



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibrarydistrict.org

Regular Board Meeting Agenda

August 12, 2020
5:00 p.m.
Teen Room & Zoom

In an effort to protect public health and prevent the spread of COVID-19, the Banning Library District board meeting will not be open to the public. The Banning Library District encourages the public to call via teleconference at: <https://tinyurl.com/boardmeeting08122020> (Passcode: 011555). Members of the public who wish to comment on matters before the Board may submit comments on or before 3 pm, Wednesday, August 12, 2020 to christian@banninglibrarydistrict.org. Any comments received will be read and must still be limited to 5 minutes.

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**

All Consent Calendar items will be acted upon a single action of the Board unless otherwise requested by an individual Board Member for separate consideration.

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

4.1 Minutes of the Regular Board meeting—July 8, 2020

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

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

6. **Finance Report**

7. **District Director's Report**

8. **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)

8.1 President's Report

8.2 Trustees' Reports

9. **Unfinished Business**

9.1 Resolution No. 2020-05: Amendments to Policy No. 3090 Retention Schedule

10. **New Business**

10.1 Discussion and Authorization to enter into an Agreement with a library furniture interior designer company

10.2 Authorize the District Director to enter into an Agreement with Koff & Associates for Compensation Study in the amount not to exceed \$16,950

11. **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)

12. **Agenda Items for Future Agendas**

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

13. **Next Regular Board Meeting**

September 9, 2020

14. **Adjournment**



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MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

JULY 8, 2020 | 5:00 P.M. | Children's Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Little Called the Regular Meeting of the Banning Library District Board of Trustees to order on July 8, 2020 at 5:06 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: Diane Strohm (Agati) and Parker and Linda Braverman (Yamada).

ADOPTION OF AGENDA

It was moved by Trustee Cousar and seconded by Trustee Lara to adopt the agenda.

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC COMMENT

None.

CONSENT CALENDAR

President Little notified the Board that the correct date of the minutes in item 4.2 of the Consent Calendar is June 29, not July 29. It was then moved by Trustee Lara and seconded by Trustee Cousar to approve all items on the Consent Calendar with the correction.

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

FINANCE REPORT

Director Lee presented the finance report to the Board. Everything is on track as budgeted. Lee mentioned that the district has enough funds and it does not need to withdraw from the LAIF for the library Interior Design Project.

DISTRICT DIRECTOR'S REPORT

Director Lee presented a written report. The Summer Reading Program was done virtually through Beanstack and will use it with other programs if it becomes popular with participants. In addition to the written report, Lee said no incidents were reported since for the last month.

BOARD REPORTS AND COMMENTS

8.1 President's Report.

None.

8.2 Trustee's Report.

None.

UNFINISHED BUSINESS

9.1 Retention Schedule and Policy Update.

Lee informed the Board that the retention schedule and policy will be submitted at next month's meeting.

NEW BUSINESS

10.1 Furniture and Library Interior Design Presentation by Agati.

Diane Strohm introduced herself and provided references to Agati's previous work; they have refurnished nearby libraries such as the Moreno Valley Mall library branch. Strohm presented Agati's design ideas to the board. She brought the featured chairs Agati proposed for the Board Members to sit on and brought samples of the material the desk surfaces are made composed of. Afterwards Strohm held a Q&A session with the Board.

10.2 Furniture and Library Interior Design Presentation by Yamada.

Parker and Linda Braverman from Yamada Enterprises introduced themselves as a family owned business that specializes in library interior design. They presented their design ideas to the board. The Bravermans constructed an example of some of the proposed play areas for the Board member to try out as well as sample materials of the furniture. They also provided a digital rendering of how the children's and young adult's rooms will look. Afterwards the Bravermans held a Q&A session with the Board.

LAST MINUTE AGENDA ITEMS

None.

AGENDA ITEMS FOR FUTURE AGENDAS

None.

NEXT REGULAR BOARD MEETING

August 12, 2020 at 5:00 p.m.

ADJOURNMENT

Adjourned at 7:48 p.m.

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

Prepared by: Christian Tzintzun, Library Assistant

Alex Geronimo, Board Secretary

Banning Library District
Profit Loss Budget vs. Actual
June 2020

	Jul '19 - Jun 20	Amended Budget	% of Budget
1	Income		
2	REVENUES		
3	\$ 1,018,540	\$ 965,300	106%
4	LOCAL REVENUES		
5	302	1,000	30%
6	-	-	0%
7	3,329	3,500	95%
8	2,569	3,500	73%
9	7,055	-	0%
10	4,450	-	0%
11	7,067	2,000	353%
12	5,319	8,500	63%
13	1,048,631	983,800	107%
14	Expense		
15	-	50,000	0%
16	SALARIES & BENEFITS		
17	446,872	439,400	102%
18	215	2,000	11%
19	15,258	16,100	95%
20	22,865	61,000	37%
21	26,378	27,400	96%
22	6,164	6,400	96%
23	7,081	4,800	148%
24	524,834	557,100	94%
25	OPERATIONAL		
26	3,515	10,000	35%
27	228	2,000	11%
28	890	1,000	89%
29	12,056	8,200	147%
30	18,889	10,000	189%
31	6,089	5,000	122%
32	2,746	3,600	76%
33	2,254	2,000	113%
34	5,615	10,000	56%
35	5,934	6,500	91%
36	3,811	4,000	95%
37	25,617	22,000	116%
38	1,976	2,400	82%
39	11,237	16,000	70%
40	2,033	2,600	78%
41	102,890	105,300	98%

Banning Library District
Profit Loss Budget vs. Actual
June 2020

		Jul '19 - Jun 20	Amended Budget	% of Budget
42	ADMINISTRATIVE			
43	Professional Development	1,495	8,000	19%
44	Recognition Events	200	2,000	10%
45	Recruitment	394	500	79%
46	Advertising/Marketing	1,072	1,000	107%
47	Cty. Auditing and Accounting	4	500	1%
48	Bank Fees	50	200	25%
49	Membership	4,923	4,500	109%
50	Travel/Training	4,385	20,000	22%
51	Utilities	36,906	40,000	92%
52	Professional	83,878	142,500	59%
53	Office	21,969	20,000	110%
54	Insurance	13,817	17,000	81%
55	Total ADMINISTRATIVE	169,094	256,200	66%
56	Total Expense	796,818	968,600	82%
	Net Income	\$ 251,813	\$ 15,200	

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.

**FY19-20 results are preliminary and subject to change, year-end adjustments not included*

Banning Library District

Balance Sheet

As of June 30, 2020

		<u>Jun 30, 20</u>
1	ASSETS	
2	Current Assets	
3	Checking/Savings	
4	Bank of Hemet Money Market	\$ 83,523
5	Operating Account Bank of Hemet	391,759
6	LAIF	605,818
7	Petty Cash	500
8	County General Fund Cash	<u>1,088,823</u>
9	Total Checking/Savings	2,170,424
10	Other Current Assets	
11	LAIF Interest Receivable	2,034
12	Accounts Receivable Property Tax	19,699
13	Prepaid Expenses	<u>20,311</u>
14	Total Other Current Assets	<u>42,044</u>
15	Total Current Assets	2,212,468
16	Fixed Assets	
17	General Fund Assets	1,009,490
18	Accumulated Depreciation	<u>(572,566)</u>
19	Total Fixed Assets	<u>436,924</u>
20	TOTAL ASSETS	<u><u>2,649,392</u></u>
21	LIABILITIES & EQUITY	
22	Liabilities	
23	Current Liabilities	
24	Accounts Payable	2,185
25	Credit Cards	1,530
26	Vacation Payable	24,462
27	Accrued Payroll	<u>16,245</u>
28	Total Liabilities	44,422
29	Equity	<u>2,604,970</u>
30	TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,649,392</u></u>

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BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: August 12, 2020
By: Kevin Lee

News

Our curbside service is doing well. Staff from all departments are helping out to make sure that our curbside service is possible. We have staff in charge of book-drop, phone calls, shelving items, checking items in, checking items out—definitely a teamwork!

We have been marketing our curbside services, and our efforts are being paid off—more patrons are using this service! That's why we made some changes to our curbside service to better assist our patrons.

In addition to the current curbside service hours (Monday to Friday from 10 am to 5 pm), we now offer:

1. Extended hours on Wednesdays (10 am to 6:30 pm) to assist evening patrons.
2. Open on Saturday (10 am to 2 pm) to assist weekend patrons.
3. Appointments are no longer needed. When you receive a call that your items are ready, come to the library to pick it up anytime during the curbside service hours. We will hold the items for one week.

Print Services

We also made some changes to our printing services. Until further notice, there will be free black-and-white printing services for patrons. Each patron can print up to 25 papers. For more information on printing directions, please visit www.banninglibrarydistrict.org.

Human Resources

We had our Employee Orientation with Koff & Associates (K&A) on July 14. K&A requested that all staff members complete the Position Description Questionnaire. The purpose of PDQ is to gather information about job duties and responsibilities that are assigned to staff. PDQ information will be used to create up-to-date and current class plan/job descriptions, ensure legal compliance, enhance recruitment process, and provide training opportunities.

CENIC Broadband Project

We have our RFQ completed. We will start sending them to vendors for the broadband project.

Painting and Carpet Quote

We are currently in the process of getting quotes for painting and carpet jobs for Children's Room and Teen Area.

Landscape Work

Landscape Pro Care completed the DG work on the outer side of the parking lot and the bench area. They will finalize the work soon.



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Website Development

Website is in the design stage, which is phrase 2 of 8. This phrase will take approximately two months. Revize has been good at communicating timeline with us. They have been updating us as they progressed. We anticipate that our new website will be completed by end of this year.

Incidents

- 7/27/2020—Tash and ashes by the bike rack.

Friends of Banning Library

Friends, along with Fernando, participated in the 2020 BHS graduation parade. Gae said that she has many items to sell. She's learning how to prep items for online sale. She bought two UV wands to treat books and packaging for Baby's 1st Library items.

Friends will look for a shed soon. They plan to put donation items in there. Valuable items will still be kept inside the library. According to the City of Banning, storage sheds that are over 6 feet require a permit.

Grants

We won the \$10,000 Crisis Collection Grant. We will begin ordering books and resources that are specifically related, directly or indirectly, to current crises in Banning, such as job-related materials, relocation resources, and health-related information, to name a few.

We applied for Second Opportunity E-Resources Collection Funding for California Public Libraries during COVID. We requested \$5,000 for this grant. If we win, and we believe we have a good chance at this, we will use the fund to more online databases for our patrons.



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STAFF REPORT

Meeting Date: *August 12, 2020*

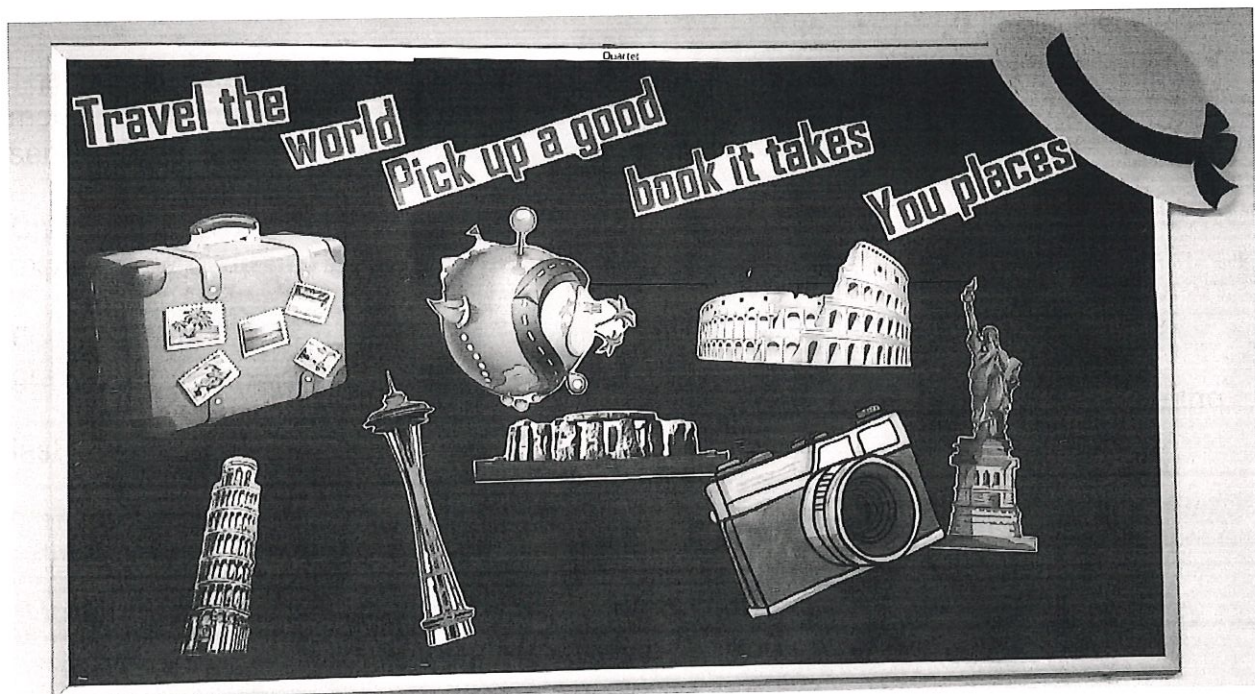
Prepared by: *Fernando Morales, Circulation Manager*

The Banning Library District has continued curbside service and, thanks to word of mouth and familiarity with the hours, library's curbside has created a steady stream of service for the staff and public.

We have been working outreach with our Summer Reading Programs, Children's Program and Adult/Teen Program. We have started a YouTube series to explain how to do our kits.

The Banning Library District participated with the San Geronio Education Foundation and the Friends of the Banning Library, to congratulate students in the graduating class of 2020. Signs and banners were placed outside the library,

In addition, the landscaper have finished removing the rocks, and replace the last area with DG.





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TITLE:
 Circulation Statistics

Material	Top Circulating Item	Monthly Circulation
Audio Books	Pandemic by Robin Cook	39
DVDs	John Wick 3	204
Adult		
Fiction	Then she was gone by Lisa Jewell	214
Non-Fiction	Woodworking course	68
Young Adult		
Fiction	Naruto	55
Non-Fiction	Stamped by Jason Reynolds and Ibram X. Kendi	1
Juvenile		
Fiction	Stink the incredible shrinking kids.	227
Non-Fiction	There no place like space	40

Computer Usage	Total Sessions
Adult	0
Teen	0
Children	0

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



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Database	Description	Total Sessions
Ancestry	Genealogy	8
Coursera	Online learning	12
Enki	eBook*	23
Gale Legal Forms	Legal Forms & Templates	42
Mango	Language	38
OverDrive	Audio Book and eBook	384
World Book	Online Encyclopedia	20
BrainFuse	Online Tutoring	4
Hoopla	Movie streaming and eBook	39

Historian's Report for July 2020

By Francisco Ramos, Historian

The history room has passed an important milestone which was recently helped by the closure of the library. We have now completed the full transfer of Boud Collection books and 95% of "Backroom" history books to the new history room. Thanks to the lack of new patron questions, I have fully devoted myself to cataloging / evaluation and alphabetization of the collection. Local history will be fully in place by end of July. This year long work has been important for several reasons.

The lack of a digital catalog of books in the backroom made the entire collection a non-digital archive. In my evaluation of certain books, our library district is fortunate to have such an extensive collection, of which many researchers from other institutions would be glad to research. Knowing how these books are now located, preserved and categorized in a standard format allows for much easier research within the library. Further, now that categorization is complete, the archive is now more accessible because we can now begin the work of uploading the Boud collections contents to WORLD CAT. WORLDCAT is an online repository and content resource management system for academic archives. Upon completion of this work, we will be a resource for academic researchers around California to view our collections online.

Archival materials. I recently was introduced to a patron who used to be a resident of Banning during the 1940's and 1950's. She is in touch with several of her family and friends who remember the historic Latino/Chicano neighborhoods of Banning. They may have several copies of photographs of those original neighborhoods in their possession. I am tracking these down and talking to numerous people to attain copies if possible. The possession of photographs of these neighborhoods would be a welcome addition to our online photo archive. One of the most frequent questions that comes from patrons is about those historic neighborhoods now lost. They were demolished in large part, for the construction of the 10 freeway in the late 1950's and early 1960's.



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STAFF REPORT

Meeting Date: August 12, 2020
By: Kevin Lee, District Director
Agenda Item 9.1

TITLE:

Resolution No. 2020-05: Amendments to Policy No. 3090 Retention Schedule

DISCUSSION/INFORMATION:

Our interim Assistant General Counsel Stephanie Gutierrez reviewed our current Policy No. 3090 Retention Schedule. She worked with staff to update our policy and retention schedule to reflect the current needs of the library.

The draft version includes the record name, legal citation, and length of retention.

RECOMMENDATION:

That the Board approve and adopt Resolution No. 2020-05: Amendments to Policy No. 3090 Retention Schedule.

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BANNING LIBRARY DISTRICT ADOPTING AN UPDATED RETENTION SCHEDULE FOR THE BANNING LIBRARY DISTRICT AND AUTHORIZING THE DISTRICT DIRECTOR TO ADOPT AND PROMULGATE FURTHER RECORDS RETENTION POLICIES

WHEREAS, the Banning Library District's ("District") Retention Schedule was last updated on or about October 8, 2015, which has become outdated; and

WHEREAS, a new retention schedule tailored to the District's needs have been formulated with input from staff; and

WHEREAS, the adoption and implementation of this retention schedule is an important risk management measure expected to create efficiency, conserve resources, and reduce costs; and

WHEREAS, the authority to adopt additional administrative policies relating to records management practices shall be delegated to the District Director; and

WHEREAS, in the interest of continuity of operations, the authority to approve interim updates to this schedule shall be granted to the District Director, anticipating that the schedule will then be returned to the Board of Trustees periodically for formal revision.

NOW, THEREFORE, BE IT RESOLVED by the Banning Library District Board of Trustees as follows:

1. The revised Records Retention Schedule (Exhibit A) is hereby adopted;
2. The General Counsel is hereby delegated the authority to approve the destruction of records in accordance with this Schedule and as provided in California Government Code Section 60200 et seq.;
3. The District Directors is hereby authorized is hereby authorized to adopt and promulgate, in cooperation with the Board Secretary, additional administrative policies relating to the implementation of records management practices.
4. The provisions of this Resolution shall supersede and control the District's Records Retention Schedule management policies and practices.

PASSED, APPROVED, AND ADOPTED this 12th day of August, 2020.

Kathy Little, President

ATTEST:

Alex Geronimo, Board Secretary

APPROVED AS TO FORM:

Algeria Ford, Interim General Counsel

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)

I, Alex Geronimo, Board Secretary of the Banning Library District, do hereby certify that the foregoing Resolution No. 05 was duly adopted by the Board of Trustees of the Banning Library District at a regular meeting thereof, held on the 12th day of August, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Alex Geronimo, Board Secretary

EXHIBIT "A"



DRAFT

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The District Director is the designated custodian of all records of Banning Library District. The District Director is responsible for the maintenance of the necessary historical records required by law and accepted practice. The District Director shall review these files and records periodically to determine the adequacy of the retention procedures. Accordingly, the District Director will carry out these duties in line with specific guidelines outlined below. Change in these guidelines shall be brought to the Board of Trustees for its consideration and approval. Unusual items, not listed, should be brought to the District Director's attention.

Record Retention Schedule

Abbreviations

CCP – Code of Civil Procedure (California)	GC – Government Code (California)
CCR – California Code of Regulations	R&TC – Revenue & Taxation Code (California)
CFR – Code of Federal Regulations	USC – United States Code
EC – Elections Code (California)	LC – Labor Code (California)

<u>RECORD</u>	<u>CITATION/LEGAL BASIS</u>	<u>RETENTION</u>
Accident/Illness Report	GC 6254(c)	Length of employment plus 30 years
Accounting Records – General Ledger	CCP 337	Permanent
Accounting Records – Permanent Books of Account	26 CFR 1.6001-1(c) and (e)	Permanent
Accounts Payable and Accounts Receivables	CCP 337 Secretary of State Local Government Records Management Guidelines	Audited plus 4 years
Agreements and Contracts	CCP 337 Secretary of State Local Government Records Management Guidelines	Terminated plus 4 years
Annual Financial Report	GC 34090 Secretary of State Local Government Records Management Guidelines	Completion plus 2 years
Appraisals – Real Property owned by District (exempt from public disclosure until real estate transaction is complete)	GC 34090 GC 6254(h) Secretary of State Local Government Records Management Guidelines	Completion plus 2 years *Exempted until final acquisition or contract agreement
Articles of Incorporation	GC 34090 CCP 337.2 Secretary of State Local Government Records Management Guidelines	Permanent

Bank Account Reconciliations – Bank statements, receipts, disbursements and reconciliation	26 CFR 16001-1 GC 34090	Audited plus 5 years
Board - Agendas/Agenda Packets	GC 34090	3 years
Board - Audio Recordings of Meetings	GC 34090.7	3 months
Audits	Secretary of State Local Government Records Management Guidelines	Permanent
Board - Minutes	GC 34090	Permanent
Board – Oath of Office	GC 34090 29 USC 1113	Length of term/employment plus 6 years
Bonds – Fidelity Bonds	GC 34090	Termination plus 2 years
Budget - Annual Budget	GC 34090	Permanent
Cal/OSHA	LC 6410	5 years
Cal/OSHA Form 300, the privacy case list (if one exists), the Cal/OSHA Form 300A, and the Cal/OSHA Form 301 Incident Reports	8 CCR 14300.33	
California State Tax Records	R&TC 19704	6 years
Checks – District-issued, Employee Reimbursement, Independent Contractors	GC 60201(d)(12)	7 years
Checks – District-issued Vendors/Other	Secretary of State Local Government Records Management Guidelines	Audited plus 5 years
Circulation Records (fines & fees)	GC 34090	3 years

Claims Filed Against the District	GC 60201(d)(4) GC 34090	Until settled plus 2 years
Conflict of Interest Code	GC 87300 et seq.	Permanent
Correspondence	GC 34090	2 years
Credit Cards (bills, statements, etc.)	26 CFR 31.6001-1(e)(2)	Until audited plus 4 years
Deeds – Real Property	GC 34090(a)	Permanent
Equal Employment Opportunity Records	GC 34090(c)	Permanent
	Secretary of State Local Government Records Management Guidelines	
Election – Administrative Documents	GC 34090	2 years
	EC 17130	
	EC 2653	
	GC 22932	
Election – Canvass		Permanent
Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	Secretary of State Local Government Records Management Guidelines	
Employee Benefits	29 USC 1027	For life of plan/policy plus 6 years
	28 CCR 1300.85.1	
	11 CCR 560	
	29 CFR 1627.3(b)(2)	
Employee Files	GC 12946	While current plus 3 years
	GC 6254(c)	
	29 CFR 12627.3	
Employee Information - General	29 CFR 1627.3(a)	3 years
	LC 1174	
Employee Information - Payroll	GC 60201	7 years
	29 CFR 1627.3(a)	

Applicant Identification Records (kept separate from personnel files)	2 CCR 11013(b), (c)(2), (c)(3)	Current plus 2 years
Employee Records – Non-safety	29 CFR 1627.3 GC 12946	Termination plus 3 years
Employee Programs (EAP and recognition)	GC 34090 GC 12946	Current plus 2 years
Employee Documents – Recruitment	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current plus 3 years
Employment – Applications (not hired)	GC 12946 29 CFR 1627.3(b)(1)(i)	3 years
Employment – Eligibility Verification (1-9 Forms)	8 USC 1324a (b)(3)	3 years after date of hire or 1 year after termination, whichever is later
Employment – Training Records	GC 6250 et. seq. GC 12946 GC 34090	Length of employment plus 7 years Current plus 2 years
Employment – Surveys and Studies (wage rates, classification)	29 CFR 516.6(a)(2)	
Ethics Training Record	GC 53235.2	5 years after receipt of training
Expense and mileage reimbursements	GC 60201(d)(12)	7 years after date of payment
Facility Rental Use	GC 34090	Current plus 2 years
Family and Medical Leave Act (records of leave taken, notices, communication, etc.)	29 CFR 825.500 GC 12946	While employed plus 3 years (federal) or 2 years (state)

Federal Tax Records	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6	Secretary of State Local Government Records Management Guidelines	Current plus 4 years
Fixed Assets Inventory	GC 34090 CCP 337, 343		Until audited plus 4 years
Fixed Assets – Surplus Property (sealed bids sales)	GC 34090 CCP 337, 343		Until audited plus 4 years
Form 700 Statement of Economic Interests (original) – Elected Officials	GC 81009(e)		7 years (can image after 2 years)
Form 700 Statement of Economic Interests (original) – Non-elected	GC 81009(b)		Election plus 5 years (can image after 2 years)
General Ledgers (all annual financial summaries)	GC 34090 CCP 337	Secretary of State Local Government Records Management Guidelines	Permanent
Insurance – Personnel-related	GC 34090		Current plus 2 years
Insurance – Property and Liability	GC 34090	Secretary of State Local Government Records Management Guidelines	3 years Secretary of State recommends permanent retention
Insurance – Workers Compensation Files	8 CCR 10102		Permanent
Investment Reports and Transaction	GC 34090 CCP 337	Secretary of State Local Government Records Management Guidelines	Permanent

Invoices	CCP 337 26 CFR 31.6001-1(e)(2) Secretary of State Local Government Records Management Guidelines	United audited plus 4 years
Job Descriptions	29 CFR 1627.3	While current plus 3 years
Lease Agreement	CCP 337 CCP 337.2 CCP 343	Until terminated plus 4 years
Legal Opinions (confidential, not for public disclosure)	GC 34090 Secretary of State Local Government Records Management Guidelines	Until superseded plus 2 years
Litigation	GC 60201(d)(4)	Until settled or adjudicated plus 2 years
Maintenance – Repair Records	GC 34090 Secretary of State Local Government Records Management Guidelines	2 years
Newsletter	GC 34090 Secretary of State Local Government Records Management Guidelines	2 years May retain permanently for historic references
Payroll – Federal and State Reports	GC 60201	7 years
Payroll – Deduction/Authorizations	GC 60201 29 CFR 516.6(c)	While current plus 7 years
Payroll Records	GC 60201(d)(12)	7 years after date of payment
Payroll Records – Employee Information	29 CFR 516.5 LC 1174(d)	3 years from date of last entry
Payroll Records – Terminated Employees	29 CFR 516.5 GC 60201(d)(12)	7 years from date of last entry

Payroll – Registers	29 CFR 516.5(a) LC 1174(d) GC 60201(d)(12)	Secretary of State Local Government Records Management Guidelines	Permanent
Payroll – Timecards	29 CFR 516.6 LC 1174	Secretary of State Local Government Records Management Guidelines	3 years Secretary of State recommends – until audited plus 6 years
Payroll – Wage rates/job classifications	LC 1197.5(d) LC 1174(d) GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3		While current plus 3 years
Personal Policies – Rules and Regulations (employee handbooks, employee manuals, other policies/procedures)	29 CFR 516.6 29 CFR 1627.3(a)	Secretary of State Local Government Records Management Guidelines	Superseded plus 2 years
Personnel Records (other than payroll records, i.e. job applications, resumes, promotions, demotions, tests, termination)	GC 12946 29 CFR 1627.3 GC 6250		Current plus 3 years
Policies – Administrative	GC 34090	Secretary of State Local Government Records Management Guidelines	Superseded plus 2 years
Policies – District Board	GC 34090	Secretary of State Local Government Records Management Guidelines	Superseded plus 2 years

Procedure Manuals	GC 34090 Secretary of State Local Government Records Management Guidelines	Superseded plus 2 years
Public Records Request	GC 34090 GC 60201(d)(5)	Closed plus 2 years
Purchasing – RFQ and RFP Requisitions, Purchase Orders	GC 34090 CCP 337 Secretary of State Local Government Records Management Guidelines	Until audited plus 4 years
Recordings – video and telephone recordings	GC 53160, 53161 *Destruction must be approved by the Board and General Counsel	1 year for video 100 days for phone Must be preserved if it relates to a claim or pending litigation. Video can be kept for 90 days if another recording is available (i.e. audio)
Records Management Disposition	GC 34090, 60201(d)(10)	Permanent
Records Retention Schedules	GC 34090 Secretary of State Local Government Records Management Guidelines	Superseded plus 4 years
Recruitments and Selection	GC 12946 GC 6250 et seq. 29 CFR 1627.3	Closed plus 3 years
Resolutions	GC 34090(d) Secretary of State Local Government Records Management Guidelines	Permanent
Returned Checks	GC 34090 CCP 337, 343 Secretary of State Local Government Records Management Guidelines	Until audited plus 5 years

Salary/Compensation Studies and Surveys	GC 34090 Secretary of State Local Government Records Management Guidelines	Termination plus 2 years
Settlement Agreements -Ligation (final settlement)	GC 60201(d)(4)	2 years after signed/approved
Settlement Agreements – Workers Compensation (claims)	8 CCR 10102	Permanent
	8 CCR 15400.2	
Special District Development	GC 34090(a)	Permanent
State Controller (annual reports)	GC 34090	Permanent
State Tax Records (quarterly and year-end reports)	GC 34090	Audited plus 4 years
	29 USC 436	
Unemployment Insurance Records	26 USC 3301-3311 CCP 343	While current plus 4 years

Banning Library District

POLICY MANUAL

POLICY TITLE: **Records Retention**
POLICY NUMBER: **3090**

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Banning Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The Library Director is the designated custodian of all records of Banning Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Banning Library District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieve and print the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record, except the journals and ledgers, which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicates (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction, as per section 3090.4.4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirement information.

3090.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 3090.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 3090.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

3090.5.2 A contract should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.5.3 Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) General Ledger
 - (5) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. Payroll and personnel records include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Disposal of surplus & excess property records
- (8) District insurance records
- (9) Employee accident reports, injury claims & settlements
- (10) Employee earning records
- (11) Employee fidelity bonds
- (12) Employee insurance records
- (13) Facility improvement plans
- (14) Individual claims/settlements
- (15) Inventory
- (16) Journal vouchers
- (17) Ledgers
- (18) Licenses & permits (to operate)
- (19) Loans & grants
- (20) Maps
- (21) Minutes of Board meetings
- (22) Payroll registers
- (23) Policies, Rules & Regulations
- (24) Statements of Economic Interest
- (25) Warrant/Voucher registers
- (26) Warrants (with backup)

Appendix B

Records Retention Schedule for Banning Library District

Board of Trustees Minutes.....	Indefinitely
Board of Trustees Agendas & Agenda Documents (Books).....	Indefinitely
Audits.....	Indefinitely
Annual Reports to the State Library.....	Indefinitely
Annual Report of Financial Transactions to the State Auditor.....	Indefinitely
Personnel Records.....	Indefinitely
Payroll Records.....	Indefinitely
Monthly Financial Reports from the Riverside County Auditor.....	Indefinitely
Bond Payment Records.....	Indefinitely
Pension Fund Annual Census and Report.....	Indefinitely
Library-published reports, studies, publications.....	Indefinitely
Insurance Policies	10 Years
Grant Reports	10 Years
Grant Applications – funded	10 Years
FPPC Conflict of Interest Statements for Staff.....	7 Years
Checks	7 Years
Bank Statements	7 Years
Grant Applications – unfunded	5 Years
Library System Printouts.....	5 Years
Budget forms for Riverside County Auditor.....	5 Years
Board Meeting Recordings	1 Year