaumont. Lee is on the lookout for a school security guard, independent contractor, or staff to monitor the Library premises. A cracked PVC pipe on the north side of the building has been repaired. The rock removal project revealed uneven ground underneath, a safety issue, so that idea is on hold. An exciting digital book program called Sora is being considered which would offer school recommended materials to students. It would be in partnership with Hoffer Elementary and Banning High School and free to the Library. The students would use their own student IDs. The Friends of the Library donated \$130 for the Achiever of the Month program, and \$500 towards the Gingerbread event. So far, there has been 96 sign-ups and they are trying to add on twenty more for the event. Lee has applied for the \$10,000 Maximizing Learning Spaces grant which would help purchase comfortable furnishings that would enhance literacy, reading, learning experiences. A XR Virtual Reality Grant is in the works to purchase headsets, using library computers with their software. The Food for Fines program was a big success, and now Toys for Fines December 8 – 21st is in process. The toys to be given to the Banning Police Department. Included in the Director's Report was a Staff Report showing November's Native American display created by Darnise. All the Library statistics for the previous month were prepared and given to the Board. Library Assistant Rebecca, reported that the monthly teen movie was well attended and the two craft programs that involved painting were as well. Little asked about the cancellation of the November 26 program and it was determined

that the staff member who was in charge had called in sick. Historian, Francisco, reported that the cataloging and valuing of the local history books is ongoing and almost complete. Rare and older versions of books in the Library's general collection have been moved to the history room. The next focus will be scanning rare manuscripts from the Barker Cabinet, and making them available online. The discussion of hosting the Library's newly cataloged local history books online has begun. Trustee Lara had questions about the schools involvement in Sora. Lee said the schools have to sign off on the Sora project before it would be implemented.

9. Board Reports and Comments

9.1 President's Report

President Little was pleased to see all the statistics and staff reports as she has a presentation at the P.E.O. this February.

9.2 Trustee's Report

None of the Trustees had anything to report.

10. Unfinished Business

10.1 Facility Improvement and Renovation Discussion

The Facility Improvement Committee recognized that the library needs renovating. At last month's Board Meeting, Chris Tooker from Trenzitions made a presentation to the Board. District Director Lee is asking the Board for their opinion as to having more project manager presentations or be their own project manager. Cousar thought that a second opinion is always good for comparison and Little concurred. Lee had talked to another special library who became their own project manager and just hired an architect. Little asked Lee if he would have the time to take on that responsibility as the library is short staffed. She said she would prefer to have at least one more vendor presentation then talk about being their own project manager, but for the amount of work this project would require she thought it would be too much. Lee felt that having another project manager assess the building renovation would help them make a more informed decision. Little said that three bids were the norm but if Lee could arrange one more presentation then give the Board the name of another vendor who was called but did not respond back that would be adequate. A motion was made to allow District Director Lee to contact at least one more project manager vendor to come before the Board with a presentation. M/S Cousar/ Ajigbotafe. Motion passed unanimously.

11. New Business

11.1 Adopting Rosenberg's Rules of Order for Meetings

Board President, Little, asked Lee to bring this item before the Board. The author of Rosenberg's Rules is a judge in Yolo County and the rules are derived from Robert's Rules but more simplified. Many special districts use Rosenberg's Rules of Order. The Parliamentary Rules of Order were included in the packet. Currently Robert's Rules of Order" are followed for

all Board meetings as stated in Policy 4260. A motion was made to adopt Rosenberg's Rules of Order for library Board meetings and allow Policy 4260 to reflect that change. M/S Cousar/Lara. Motion passed unanimously.

11.2 **Retention Schedule and Policy Discussion**

This Item concerns how often library policies are reviewed and Policy 3090 Retention Schedule was last reviewed in 2015. Lee wanted the Board to look at it. Policy 3090 says that some records were to be kept indefinitely, such as all Agendas, and Little thought that was ludicrous, as the Minutes have that information and are kept forever. Lee will research other special district libraries as to their practice on record retention, then talk to the lawyer and bring this discussion back to the Board at the February or March Board meeting. Motion for Lee to research record retention practices and provide feedback to the Board. M/S Cousar/Ajigbotafe. Motion passed unanimously.

12. **Last Minute Action Items**

No last minute action items.

13. **Agenda Items for Future Agendas**

No Future Agenda Items.

14. **Next Regular Board Meeting**

January 8, 2020 5:00 p.m.

15. **Adjournment** 5:41 p.m.

**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 4.2

TITLE:

Furniture Donation: Approve and Accept Bookshelf for History Room

DISCUSSION:

One of our patrons wants to donate a bookshelf. Historian and I see a need for this bookshelf in the History Room. This bookshelf would replace the metal shelf that we currently use. It is 5.5' wide by 6.5' height by 1.5' depth.

If accepted, the metal shelf would go to the basement where it is badly needed.

Per our donation/gift policy, the Board needs to decide whether to accept or reject this donation.



RECOMMENDATION:

Approve and accept the bookshelf for History room.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 4.3

TITLE:

Accept \$4,000 grant from Banning-Beaumont Elks Lodge

DISCUSSION:

Debbie Loranger, from Banning-Beaumont Elks Lodge Grants Committee, reached out to us. Her committee was interested in helping the library with early literacy programs. Our focus, per grant requirement, was on children (0-8 years old). Staff and I discussed what we need at this time. Staff decided to order STEAM bags (Science, Technology, Engineering, Art, and Mathematics). Each bag would contain relevant subject items, such as books, toys, and activities kit. Any patron who is interested in a particular subject can grab and check out the entire bag at once. Other portion of the funding would be used to purchase two new computers and a printer for the Children's Room.

RECOMMENDATION:

Accept the \$4,000 grant from Banning-Beaumont Elks Lodge for children's STEAM bags, two computers, and one printer.

BOARD ACTION

Motion: _____ Little____ Geronimo____ Ajigbotafe____ Cousar____ Lara____

Second: _____

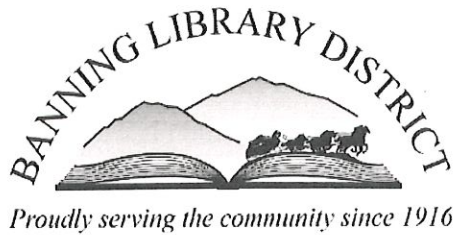
☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary



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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 4.4

TITLE:

Accept \$1,130 donation from Friends of Banning Library

DISCUSSION:

In December, Friends of Banning Library donated \$1,130 to the Library. We used \$500 to fund our Gingerbread event. We also purchased a staff computer—we applied \$500 of it. Finally, the remaining \$130 will be used to award employees who go above and beyond (\$10 gift card per month).

RECOMMENDATION:

Accept the \$1,130 donation from Friends of Banning Library.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 4.5

TITLE:

Furniture Donation: Approve and Accept Desk for Library Use

DISCUSSION:

City of Banning wants to donate a desk. The desk is 3'1" in height, 3'5" in width, and 14" in depth. This fits by the adult computer area.

Per our donation/gift policy, the Board needs to decide whether to accept or reject this donation.



RECOMMENDATION:

Approve and accept the desk for Library Use.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

Banning Library District
Profit Loss Budget vs. Actual
November 2019

		Jul - Nov 19	Budget	% of Budget
1	Income			
2	REVENUES			
3	COUNTY REVENUES	\$ 84,998	\$ 965,322	9%
4	LOCAL REVENUES			
5	Rental Fees	111	1,000	11%
6	Product Sales	-	500	0%
7	Service Sales	1,347	500	269%
8	Fines	1,331	1,000	133%
9	Grant Income	7,055	-	0%
10	Other Revenues	1,455	100	1455%
11	Late Fees and Misc. Revenue	4,673	8,000	58%
12	Total LOCAL REVENUES	15,971	11,100	144%
13	Total REVENUES	100,969	976,422	10%
14	Expense			
15	SALARIES & BENEFITS			
16	Retirement	5,974	19,987	30%
17	Overtime	91	2,000	5%
18	Health Insurance	9,066	60,990	15%
19	Medicare	2,569	7,397	35%
20	Unemployment Insurance	1,476	4,000	37%
21	Social Security	11,009	31,434	35%
22	Regular Salaries	186,085	493,159	38%
23	Total SALARIES & BENEFITS	216,270	618,967	35%
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)	410	1,000	41%
29	Data Base	3,537	3,200	111%
30	Program Expense	4,191	2,900	145%
31	Audio	20	5,000	0%
32	DVD/Videos	1,113	3,600	31%
33	Periodical	773	4,000	19%
34	Juvenile Books (Childrens)	2,116	5,000	42%
35	Adult Books	2,652	16,000	17%
36	Processing Books& ILL	1,910	500	382%
37	Automation	11,832	17,600	67%
38	Security	760	2,400	32%
39	Maintenance	4,479	16,000	28%
40	Janitorial	913	2,600	35%
41	Total OPERATIONAL	36,360	92,050	40%

Banning Library District
Profit Loss Budget vs. Actual
November 2019

42	ADMINISTRATIVE			
43	Professional Development	-	8,600	0%
44	Recognition Events	-	2,000	0%
45	Recruitment	52	1,000	5%
46	Advertising/Marketing	295	3,500	8%
47	Cty. Auditing and Accounting	-	500	0%
48	Bank Fees	50	150	34%
49	Membership	2,797	3,500	80%
50	Travel/Training	1,989	2,000	99%
51	Professional	33,910	140,760	24%
52	Office	10,405	15,000	69%
53	Insurance	7,460	12,894	58%
54	Total ADMINISTRATIVE	56,958	189,904	30%
55	UTILITIES			
56	Communication	5,278	12,000	44%
57	Utilities	13,207	28,000	47%
58	Total UTILITIES	18,485	40,000	46%
59	Total Expense	328,073	940,921	35%
60	Net Income	\$ (227,104)	\$ 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 November 30, 2019

Nov 30, 19

1	ASSETS	
2	Current Assets	
3	CASH & INVESTMENTS	
4	Bank of Hemet Money Market	\$ 682,802
5	Operating Account Bank of Hemet	876,865
6	County General Fund Cash	124,885
7	Petty Cash	500
8	Total CASH & INVESTMENTS	1,685,051
9	Other Current Assets	
10	Accounts Receivable PropertyTax	50,100
11	Prepaid Expenses	8,735
12	Total Other Current Assets	58,834
13	Total Current Assets	1,743,886
14	Fixed Assets	
15	CAPITAL ASSETS	
16	County General Fund Assets	1,009,490
17	Accumulated Depreciation	(546,866)
18	Total CAPITAL ASSETS	462,624
19	TOTAL ASSETS	2,206,510
20	LIABILITIES & EQUITY	
21	Liabilities	
22	Current Liabilities	
23	Accounts Payable	16,770
24	Credit Cards	1,658
25	Other Current Liabilities	
26	Year End Accrued Payroll	14,828
27	Accrued Vacation	16,472
28	Total Other Current Liabilities	31,300
29	Total Liabilities	49,729
30	Equity	2,156,781
31	TOTAL LIABILITIES & EQUITY	\$ 2,206,510

BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: January 8, 2019
By: Kevin Lee, District Director

Administration

- A huge "thank you" to Kathy for providing cookies to staff.
- We did our toy-drive (December 9th to 21st). \$1 was reduced for patrons who donated toys. We gave the donated toys to the Banning Police.
- We are reached out to the Banning Unified School District to plan for summer reading program meals at the library.
- We did some research on bookmobile operations. Fernando and I went to a bookmobile site. We spoke with the Riverside County Library System bookmobile driver.
- Mid-year budget proposal will be included in February's meeting agenda packet.
- We will have two ads in place: one in Veteran's Expo and the other in Chronological of Business Special Section.
- Career Online High School is up and running. Anyone who has a library card can now apply. They have to go through an online assessment test.
- New library cards arrived. Patrons can trade in their current cards. One-time fee waiver for lost cards is available. Patrons must now show their library cards in order to use library services or borrow items.
- Jana and I went to the Annual Performer's Showcase. Jana will work with her team to pick out appropriate performers for Summer Reading Program.
- Arrivals: Welcome Toni Moore – Library Aide
- Separations: Jana Brassfield – Library Assistant

Board of Trustees Training/Conference/Meeting

- 1/16 – Webinar: Understanding Board & District Liability Issues 2020
- 1/31 – Webinar: Getting Oriented: Resources for New Board Members
- 2/11 – Understanding the Brown Act – Beaumont
- 2/18 – Webinar: Intro to Special District Finance for Board Members

Director Training/Conference/Meeting

- 1/30 – Advanced Policy and Procedure Writing
- 1/31 – Webinar: Getting Oriented: Resources for New Board Members
- 2/4 – Webinar: Annual Employment Law Update: Cases and Trends
- 2/11 – Understanding the Brown Act – Beaumont
- 2/18 – Webinar: Intro to Special District Finance for Board Members

Incidents

- 12/6 – Patron found a knife outside our library. A sheriff deputy driving by was flagged. He took the knife with him.
- 12/10 – Patrons were throwing rocks. We called the police. They left before the police arrived.
- 12/11 – Group of patrons were throwing rocks at our library property. We called the police. Said group of patrons were suspended for three months.

Building, Furniture, Equipment, Technology

- Building inspector said the cracks we have in our library are surface cracks. There is no safety concerns or structural issues.
- One of the fixed roof areas is still leaking. We do have a three-year guarantee. The roofing repairman has been contacted.
- We are waiting for Corporation for Education Network Initiatives in California (CENIC) to provide us with quotes for high-bandwidth networking services. We can potentially lower our Internet cost—District may save money. We will update once the proposals come in.
- Fernando will configure one of our computers to make the Extended Virtual Reality program in place.
- A big “thank you” to Friends for the two Christmas trees!

Grants, Donations, Gifts

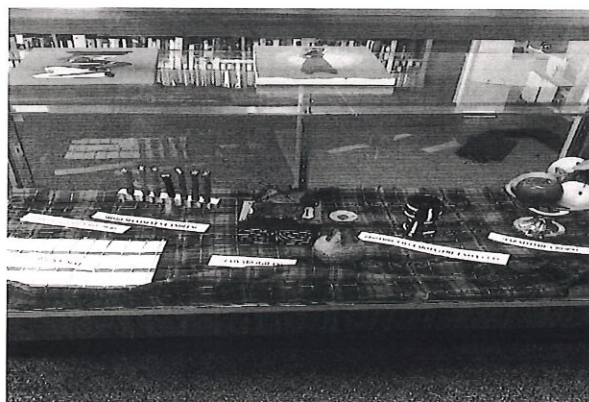
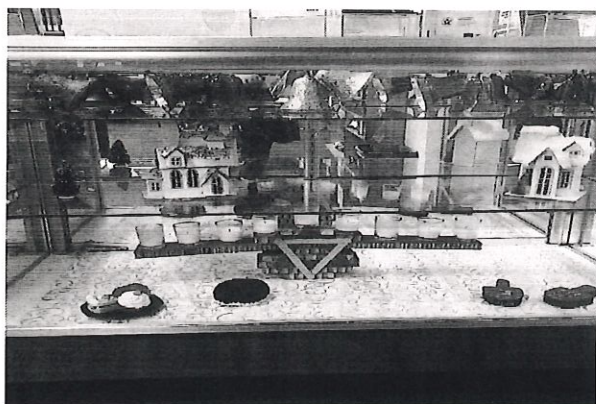
- We are getting one Oculus Go and Quest and Immersive Storytelling Kit from XRLibraries.
 - Elks gave \$4,000 to the Library. This money will be used to purchase STEAM bags, books, and accessories for 0 to 8-year old. We will also use the fund to purchase two (2) new children computers and one (1) printer for children's room.
 - With the archivist at the Malki, we were able to get the California Revealed grant. Francisco will begin the digitalization program soon.
 - A big “thank you” to the Friends of Banning Library for giving us \$1,130 and black-out curtains.
 - We are getting ready to apply for the Lunch at the Library grant.
-

STAFF REPORT

Meeting Date: Jan 8th 2020

Prepared by: *Fernando Morales, Circulation Manager*

Special Thank you for the Friends of the Library for the two Christmas trees, which the public enjoy, and made comments on about freshening up the place. Holiday decoration were enjoy by many. The Toy drive was asked about by many patrons, each one saying how great it was that we were trying do more in the community.





Proudly serving the community since 1916

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TITLE:

Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	Origin	116
DVDs	Game of Thrones	552
Adult		
Fiction	The Closers	441
Non-Fiction	Prep-ahead meals	192
Young Adult		
Fiction	Twilight	85
Non-Fiction	Stranger Things	2
Juvenile		
Fiction	Dog Man call of the wild	615
Non-Fiction	Christmas around the world	69

Computer Usage	Total Sessions
Adult	502



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Teen	225
Children	73

*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	205
Chilton	Automotive Repair	5
Enki	eBook*	6
Gale Legal Forms	Legal Forms & Templates	3
Mango	Language	7
OverDrive	Audio Book and eBook	305
World Book	Online Encyclopedia	8
Zinio	Magazine	32

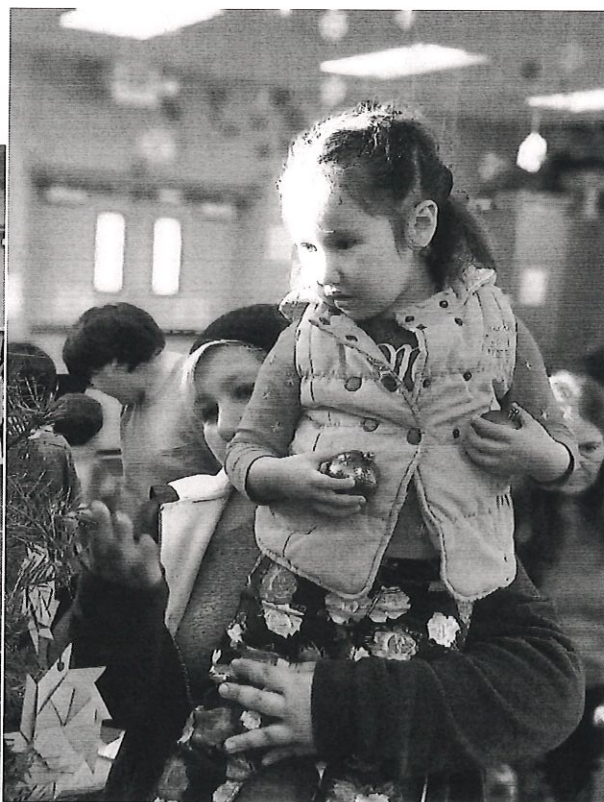
*Enki is a statewide eBook platform created by libraries for libraries.

STAFF REPORT

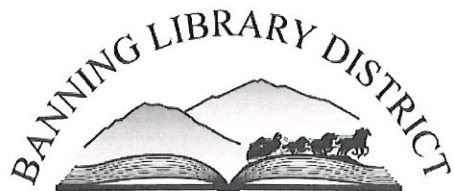
Meeting Date: *January 8, 2020*
Prepared by: *Yoselin Saucedo, Library Assistant*
Department: Children
Subject: Statistics

Discuss two programs that you thought went well. One or two paragraphs should suffice.

Two programs that I thought went well this month was the Decorate the Christmas tree and the Gingerbread house event. I really enjoyed decorating the Christmas tree with our community and the live music as well as the goodies. It had a big outcome and our patrons were happy about this event.



DATE	EVENT	ATTENDANCE	PROGRAM DESCRIPTION
12/2/19	Storytime	22	Preschool storytime accompanied by song and dance and a craft.
12/3/19	Find the Snowman	50	Hid 20 Snowmen 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.
12/3/19	Lego Challenge	18	
12/4/19	Tween Wii Games	25	Wii and board games are set out for tweens to play with and use
12/5/19	Bilingual Storytime	17	Storytime in english and spanish accompanied by music and crafts
12/9/19	Storytime	23	Preschool storytime accompanied by song and dance and a craft.
12/10/19	Hora de Musica	15	Music and exercise in Spanish and English for preschoolers
12/10/19	Tween Wii Tournament	16	A contest for 1st,2nd,and 3rd place in the classic Super Smash Bros
12/11/19	After School Movie: The Santa Clause	20	Tweens will be able to watch the movie: The Santa Clause 2 after school.
12/12/19	Bilingual Storytime	13	Storytime in english and spanish accompanied by music and crafts
12/12/19	Decorate the Christmas Tree	35	A family night of decorating the Christmas Tree in the children's room. Tree, music and treats provided by FOTL
12/13/19	Gingerbread House Family Night	120	A night for the family involved in building gingerbread houses.



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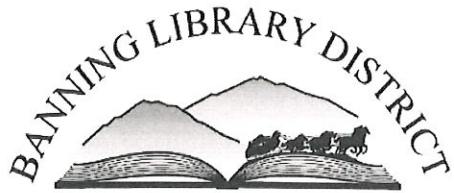
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			Supplies provided by the library and participants must pre-register.
12/16/19	Storytime	25	Preschool storytime accompanied by song and dance and a craft.
12/17/19	Tea Party/Pre-school movie day: A muppet Christmas Carol	16	Pre-school/toddler enjoying their monthly tea party while watching a movie.
12/17/19	Crafternoon	13	Intricate crafts for tweens
12/18/19	Tween Wii Games	16	Wii and board games are set out for tweens to play with and use
12/19/19	Bilingual Storytime	19	Storytime in english and spanish accompanied by music and crafts
12/23/19	Storytime	8	Preschool storytime accompanied by song and dance and a craft.
12/26/19	Bilingual Storytime	4	Storytime in english and spanish accompanied by music and crafts
12/27/19	STEM	30	Science and math learning for kids. Kids made fake snow out of baking soda and shaving cream.
12/30/19	Storytime	17	Preschool storytime accompanied by song and dance and a craft.



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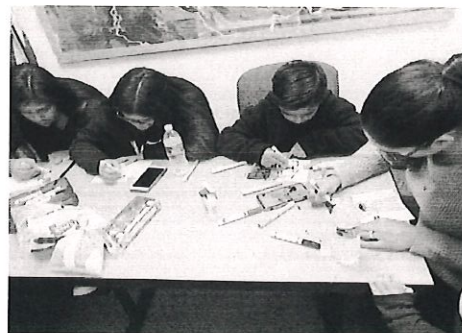
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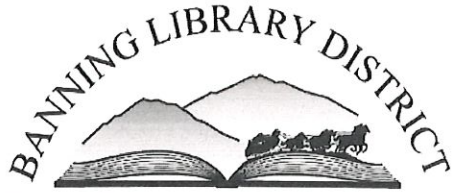
STAFF REPORT

Meeting Date: January 8, 2020

Prepared by: *Rebecca Aguirre Rios, Library Assistant*

Canvas painting always brings a crowd, but this month I did a guided painting. I instructed and provided mini ideas for everyone. Patrons were able to copy or be original on their art canvases. The second craft of the month was a jigsaw puzzle. The patrons created an original puzzle, and then they had to scrabble the pieces and race each other. The movie of the month had a December theme and this kept a high number of patron's returning.





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December stats

Adult/Teen stats

Date	Name of Program	Number of attendees
December 3, 2019	Guided Canvas painting	17
December 5, 2019	Movie Program <i>The Quiet place</i>	13
December 12, 2019	Movie Program <i>Elf</i>	17
December 17, 2019	Jigsaw Challenge	14
December 19, 2019	Movie Program <i>The Grinch</i>	16
December 26, 2019	Movie Program <i>The Nightmare Before Christmas</i>	cancelled
Whole month of December	Computer Lab	9

Historians Report for the Month of December 2019

The month of December has been very productive for the patrons of the history room, as well as major milestone for digitizing the special collections the library owns. This month we nearly completed the transfer of all special and rare books from the backroom to the new history room. Further, I am proud to report that the archivist at the Malki was able to help us procure the California Revealed Grant, which will begin digitizing our microfilm collection, in February 2020.

Earlier in December, I nearly completed with cataloguing the Boud Collection and other rare books from the backroom of the former History Room. In that, our circulation manager, Fernando also requested that I scan the entire history room's books that had barcodes. It appears that for years many of these books were not checked into the library's Koha system. This was completed last week, 12/25.

Further, during this month since we began our book transfer in July of 2019, we now have a thorough and completed spreadsheet of all our items for local history books and special collections book. This January will begin the final inventory of the books.

December also saw for the first time in numerous months, the incorporation of more local history books, to the local history section for general circulation. These books have been lauded by patrons as a welcome addition, adding new information for their research projects.

As far as local historical questions, one rather interesting one is coming up which might add a unique and rare digital artifact to the libraries online collection. Linda and Mike Rivkin are owners of the Stubbe Ranch in Whitewater. This ranch was the first place that fresh water was drilled for and a flume made to direct it to the the Banning settlements in the late 1860's. The Rivkins have decided to ask the library to scan their original presidential Land Grands they still own, and donate a digitized copy to the library. This is a rather important artifact due to its significance with the founding of the City of Banning first water supply.

Moreover, December also saw the first joint meeting of: the Friends of the Banning Library, the staff of the Banning Library and the San Geronio Historical Society. We met and discussed the importance of a continuing oral history project, to be contributed to by the 3 institutions. Due to the advance age of some very important citizens in the pass area, the group decided to meet into 2020 to discuss collaboration on videotaping oral interviews with some of these people. The Friends of the Banning Library have allocated 500 dollars in their budget, to purchase video and audio equipment to be used for this project.

Lastly, with consultation with the archivists at the Malki Museum on the Morongo Reservation, Andrea Geyer their archivist was able to write and win a grant for our library. This grant will allow the digitization of our microfilm collection in 2020. This is a welcome development, due to the fact that much of our microfilm is the last in existence of the early papers from the Banning Record Gazette. Further, in a recent evaluation of the condition of the microfilm, much of it is degrading and eroding into nothingness. This grant comes at a very good time to preserve the record for future generations.

-Francisco, Historian