

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
March 11, 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 Action: The Board of Trustees hereby approves the items below:

4.1 Minutes of the Regular Board meeting—February 12, 2020

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. **Personnel**

Arrivals/Separations/Resignations – None.

10. **Board of Trustees Training/Conference**

- 10.1 Budgeting for Special Districts – March 12 in Chino (9am – 4pm). \$225 per person.
- 10.2 Online ADA Compliance & Transparency Requirements – Webinar on April 8 (10am – 12pm). \$65 per person.
- 10.3 2020 Special District Leadership Academy – April 19 to April 22. \$600 if registered on or before March 19. Otherwise, \$650 per person.
- 10.4 Serving with a Purpose – May 20 in Ontario. \$50 if registered and paid by April 1. Otherwise, \$65 if registered and paid between April 2 – May 2; or \$75 if registered and paid between May 3 – May 20. See attached flyer for more information.

11. **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)

- 11.1 President's Report
- 11.2 Trustees' Reports

12. **Unfinished Business**

- 12.1 Retention Schedule and Policy Update
- 12.2 Facility Improvement and Renovation Discussion Update
- 12.3 Amendments to Policy No. 5110 Holidays

13. **New Business**

- 13.1 Agreement with James Martha & Co. for the audit of the financial statements for the fiscal year ending June 30, 2020
- 13.2 Agreement with Califa for the Provision, Installation, and Maintenance of Advanced Network (Data) Services
- 13.3 Recommendation to approve \$3,200 for removal of rocks and landscape work in the removed rock area

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 no 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**

April 8, 2020

17. Adjournment



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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 12, 2020 | 5:00 P.M. | Conference Room

**CALL TO ORDER, PLEDGE
OF ALLEGIANCE, ROLL
CALL**

President Little Called to Regular Meeting of the Banning Library District Board of Trustees to order on February 12, 2020 at 5:02 p.m.

Members Present: President Kathy Little, Secretary Alejandro Geronimo, Trustee Wemida Ajigbotafe, Trustee Melanie Lara, and Trustee Loretta Cousar.

Members Absent: None.

Staff Present: Kevin Lee, District Director; Fernando Morales, Circulation Manager; and Christian Tzintzun, Library Assistant.

Guests: Scott Nelson, District CPA Associate.

ADOPTION OF AGENDA

It was motioned by President Little to adopt the agenda as presented. It was moved by Cousar and seconded by Ajigbotafe to adopt the agenda.

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**PUBLIC COMMENT
CLOSED SESSION**

None.

Closed session begun at 5:04 p.m. and ended at 5:58 p.m.

REPORT OUT

President Little reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to perform a Public Employee Performance Evaluation (Item 4.1) and to determine a cost of living increase, it was decided to award a 3% increase to staff, with an additional 2% to the District Director. (Item 4.2)

CONSENT CALENDAR

It was moved by Secretary Geronimo and seconded by Trustee Ajigbotafe to approve Agenda items 5.1 and 5.2 as recommended. A roll call was taken:

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**CONSIDERATION OF
ITEMS REMOVED FROM
THE CONSENT CALENDAR**

None.

**FRIENDS OF THE
BANNING LIBRARY
REPORT**

There were no members present to report. The meeting for the Friends of the Banning Library District on February 4, 2020 was canceled. Director Lee updated the Board that the Friends are working on the essay contest and President Little reminded the Board that the Antiquarian Sale will be during Library Week on April 22.

FINANCE REPORT

Scott Nelson gave a brief report. Will later elaborate on during Agenda 14.3.

**DISTRICT DIRECTOR'S
REPORT**

Director Lee met with a private security to get more information on hiring a security guard and also met with BUSD to see about arranging a security-loaning agreement. The Guide to Resources booklets are complete. The Library received an Oculus and Oculus Go virtual reality headsets from a grant, but they are not ready for the public. At the previous meeting Director Lee had mentioned the Elks grant was for \$4,000, it turned out to be \$4,500. There are still six (6) scholarships available for the Career Online High School program. President Little suggested to have the program advertised on the Record Gazette newspaper; Director Lee agreed. The Library will be doing outreach to Central Elementary School for Family Literacy Night on March 3 and, as proposed by Trustee Lara, at Hemerling Elementary School for an Author Event and Info Session Booth on March 5. The Library held a booth at the Native Voices Poetry Festival on February 8. There were less incidents this month compared to last month. A restroom key was stolen and the Library is looking into finding an ADA complaint lock to eliminate the need to give patrons a key.

PERSONNEL

There were no arrivals, separations, or resignations this last month.

**BOARD OF TRUSTEES
TRAINING/CONFERENCE**

Director Lee let the board know that the sexual harassment training passed, but will find another one for them. Lee reminded the Board that they are required to watch the webinar. (Item 11.1)

President Little mentioned she completed the Ethics AB 1234 Compliance Training 2020 training. Director Lee reminded the Board he tried to register the Board for the webinar, but was told that each Member has to register on their own for the training. (Item 11.2)

The webinar for Intro to Special District Finance for Board Members is on February 18. President Little said she will take part in the webinar and asked at what time will it be. Director Lee said he will check at what time it will be. (Item 11.3)

**BOARD REPORTS AND
COMMENTS**

President Little informed the Board that she had visited the Native Voices Poetry Festival on Saturday. Little spoke with Pat Murkland from the Dorothy Ramon Learning Center about the possibility of coordinating for future programs at the Banning Library District. Little mentioned she is giving a speech to a group of professional women on Saturday. (Item 12.1)

Trustee Cousar reported that she attended two (2) webinars, How to Be a Better Board Member and on the Brown Act. Director Lee reminded the Board that if they participate in any training they must report it during the Board Meeting. President Little remembered that she too went to a webinar, Understanding Board and District Liability Issues Webinar. (Item 12.2)

UNFINISHED BUSINESS

The staff is still organizing records in preparation for the Retention Schedule and Policy Update. (Item 13.1)

Director Lee updated the Board on facility improvements and renovations. The improvements have to be done in stages. The Staff is searching for cracks on the drywall before contracting someone to patch up the cracks. Then the children’s room walls will be painted. Next week Lee will meet with a designer to plan the renovations of the children’s room. (Item 13.2)

ADOPTION OF BYLAWS

A motion was made by Trustee Ajigbotafe and seconded by Trustee Cousar to approve item 14.1 as recommended on the agenda. Trustee Lara had a question about if Article IV Section 2 of the Bylaws (Exhibit 14.1) be revised to be clearer in case the elections or appointments are postponed until January. President Little and Director Lee assured that Bylaws may be revised if needed. (Item 14.1)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**ELECTION OF NEW
BOARD OF TRUSTEES
OFFICERS**

The Board of Trustees reviewed item 14.2 of the agenda to elect a Board President and Board Secretary. Trustee Geronimo pointed out if the election was held during the current meeting the future elections will not be held on even years as they should be. It was motioned by Trustee Cousar and seconded by Trustee Geronimo to approve the motion as amended that the Board of Trustees will elect a President and Secretary for a one-year term for the 2020 calendar year. (Item 14.2)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

ELECTION OF OFFICERS

Trustee Lara nominated Trustee Little for Board President. It was seconded by Trustee Ajigbotafe.

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

Trustee Ajigbotafe nominated Trustee Geronimo for Board Secretary. It was seconded by Trustee Lara.

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

MID-YEAR BUDGET ADJUSTMENTS

Scott Nelson presented the Mid-Year Budget Adjustments in Exhibit A of the Agenda. Nelson highlighted the added \$50,000 for facility improvements and an increase in Travel/Training by \$18,000. Secretary Geronimo commented that the increase in Travel/Training might be high, but was fine as long as the increase does not draw funds from other important areas. The reduction of \$61,877 in salaries was because a second Librarian was not hired. A motion was made by Trustee Ajigbotafe and seconded by Trustee Cousar to approve the motion as recommended. (Item 14.3)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

AMENDMENTS TO POLICY NO. 5010 EMPLOYEE STATUS

The Board of Trustees reviewed the proposed changes to Policy No. 5010 Employee Status. A motion was made by Trustee Lara and seconded by Secretary Geronimo to adopt the proposed amendments to Policy No. 5010 Employee Status as recommended. (Item 14.4)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None

AMENDMENTS TO POLICY NO. 5110 HOLIDAYS

Director Lee presented his proposal for amendments to Policy No. 5110 Holidays. Confused with the wording on section 5110.4 none of the Board of Trustees motioned to adopt the proposed amendments to Policy No. 5110. The Board asked Director Lee to clarify the language and place it on the next meeting's agenda. (Item 14.5)

AYES: None.
NOES: None.
ABSTAIN: None.

ABSENT: None.

**AMENDMENTS TO
POLICY NO. 5125 SICK
LEAVE**

Director Lee presented his proposal for amendments to Policy No. 5125 Sick Leave to comply with the Healthy Workplaces, Healthy Families Act of 2014 and to place the Banning Library District's sick leave policies closer to those of other libraries. Secretary Geronimo asked if there was a need to add step-family members and both Director Lee and President Little assured that all legal family members are included. There was a motion to approve the amendments to Policy No. 5125 Sick Leave as recommended by Trustee Cousar and seconded by Trustee Lara. (Item 14.6)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**AMENDMENTS TO
POLICY NO. 5120
VACATION LEAVE**

Director Lee presented amendments to Policy No. 5120 Vacation Leave. A motion was made by Trustee Cousar and seconded by Trustee Ajigbotafe to adopt the amendments to Policy No. 5120 Vacation Leave as recommended. (Item 14.7)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**LAST MINUTE ACTION
ITEMS**

None.

**AGENDA ITEMS FOR
FUTURE AGENDAS**

None.

**NEXT REGULAR BOARD
MEETING**

March 11, 2020 at 5:00 p.m.

ADJOURNMENT

Adjourned at 7:09 p.m.

The foregoing minutes are approved by the Board of Trustees on _____, 2020.

Christian Tzintzun

Prepared by: Christian Tzintzun, Library Assistant

Alex Geronimo, Board Secretary

Banning Library District
 Profit Loss Budget vs. Actual
 January 2020

	Jul '19 - Jan 20	Amended Budget	% of Budget
1	Income		
2	REVENUES		
3	COUNTY REVENUES	\$ 604,741	\$ 965,300 63%
4	LOCAL REVENUES		
5	Rental Fees	302	1,000 30%
6	Product Sales	-	- 0%
7	Service Sales	2,252	3,500 64%
8	Fines	1,726	3,500 49%
9	Grant Income	7,055	- 0%
10	State Library	4,450	- 0%
11	Other Revenues	1,970	2,000 98%
12	Late Fees and Misc. Revenue	4,628	8,500 54%
13	Total REVENUES	627,124	983,800 64%
14	Expense		
15	CAPITAL OUTLAY	-	50,000 0%
16	SALARIES & BENEFITS		
17	Retirement	8,967	16,100 56%
18	Overtime	134	2,000 7%
19	Health Insurance	13,532	61,000 22%
20	Medicare	3,436	6,400 54%
21	Unemployment Insurance	3,104	4,800 65%
22	Social Security	14,717	27,400 54%
23	Regular Salaries	249,093	439,400 57%
24	Total SALARIES & BENEFITS	292,983	557,100 53%
25	OPERATIONAL		
26	Equipment & Furniture	1,869	10,000 19%
27	Website Maintenance	228	2,000 11%
28	Youth books (YA)	581	1,000 58%
29	Data Base	6,498	8,200 79%
30	Program Expense	6,369	10,000 64%
31	Audio	1,362	5,000 27%
32	DVD/Videos	1,517	3,600 42%
33	Periodical	1,234	2,000 62%
34	Juvenile Books (Childrens)	3,224	10,000 32%
35	Adult Books	3,686	6,500 57%
36	Processing Books& ILL	2,562	4,000 64%
37	Automation	13,387	22,000 61%
38	Security	1,064	2,400 44%
39	Maintenance	5,456	16,000 34%
40	Janitorial	1,580	2,600 61%
41	Total OPERATIONAL	50,617	105,300 48%

Banning Library District
Profit Loss Budget vs. Actual
 January 2020

42	ADMINISTRATIVE			
43	Tuition	-	8,000	0%
44	Recognition Events	200	2,000	10%
45	Recruitment	52	500	10%
46	Advertising/Marketing	831	1,000	83%
47	Cty. Auditing and Accounting	-	500	0%
48	Bank Fees	50	200	25%
49	Membership	3,274	4,500	73%
50	Travel/Training	2,588	20,000	13%
51	Professional	48,109	142,500	34%
52	Office	12,235	20,000	61%
53	Communication	7,380	12,000	61%
54	Utilities	17,198	28,000	61%
55	Insurance	9,777	17,000	58%
56	Total ADMINISTRATIVE	<u>101,694</u>	<u>256,200</u>	<u>40%</u>
57	Total Expense	<u>445,294</u>	<u>968,600</u>	<u>46%</u>
58	Net Income	<u>\$ 181,830</u>	<u>\$ 15,200</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.

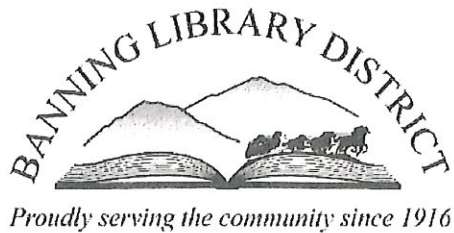
Banning Library District

Balance Sheet

As of January 31, 2020

Jan 31, 20

1	ASSETS	
2	Current Assets	
3	Checking/Savings	
5	Bank of Hemet Money Market	\$ 83,316
6	Operating Account Bank of Hemet	759,157
7	LAIF	600,000
8	Petty Cash	500
9	County General Fund Cash	644,628
10	Total Checking/Savings	<u>2,087,602</u>
11	Other Current Assets	
12	Accounts Receivable PropertyTax	50,100
13	Prepaid Expenses	7,605
14	Total Other Current Assets	<u>57,705</u>
15	Total Current Assets	<u>2,145,307</u>
16	Fixed Assets	
17	County General Fund Assets	1,009,490
18	Accumulated Depreciation	(546,866)
19	Total Fixed Assets	<u>462,624</u>
20	TOTAL ASSETS	<u><u>2,607,931</u></u>
21	LIABILITIES & FUND BALANCE	
22	Liabilities	
23	Current Liabilities	
24	Accounts Payable	10,915
25	Other Current Liabilities	
26	Year End Accrued Payroll	14,828
27	Vacation Payable	16,472
28	Total Other Current Liabilities	<u>31,300</u>
29	Total Liabilities	<u>42,216</u>
30	Fund Balance	<u>2,565,716</u>
31	TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 2,607,931</u></u>



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BOARD OF TRUSTEES DIRECTOR'S REPORT

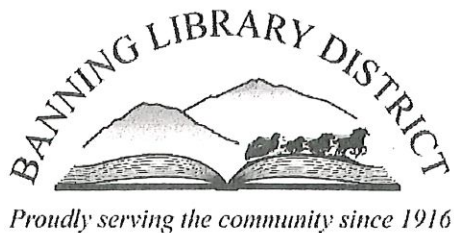
Meeting Date: March 11, 2020
By: Kevin Lee, District Director

Administration & News

- We conditionally offered positions to two candidates (Library Aide and Library Assistant). We are waiting for background and live-scan reports.
- We advertised our Career Online High School program on Record Gazette.
- We got four applicants for Career Online High School program. One was disqualified. Three applicants will go through an interview process before they get accepted to the program.
- Elks and Banning Library District will host a special event. Staff recommends trustees to participate in said event.
- First5 dropped some census brochures and otter books for children. First5 will provide census-related materials, such as counting books, to the library once such materials become available.
- March is Citizen Science Month. Staff will promote science programs for all ages. Some programs are incorporated in our regular children programs.
- I haven't heard anything back from BUSD in regard to a security-loaning agreement. An update will be provided as soon I hear something.
- Hemmerling Elementary School event was canceled. This might be rescheduled.
- Christian attended the Family Literacy Night event at Central Elementary School. He received a certificate of appreciation for participating in a school event. Great job Christian!

Training/Conference/Meeting

- 3/12 – Budgeting for Special Districts – Chino
- 3/30 – Space Planning – Reinventing Your Library Space – Glendale
- 4/7 – Supervisory Skills for the Public Sector – Montclair
- 4/8 – Online ADA Compliance & Transparency Requirements – Webinar
- 4/19 to 4/22 – 2020 Special District Leadership Academy San Diego
- 5/20 – Serving with Purpose – Ontario



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Incidents

- 2/28 – *Vandalism*: Graffiti on library property by an unknown person. Police report filed.
- 2/27 – *Theft*: Patron left his/her duffle bag outside by the bushes. It was stolen when heshe
- 2/10 – Patron had his/her belongings all over main entrance of the library. Staff asked him/her to remove them.
- 2/7 – *Theft*: Water delivery man dropped off two water bottles outside the library during closed hours. One water bottle was stolen.

Building, Furniture, Equipment, Technology

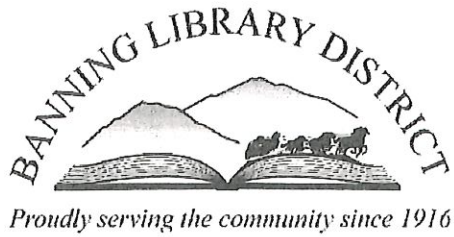
The public restrooms doors will be modified. The modifications are necessary because an unknown patron keeps stealing the restroom key. Patrons do not need to ask for keys anymore once we install new lock handles. This lock mechanism displays whether the bathroom is “in use” or “vacant.” The lock company ordered the lock parts that are needed for our public restroom doors. This should be completed by this month.

The Library is exploring options for redesigning its website. Staff contacted three different web designing companies. All three web designing companies specialize in developing government websites, including library websites.

Grants, Donations, Gifts

We applied to the Crisis Collection Funding for California Public Libraries grant opportunity. This project helps libraries to build library collections that will help their communities recover from a crisis. Examples of crisis include, but are not limited to, fire, flooding, serving a neighboring library’s community during their crisis, mass shootings, or closing of a major employer in the area. Multiple major employers left our district in the last 18 months, including, but not limited to Chase Bank, Rite Aid, Sears, Bank of America, and Citi Bank. We asked for \$10,000 to create and or rebuild our collection that relates to said crisis.

We also applied to get more information on Citizen Science & Digital Literacy in Your Library from the National Network of Libraries of Medicine and SciStarter. Citizen Science is the involvement of the public in scientific research – it can community-driven research or global investigations. Current projects are featured at <https://SciStarter.org/NLM>. Digital Literacy is the ability to use information and communication technologies to find, evaluate create, and communicate information. Staff plans to host an event around said two topics.



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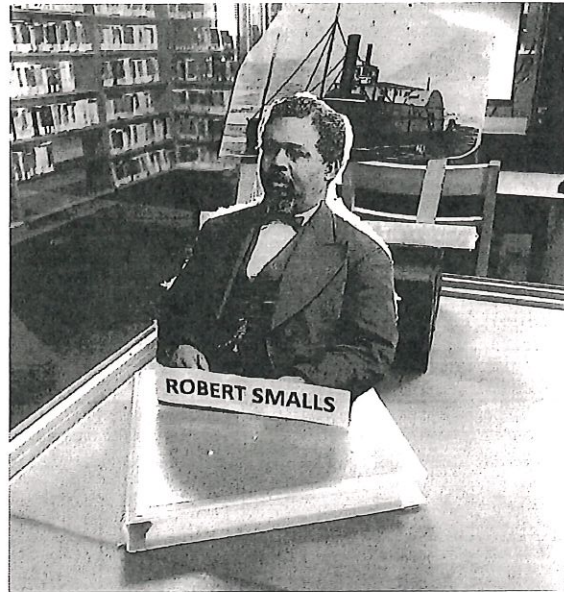
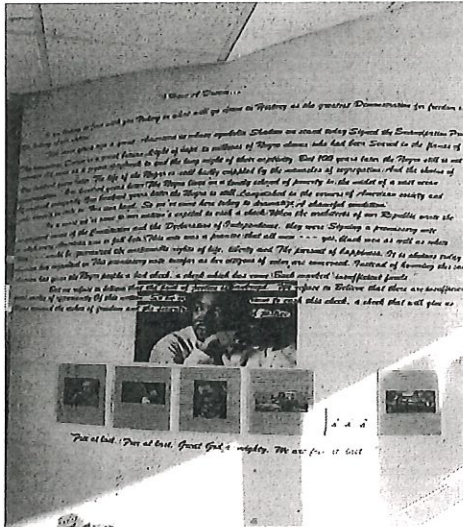
Staff will apply to Dia de los ninos Funding Opportunity grant once again this year. Dia de los ninos is a multicultural experience for young children and their families. This event is celebrated in libraries in California and the US. We plan to host this event in April. The grant award is \$500.

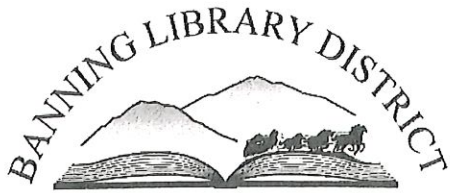
Fernando and I will focus on completing the Book Mobile grant this month. Most of our time will be spent on researching and applying for this grant for the rest of March.

STAFF REPORT

Meeting Date: *March 11th 2020*
 Prepared by: *Fernando Morales, Circulation Manager*

The Banning Library District Honor Black History month, with displays all throughout the library. The cut out of Martin Luther King, Jr's speech "I have a dream." Made patrons feel inspired. We also participated in outreach at the Dorothy Ramon Center, where Local Historian Francisco Ramos and Library assistant Rebecca Aguirre Rios participated.





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TITLE:

Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	Legacy	129
DVDs	It Chapter 2	486
Adult		
Fiction	Founders	424
Non-Fiction	Will they ever trust us again?	245
Young Adult		
Fiction	I hunt Killers	74
Non-Fiction	Stranger Things	2
Juvenile		
Fiction	Dog Man Brawl of the wild	728
Non-Fiction	Martin Luther King, Jr	112

Computer Usage	Total Sessions
Adult	568
Teen	315
Children	74

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

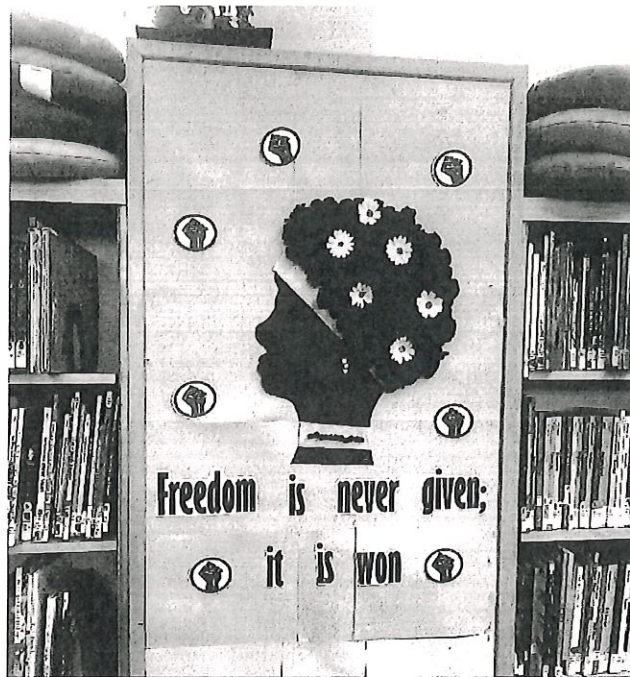
Database	Description	Total Sessions
Ancestry	Genealogy	161
Chilton	Automotive Repair	4
Enki	eBook*	15
Gale Legal Forms	Legal Forms & Templates	16
Mango	Language	12
OverDrive	Audio Book and eBook	307
World Book	Online Encyclopedia	30
Zinio	Magazine	37

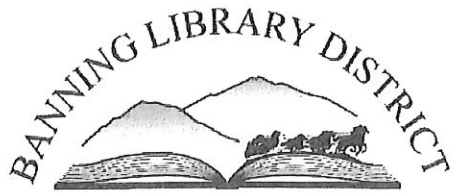
*Enki is a statewide eBook platform created by libraries for libraries.

STAFF REPORT

Meeting Date: *March 11, 2020*
Prepared by: *Yoselin Saucedo, Library Assistant*
Department: Children
Subject: Statistics

Two programs that I thought went well this month was the bilingual storytime and Hora de musica! We had a lot of participants in the storytime and a lot of participants for the hora de musica. The little patrons also had a lot of fun.





Proudly serving the community since 1916

21 West Nicolet Street

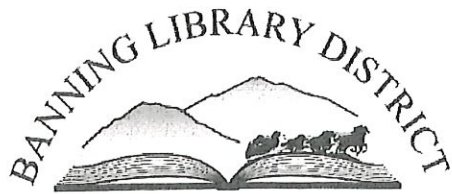
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DATE	EVENT	ATTENDANCE	PROGRAM DESCRIPTION
2/3/20	Storytime	10	Preschool storytime accompanied by song and dance and a craft.
2/3/20	Find Cupid	30	Hid 20 cupid in the children's room for patrons to find. When they find them, they bring them to the children's room desk and pick a prize from the prize bowl.
2/4/20	Lego Challenge	8	Children ages 5-13 make a lego creation based off the theme of the month, ie 'back to school', 'harvest' etc
2/5/20	Wii games	12	Wii and board games are set out for tweens to play with and use
2/6/20	Bilingual Storytime	Cancelled	Storytime in english and spanish accompanied by music and crafts
2/7/20	PK playtime	9	Preschool playtime with toys and coloring pages
2/7/20	Wii tournament	Cancelled	
2/10/20	Storytime	4	Preschool storytime accompanied by song and dance and a craft.
2/12/20	crafternoon	7	Intricate crafts for tweens
2/13/20	Bilingual storytime	19	Storytime in english and spanish accompanied by music and crafts



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2/14/20	Pk playtime	12	Preschool playtime with toys and coloring pages
2/19/20	Wii games	9	Wii and board games are set out for tweens to play with and use
2/20/20	Bilingual storytime	9	Storytime in english and spanish accompanied by music and crafts
2/21/20	Pk playtime	18	Preschool playtime with toys and coloring pages
2/24/20	Hora de musica	13	Music and exercise in Spanish and English for preschoolers
2/26/20	Crafternoon	10	Intricate crafts for tweens
2/27/20	Bilingual storytime	Cancelled	Storytime in english and spanish accompanied by music and crafts
2/28/20	PK playtime	12	Preschool playtime with toys and coloring pages



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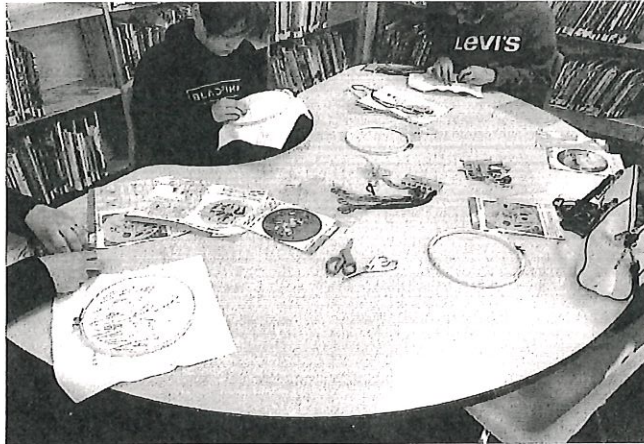
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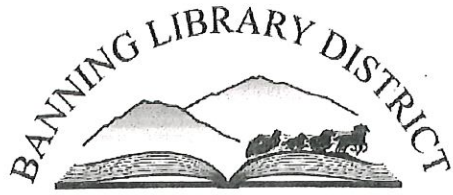
STAFF REPORT

Meeting Date: 3-11-2020

Prepared by: *Rebecca Aguirre, Librarian Assistant*

In honor of February being Embroidery month we had an embroidery craft event. This brought a crowd and all ages enjoyed the craft. The patrons were able to take their sewing prints home to continue. Toni also assisted in Art Attack 101. A family event where patrons were able to learn the structures of drawing through guided steps. The movies are still steady and themed movies of the month are a continued series.





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February
 Adult/Teens

Date	Name of Program	Number of Participants
February 4, 2020	Art 101	11
February 5, 2020	Crochet club	9
February 6, 2020	Movie Program <i>The Butler</i>	17
February 13, 2020	Movie Program <i>42</i>	12
February 20, 2020	Movie program <i>Malcom X</i>	3
February 25, 2020	Embroidery Craft	17
February 27, 2020	Movie Program <i>Toni Morrison</i>	14
February	Book Club	10
February	Computer Lab	11

Historians Report for February 2020

February was a very productive month for the historical room. We have assembled and moved new furniture into the room, nearly completed all backroom book transfers, and now begun test runs of our oral history projects.

Furniture:

With help of extra funds from the Friends of the Banning Library, we were able to put in our room a small bookshelf near the door which gave us much needed space for local history books. Further, Patron Mike Shearman's donation of his bookshelf greatly added floor space and needed book room for local history books.

Book Cataloging:

With the exception of 20 books, all Boud collection books are now located in the new history room. We have added all of those to our Gmail spreadsheets, and are now cross referencing with Koha's catalogue.

Oral History:

Further, for the first time we did a trial run of our oral history project by attending the Native Voices Festival, at the Dorothy Ramon Learning Center. Using some of the equipment we now have, we were able to take trial footage of the day's activities. Sound quality and color of picture were adequate although I am still learning how best to use the new microphone we now have.

Serving with a Purpose

Our Story Counts

Wednesday, May 20, 2020 • 9 am—4 pm

A gathering for Friends, Trustees, Foundations and the staff who support them!

The Ontario Convention Center • 2000 E. Convention Center Way, Ontario

Keynote Speaker: Ben Bizzle
New York Times Best-Selling Author: TBA

There will be the popular breakout sessions and much more of course!

Cost: \$50.00 per attendee if registered and paid by April 1.

April 2-May 2: \$65.00

May 3—20: \$75.00

Free parking, conference materials, morning continental breakfast and catered sit-down lunch.

To register or for more information, please go to:

www.serving2020.eventbrite.com

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newest novel, an exclusive afternoon treat
and premium table placement at
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Ontario City Library

Phone: 909-395-2204 or

Or Robin: robinhoklotubbe@aol.com

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