

21 West Nicolet Street  
Banning, CA 92220  
951.849.3192 tel.  
951.849.6355 fax  
[www.banninglibrarydistrict.org](http://www.banninglibrarydistrict.org)

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**AGENDA**  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 12, 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. **Closed Session**

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

4.2 Conference with Labor Negotiators (Government Code Section 54957.6)  
Unrepresented Employee: District Director  
Agency Designated Representative: Kathy Little, Board President

5. **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:

- 5.1 Minutes of the Regular Board meeting—January 8, 2019
- 5.2 Accept \$500 donation from Friends of Banning Library for Oral History Project Equipment

6. **Consideration of Items Removed from the Consent Calendar**  
*Items removed from the Consent Calendar will be discussed individually at this time.*
7. **Friends of Banning Library Report**
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. **Personnel**  
Arrivals/Separations/Resignations - None.
11. **Board of Trustees Training/Conference**
  - 11.1 Sexual Harassment Training (Webinar self-pace) – Required
  - 11.2 Ethics AB 1234 Compliance Training 2020 (Webinar on demand) – Self Register
  - 11.3 Intro to Special District Finance for Board Members (Webinar on 2/18/2020)
12. **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)*
  - 12.1 President's Report
  - 12.2 Trustees' Reports
13. **Unfinished Business**
  - 13.1 Retention Schedule and Policy Update
  - 13.2 Facility Improvement and Renovation Discussion Update
14. **New Business**
  - 14.1 Adoption of Bylaws
  - 14.2 Election of New Board of Trustees Officers
  - 14.3 Mid-year Budget Adjustments
  - 14.4 Amendments to Policy No. 5010 Employee Status
  - 14.5 Amendments to Policy No. 5110 Holidays
  - 14.6 Amendments to Policy No. 5125 Sick Leave
  - 14.7 Amendments to Policy No. 5120 Vacation Leave
15. **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)*
16. **Agenda Items for Future Agendas**  
*This is an opportunity for Board members to request that items be placed on future agendas.*

17. **Next Regular Board Meeting**  
March 11, 2020

18. **Adjournment**

# MINUTES

## REGULAR MEETING OF THE BOARD OF TRUSTEES

January 8, 2020 5:00 p.m. Conference Room

1. **Call to Order, Pledge of Allegiance, Roll Call**  
5:02 p.m. by Kathy Little, Board President  
Board Present: K. Little, M. Lara, W. Ajigbotafe, L. Cousar, A. Geronimo  
Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager, Christian Tzintzun – Library Assistant
2. **Adoption of Agenda**  
Lee asked that that one more item be added to the Staff Report. A motion was made to adopt the Agenda with the one addition. M/S Ajigbotafe/Cousar. Motion passed unanimously.
3. **Public Comment**  
No public comments.
4. **Consent Calendar**  
Motion to approve entire Consent Calendar Agenda items 4.1 - 4.5. MS Cousar/Geronimo. Motion passed unanimously. A Roll Call vote was taken and all Board members approved the Consent Calendar.
5. **Consideration of Items Removed from the Consent Calendar**  
None.
6. **Friends of the Library Report**  
Gae Rusk, FOL President, spoke to the Board about their activities. The next evening was the launching of the Oral History project at the Historical Society's monthly meeting at the Beaumont Woman's Club. The annual April event usually occurring during national library week has been postponed due to the Easter weekend. Essay ideas will be discussed at the next FOL meeting (2<sup>nd</sup> Tuesday of the month at 4:30) and once started, there will be a 6-8 week time slot before awards will be given out at the April event. Gae asked if anyone had any quotes that would snag the high school students attention. She reminded everyone about Amazon smiles which once signed up, gives a portion of what a person spends to the Friends, which in turn goes to the library. Little asked when they would start interviewing people of interest for the Oral History project. Gae said that a taped Release Form would go out to the audience tomorrow night warning them that their story would be made public. After gathering all the information it will go to Francisco to sort out, and it will undoubtedly be a huge undertaking.
7. **Audit Report and Presentation by David Becker from James Martin and Co.**  
David Becker, CPA, reported that the audit went much better than last year in that all his concerns and recommendations had been corrected and/or

addressed. He showed a percentage chart of the last six years. The year 2017 showed high salaries due to settlements paid out. Capital Assets have remained steady. Salaries and Benefits are always unpredictable as laws and requirements change. Since the Library has \$2,000,000 in Equity he suggested that the Board think about how they'd like to use those reserves, keeping in mind any future capital outlay expenses. He removed some items from the fixed asset schedule but nothing significant had to be adjusted. The overall revenues have increased because property taxes have increased by \$81,000. Expenses increase by 28%. Capital Outlay decreased by \$31,000. The Fund Balance increased by \$145,000. Little and Geronimo complimented Lee and the staff for handling all the internal control items from last year. Gae said the Audit results were admirable. Geronimo requested a comparison report to look at for the next audit.

8. **Finance Report.**

Lee reported that the LAIF account has been opened and \$600,000 was transferred into it. That amount would be six month's operating expenses plus a little cushion. Everything else was the same.

9. **District Director's Report**

District Director, Kevin Lee, thanked Board President, Kathy Little, for cookies she delivered over the holidays to the staff. The toy drive took place, allowing patrons to reduce their fines by \$1.00 for donating a toy. All toys were donated to the Banning Police. The library is trying to arrange for meals during the Summer Reading program working together with the Banning Unified School District. The Bookmobile research is continuing. Lee and Fernando checked out the Riverside County Library system's bookmobile operation. There is a huge bus that would have been hard to maintain. They are thinking that a Sprinter van would be more what they would want as a bookmobile. A preliminary budget proposal will be sent out to the Board members with next month's agenda packet. Two new ads are to be run in the Veteran's Expo and the Chronological of Business Special Section. Career Online High School is now available. Applicants will need to take an online assessment test prior to being selected. Five scholarships will be awarded annually. The five digit library cards are in place and can be traded in by existing patrons (one time), or free to those who have lost their library cards. Patrons must present their physical card to check out or use library services. Lee and staff member Jana attended the annual Performer's Showcase to see what's available for the special events during the Summer Reading Program. A new library aide, Toni Moore, has been hired. Library assistant Jana Brassfield has resigned as well as Kellie Gonzalez.

Lee listed some upcoming Board of Trustee training, webinar and conference opportunities. Lee has five training/webinars he most likely will attend in the next month.

Incidents consisted of rock throwing on library property and said patrons being suspended for three months. A knife found outside was handed over to a sheriff deputy.

The Building Inspector reported that the cracks in the Library walls are surface cracks and not a safety concern or a structural issue – they are normal for the age of the building. One area of the roof is still leaking but with the three year guarantee, it should be taken care of without expense soon. Lee asked Fernando to talk about CENIX, a company that offers high-bandwidth network service. Although they do not have a contract but have a general price breakdown, the cost would be \$38 a month after eighteen months and it would give them the speed that is needed. Fernando will begin configuring one of the computers with the Extended Virtual Reality program /goggles that have just arrived. Lee thanked the Friends of the Library for the two Christmas trees and tree trimming event.

The library will be receiving one Oculus Go and Quest and Immersive Storytelling Kit from XRLibraries. The Elks club will be giving the library a \$4,000 gift to buy STEAM items for children ages 0-8, and also two computers and a printer for the children's room. Working with the archivist at Maiki, the library will be receiving the California Revealed grant. Lee thanked the Friends of the Library for their generous gift of \$1,130 and blackout curtains for the History room. The next grant Lee plans on applying for is the Lunch at the Library.

The Staff report from Fernando, Circulation Manager, thanked the Friends for The Christmas trees, gingerbread event, and with the toy drive, he thought that the library was of great service to the community. Yocelin Saucedo, Library Assistant, also felt the Christmas tree decorating and gingerbread events with live music made for a happy library. Rebecca Aguirre Rios, Library Assistant, wrote about the guided painting program and the jigsaw puzzle creation, scrambling the pieces and racing to finish the puzzle. The movies of the month (Christmas themed) kept the patrons returning for more. Statistics had been given to the Board members and Little asked if the number of audio books checked out was a normal amount. Fernando thought that December was not a good month to base audio statistics as patrons are busy with the holidays. Geronimo was curious about the young adult non-fiction book "Stranger Things". Fernando explained it was a behind the scenes with background information book about the television show. Little commented on how engaged the teenagers were during the Guided Canvas painting event. Historian, Francisco, submitted his monthly report which covered digitizing of the special collections that the library owns, the transfer of all special and rare books to the history backroom, and partnership with the Maiki archivist to help procure the California Revealed Grant. This grant will be for digitalizing the microfilm collection which is slowly eroding. The Boud Collection and other rare books have been nearly cataloged, and many of the book's barcodes within the history room have been scanned so that they show up in the Koha system. Francisco noted that they incorporated

more local history books into the general circulation, making patrons happy to have more access for their research projects.

## 10. **Board Reports and Comments**

### 10.1 President's Report

Kathy Little, Board President, was so pleased about the Audit results. She asked the other Board members if they could go to the Friends of the Library meeting that next Tuesday. Cousar volunteered to go and Little said she'd attend the February meeting. It was suggested that they get a sign-up sheet for the remaining months of 2020.

### 10.2 Trustee's Report

Cousar congratulated District Director Lee for his good work and that the grants that have been awarded which helped with getting a good Audit Report. She thought he'd eventually pay for his own salary! She asked about the status of the flagpole outside the building. Geronimo congratulated the Board of Trustees for their one year anniversary! And that they all were still there! Lara thanked Lee and the staff for making the library what it is. Little thanked the entire Board for hanging in there this last year.

## 11. **Unfinished Business**

### 11.1 Adopting Rosenberg's Rules of Order for Meetings

At the last Board meeting Rosenberg's Rules of Orders was explained and a booklet given to each Board member. The Trustees approved of changing. The parliamentary procedures of their meetings. They asked Lee to revise Policy No. 4260 Rule of Order for Board and Committee Meetings to reflect the change. Motion to accept amendments to Policy No. 4260. M/S Geronimo/Lara. Motion passed unanimously. Lee asked that the Board do a roll call vote from now on as the attorney had advised them to do so.

### 11.2 Facility Improvement and Renovation Discussion Update

At the last Board meeting, Trustees directed the District Director to have two more project managers contacted about the facility improvement and renovation project. Meanwhile a Building Inspector came out to the library and concluded that the cracks in the walls were normal and not a safety issue or a structural issue. Expanding the library is not necessary at this time. However, the library could use a professional to analyze how to use the library space in a more productive way and maybe create some study rooms. After some discussion, the Trustees gave Lee direction to find at least two Interior Designers to look at the facilities and give them ideas and quotes. Since the Board just gave Lee direction, no motion was made at this time.

### 11.3 Retention Schedule and Policy Update

Upon the Board's decision at the last Board meeting, staff has been organizing, discarding/retaining all records in house. Lee reports that they are about one fourth of the way through.

**12. New Business**

**12.1 Creation of Policy No. 6020 Library Use**

Policy No. 6020 would contain Hours of Operations (including holiday closing days), Eligibility (requirements to obtain a library card), Borrowing policies, (how many items can be checked out at one time and for how long) Library Charges (overdue, lost items, copier, fax, interlibrary, notary, procter, conference room expenses) and Suspension of Library Privileges. (\$5.00 + fines, unattended children, computer misconduct, or patron misconduct). Motion to adopt Policy No. 6020. M/S Cousar/Ajigbotafe. Motion passed unanimously. A roll call vote was taken in which all Board members approved.

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

The Library Page description is similar to the Library Aide description, and no Library Pages have been hired in the last decade. Therefore it is asked that they delete Policy No. 2095 Library Page Job Description. Motion to remove Policy No. 2095. M/S Ajigbotafe/Geronimo. Motion passed unanimously. A roll call vote followed with all Board members approving.

**12.3 Amendments to Policy No. 6060 Internet and Computer Use**

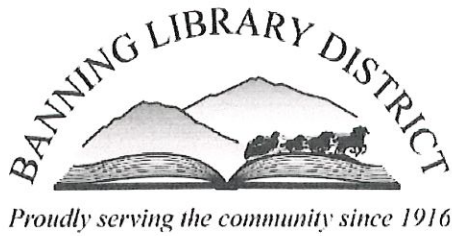
This Item asks that more than one computer session be allowed at the staff's discretion. The policy should prohibit using someone else's library card. Color printing is available but not mentioned in current Policy. Free printing during tax season has nothing to do with computer usage. The library no longer sells flash drives or schedules computer time, and would like to get rid of offering guest passes. Motion to update Policy No. 6060 Internet and Computer Use. M/S Geronimo/Cousar. Motion passed unanimously. A Roll Call vote was made and all Board members approved.

**12.4 Amendments to Policy No. 2420 Professional Development and Tuition**  
Policy No. 2420 should be renamed "Tuition Reimbursement" as there is already a Training policy. Also, this policy should not be in the 2000s policy category. Tuition reimbursement is available to full-time employees. Part-time employees have training opportunities to increase their work skills. Tuition reimbursement, up to \$1,500 per semester will be available upon Board approval and the funds to cover it. Classes taken should be used to benefit the Library, and the employees must obtain a passing grade. If an employee leaves their job within one year of the reimbursement, that amount will be deducted from their final paycheck. Motion to approve and adopt amendments to Policy No.2420. M/S



Cousar/Ajigbote. Motion passed unanimously. Roll Call vote – all approved.

13. **Closed Session 6:03 to 6:25 p.m.**
  - 13.1 Public Employee Performance Evaluation – District Director Pursuant to Government Code Section 54957  
The Report Out was that this Item will be postponed to the next month's Board Meeting.
  
14. **Last Minute Action Items**  
None.
  
15. **Agenda Items for Future Agendas**  
None.
  
16. **Next Regular Board Meeting**  
February 12, 2020 5:00 p.m.
  
17. **Adjournment 6:26 p.m.**



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**BOARD OF TRUSTEES  
DIRECTOR'S REPORT**

Meeting Date: February 12, 2020  
By: Kevin Lee, District Director

Exhibit 5.2

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**TITLE:**

Accept \$500 donation from Friends of Banning Library for Oral History Project Equipment

**DISCUSSION:**

Our Historian needs particular equipment for the Oral History Project. Friends of Banning Library decided to help with the purchase.

**RECOMMENDATION:**

Accept the \$500 donation from Friends of Banning Library. The money will be used to purchase a tripod, book holder, mic shield, lighting, and gimbal.

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**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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## Banning Library District

## Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
<b>1 ASSETS</b>	
2 Current Assets	
3 Checking/Savings	
4 Bank of Hemet Money Market	683,251
5 Operating Account Bank of Hemet	822,326
6 County General Fund Cash	434,805
7 Petty Cash	500
9 Total Checking/Savings	<u>1,940,883</u>
9 Other Current Assets	
10 Accounts Receivable PropertyTax	50,100
11 Prepaid Expenses	8,735
12 Total Other Current Assets	<u>58,834</u>
13 Total Current Assets	<u>1,999,717</u>
14 Fixed Assets	
15 CAPITAL ASSETS	
16 County General Fund Assets	1,009,490
17 Accumulated Depreciation	(546,866)
18 Total CAPITAL ASSETS	<u>462,624</u>
19 TOTAL ASSETS	<u><u>2,462,341</u></u>
20 LIABILITIES & EQUITY	
21 Liabilities	
22 Current Liabilities	
23 Accounts Payable	14,426
24 Credit Cards	18
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>45,745</u>
30 Equity	2,416,596
31 TOTAL LIABILITIES & EQUITY	<u><u>2,462,341</u></u>

Banning Library District  
Profit Loss Budget vs. Actual  
December 2019

	Jul - Dec 19	Budget	% of Budget
1	<b>Income</b>		
2	REVENUES		
3	\$ 394,918	\$ 965,322	41%
4	LOCAL REVENUES		
5	163	1,000	16%
6	-	500	0%
7	1,730	500	346%
8	1,715	1,000	171%
9	7,055	-	0%
10	1,904	100	1904%
11	4,228	8,000	53%
12	16,795	11,100	151%
13	411,714	976,422	42%
14	<b>Expense</b>		
15	SALARIES & BENEFITS		
16	6,574	19,987	33%
17	134	2,000	7%
18	11,265	60,990	18%
19	3,008	7,397	41%
20	1,566	4,000	39%
21	12,883	31,434	41%
22	217,896	493,159	44%
23	253,326	618,967	41%
24	OPERATIONAL		
25	1,708	10,000	17%
26	228	2,000	11%
27	-	250	0%
28	501	1,000	50%
29	3,537	3,200	111%
30	4,678	2,900	161%
31	20	5,000	0%
32	2,255	3,600	63%
33	884	4,000	22%
34	2,863	5,000	57%
35	3,172	16,000	20%
36	1,810	500	362%
37	12,916	17,600	73%
38	912	2,400	38%
39	5,091	16,000	32%
40	913	2,600	35%
41	41,486	92,050	45%

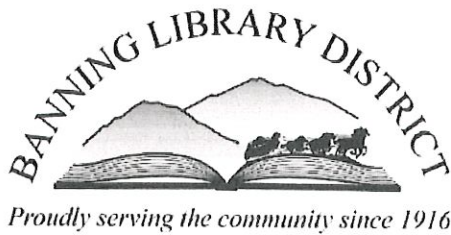
Banning Library District  
Profit Loss Budget vs. Actual  
December 2019

	Jul - Dec 19	Budget	% of Budget
42	ADMINISTRATIVE		
43	-	8,600	0%
44	-	2,000	0%
45	52	1,000	5%
46	831	3,500	24%
47	-	500	0%
48	50	150	34%
49	2,797	3,500	80%
50	2,259	2,000	113%
51	39,147	140,760	28%
52	10,510	15,000	70%
53	7,460	12,894	58%
54	63,107	189,904	33%
55	UTILITIES		
56	6,204	12,000	52%
57	14,880	28,000	53%
58	21,083	40,000	53%
59	379,003	940,921	40%
60	\$ 32,711	\$ 35,501	92%

*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.*



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## **BOARD OF TRUSTEES DIRECTOR'S REPORT**

Meeting Date: February 12, 2020  
By: Kevin Lee, District Director

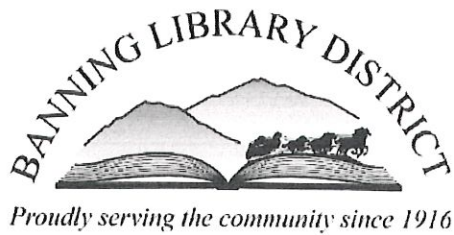
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### **Administration & News**

- I met with a private security firm to get more information on security services. I also met with the BUSD to see if we can arrange a security-loaning agreement. Updates will be provided.
- Guides to Resources is complete. This guide includes information on free lunches, temporary housing, transportation, portable showers, cooling/warming centers, low income housing, and maps. We will have them at the front desk for anyone who needs it.
- Summer Reading Performers are selected and booked. Variety of performers: comedian, magician, musician, and dancer. Add to that, we will have Pacific Animal Productions at our library too! Summer Reading Program calendar will be released once it is completed.
- We are in the process of ordering computers, one printer for the Children's Room, STEAM materials, and bags. All items will be ordered in this month. At the last regular meeting I said that Elks Grant was \$4,000. It turned out to be \$4,500!
- We finished our interviews for Library Aide and Library Assistant. Both positions will be hired very soon.
- We still have six scholarships for Career Online High School. Please spread the word!
- BUSD Nutritional Services and the Library will work together to serve meals at the library in the summer. It was successful last year, and we hope to make it successful this year too.
- Many patrons are switching their library cards to the shorter number. They are happy!
- March 3<sup>rd</sup> – Outreach to Central Elementary School for Family Literacy Night.
- March 5<sup>th</sup> – Outreach to Hemmerling Elementary School for Author Event and Info Session Booth.
- Library participated in the Native Voices Poetry Festival on February 8 event. We had a table setup to pass out library information and events calendar.

### **Training/Conference/Meeting**

- 2/11 – Understanding the Brown Act – Beaumont



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### **Incidents**

- 1/8 – Someone wrote his or her phone number in our children's books.
- 1/22 – There is graffiti on the northside of the library.
- 1/22 – Group of patrons were trying to get on the patio-side roof.
- 1/29 – Patron reported his/her cellphone stolen.

### **Building, Furniture, Equipment, Technology**

- Our roofing repairman fixed the leak in the main circulation area.
- An unknown patron stole one of our restroom keys. Staff will get new ADA compliant locks for public restrooms where key is no required.
- Oculus Go and Quest is being set up. This should come out later this month or early next month. Patrons can wear the Virtual Reality goggles and go on an adventure, for example, under the sea!

### **Grants, Donations, Gifts**

- Lunch at the Library grant is applied.
- We got more information on the Book Mobile. We are looking through the details to see if Book Mobile makes sense.

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## STAFF REPORT

Meeting Date: Feb 12<sup>th</sup> 2020

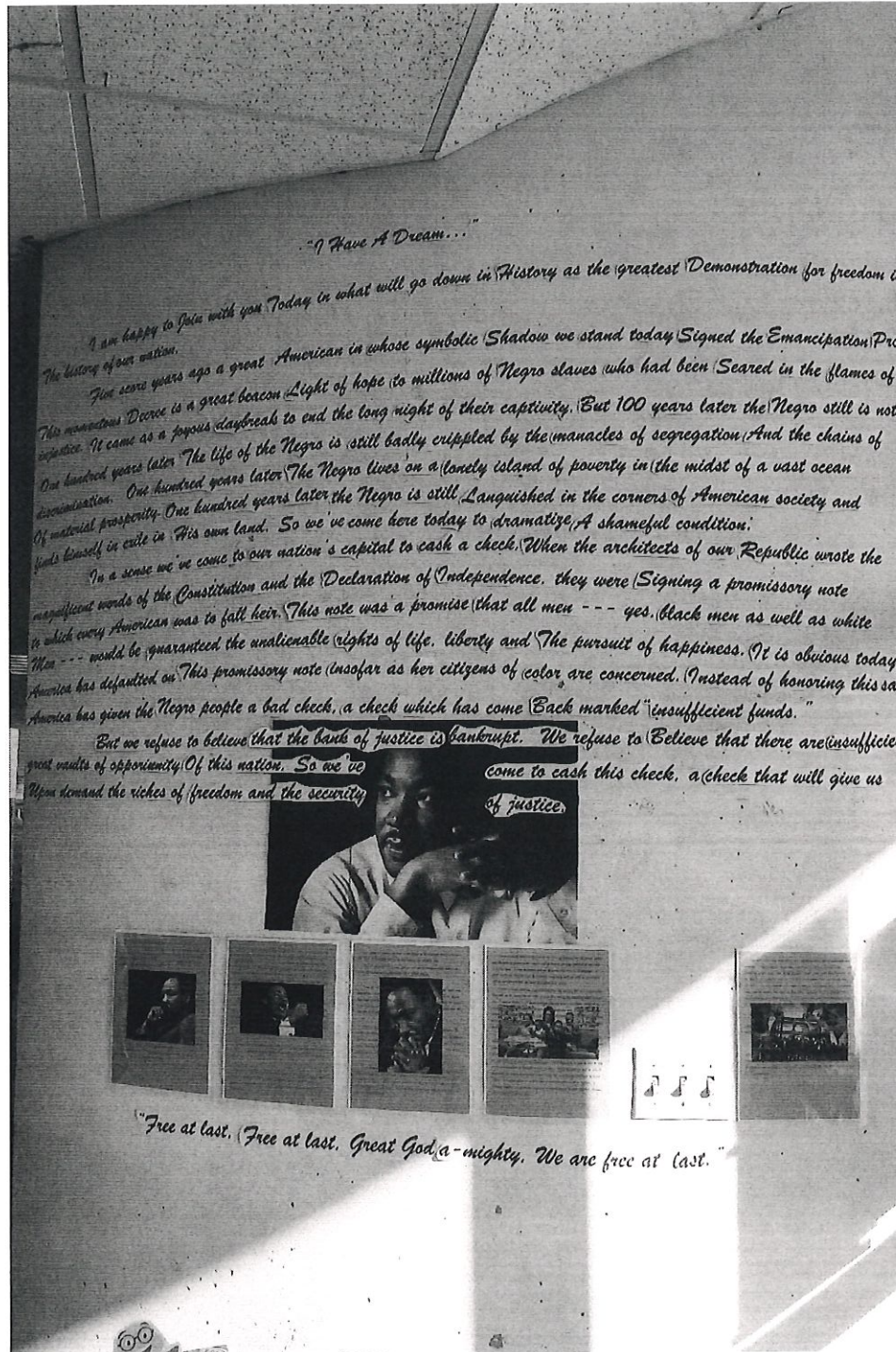
Prepared by: *Fernando Morales, Circulation Manager*

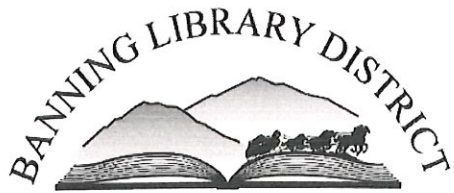
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Happy New Years! The Banning Library building has been around for 65 years. We made a display celebrating the Chinese new year, Martin Luther King, Jr birthday, and his famous "I have a dream" speech. Which many patrons have stop to praise Darnise's works. Rebecca BookFlix display has also gotten the attentions of a few patrons, who ask if we have those book. Yes, yes we do.









*Proudly serving the community since 1916*

21 West Nicolet Street

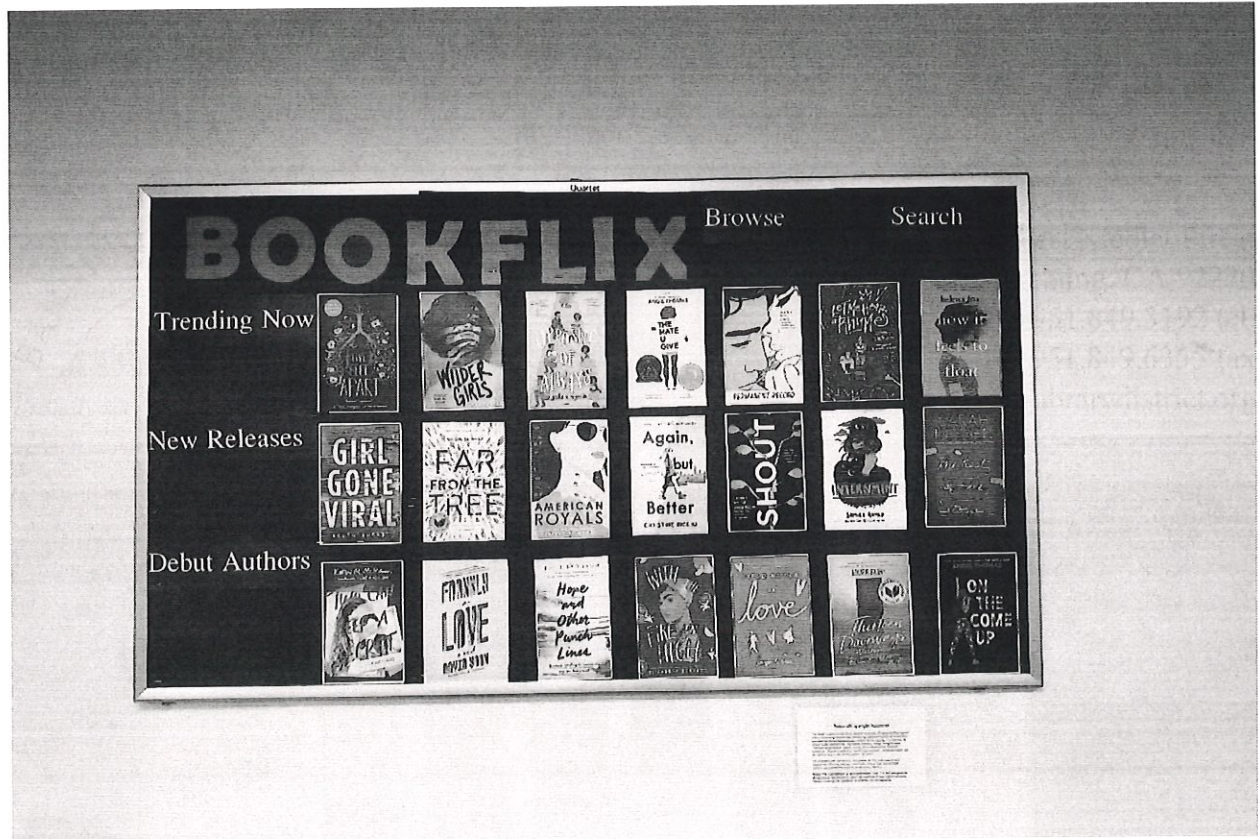
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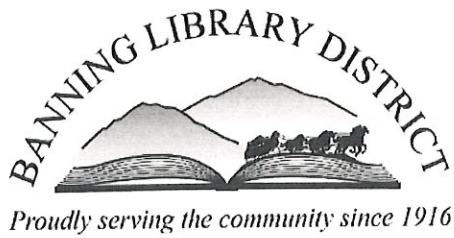
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**TITLE:**  
 Circulation Statistics

<b>Material</b>	<b>Top Circulating Item</b>	<b>Monthly Circulation</b>
Audio Books	Banker to the Poor	147
DVDs	Game of Thrones	536
<b>Adult</b>		
Fiction	Under Currents	409
Non-Fiction	Martin Luther King, Jr	240
<b>Young Adult</b>		
Fiction	Naruto	79
Non-Fiction	Martin Luther King, Jr	1
<b>Juvenile</b>		
Fiction	Dog Man call of the wild	652
Non-Fiction	Martin Luther King, JR	124



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<b>Computer Usage</b>	<b>Total Sessions</b>
Adult	622
Teen	339
Children	95

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

<b>Database</b>	<b>Description</b>	<b>Total Sessions</b>
Ancestry	Genealogy	126
Chilton	Automotive Repair	2
Enki	eBook*	28
Gale Legal Forms	Legal Forms & Templates	13
Mango	Language	12
OverDrive	Audio Book and eBook	306
World Book	Online Encyclopedia	64
Zinio	Magazine	24

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

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## STAFF REPORT

Meeting Date: *February 12, 2020*  
Prepared by: *Yoselin Saucedo, Library Assistant*  
Department: Children  
Subject: Statistics

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Two programs that I thought went well this month was the book mark competition and Love on a leash! We had a lot of applicants for the contest! It went really well. And the children really loved having Bindi sit in their storytime!





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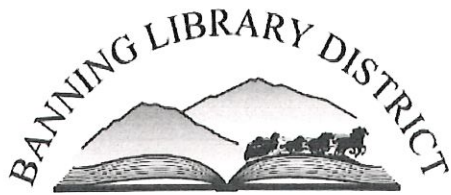
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DATE	EVENT	ATTENDANCE	PROGRAM DESCRIPTION
1/2/20	Bilingual Storytime	6	Storytime in English and Spanish accompanied by music and crafts
1/3/20	PK playtime	7	Preschool playtime with toys and coloring pages
1/6/20	Storytime	10	Preschool storytime accompanied by song and dance and a craft.
1/7/20	Find the penguin	41	Hid 20 Penguin 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.
1/7/20	Lego Challenge	11	Children ages 5-13 make a Lego creation based off the theme of the month, ie 'back to school', 'harvest' etc
1/8/20	Wii games	8	Wii and board games are set out for tweens to play with and use
1/9/20	Bilingual Storytime	6	Storytime in English and Spanish accompanied by music and crafts
1/10/20	PK playtime	6	Preschool playtime with toys and coloring pages
1/13/20	Tea Party Storytime	8	Tea party for preschoolers with a tea time story, crafts, and snacks.
1/15/20	Craternoon	26	Intricate crafts for tweens
1/16/20	Bilingual Storytime	13	Storytime in English and Spanish accompanied by music and crafts
1/17/20	PK playtime	12	Preschool playtime with toys and coloring pages



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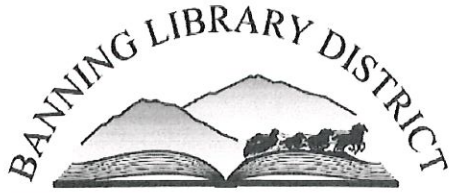
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1/22/20	Wii games	7	Wii and board games are set out for tweens to play with and use
1/23/20	Bilingual Storytime	12	Storytime in English and Spanish accompanied by music and crafts
1/24/20	PK playtime	5	Preschool playtime with toys and coloring pages
1/27/20	Hora de musica (musical hour)	9	Music and exercise in Spanish and English for preschoolers
1/29/20	Crafternoon		Intricate crafts for tweens
1/30/20	Bilingual Storytime	22	Storytime in English and Spanish accompanied by music and crafts
1/31/20	PK playtime		Preschool playtime with toys and coloring pages





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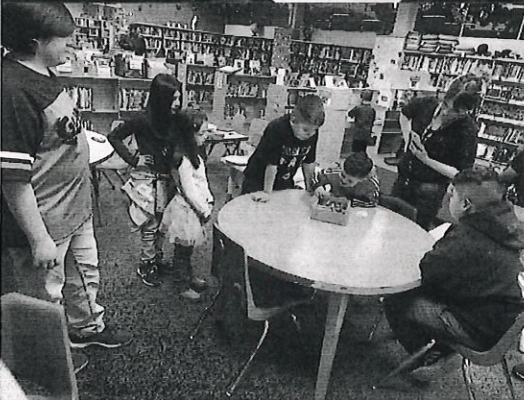
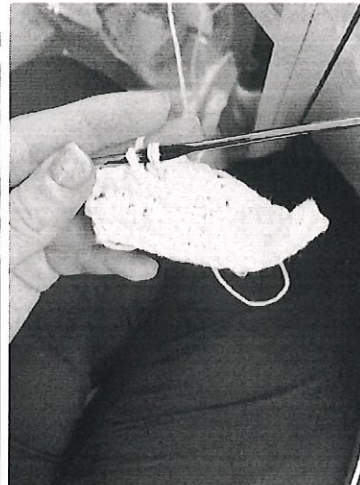
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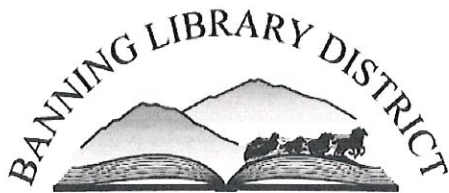
## STAFF REPORT

Meeting Date: *February 12, 2020*

Prepared by: *Rebecca Aguirre Rios, Adult/Teen Programmer*

Darnise and I kicked off our crochet club for the first time in January. It had a great introduction crowd and the event was enjoyed by many. Patrons are constantly asking about it and give great feedback back. The movies are also consistent in attendance. The family event night was a huge success, having no age limits really inspires the community to come and participate.





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## Statistics.

Date	January Adult/Teen Name of Program	Number of participants
January 2 , 2020	Movie Program <i>Selena</i>	2
January 7, 2020	Family Fun Night	22
January 8,2020	Crochet Club	17
January 9, 2020	Movie Program <i>Queen of Katwe</i>	19
January 16,2020	Movie Program <i>Selma</i>	23
January 22,2020	Crochet Club	6
January 23,2020	Movie Program <i>The Zookeeper's wife</i>	17
January 28, 2020	Art Attack	16
January 30, 2020	Movie Program <i>Maleficent</i>	16

## Historians Report for January 2020

This month has been quite productive in the archiving and preservation efforts of the history room. Several of the tasks we have finished include: alphabetizing the Boud collection, allocating more of the local history books to the book shelves in the main room of the library, moving furniture around the room, to allocate more space for patrons and staff.

With the help of Friends of the Library, Gae and Linda, we began earlier this month the alphabetizing of the Boud book collection. The back wall case next to the second door is now the main repository for this collection. With alphabetizing we have also double checked our spreadsheet work from the prior year, making changes in errors for certain books which are duplicates of (local history) but not a part of the Boud collection. This work is extensive and quite time consuming but should be finished before the end of February.

Furniture. Due to the generosity of patron Mike Shearman, we have placed a wooden bookshelf where one of our former wire rack stand was. This has allowed more patron and work space to be attained in the room. Patrons and co-workers are happy with the change, and this has allowed more secure bookshelf space to be attained as well.

Ambiance. Due to the increased space, more patrons are coming into the room to do research. To give the room a more friendly appearance and a overall sense of history, I have decided to hang some of framed pictures to the walls of the room. The patrons have welcomed the change and it makes them want to stay and observe the collections we have.

California Revealed: The Library was awarded a partial grant for digitizing our yearbook and microfilm collection. Due to their own budgetary restraints, we will only be allowed to digitize yearbooks and microfilm up to 1923. We shall begin to send these materials to the state library in Sacramento starting February 3<sup>rd</sup> according to their guidelines.