

# BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**  
**6:30 p.m. at the Library – February 23, 2023**  
**125 East Eighth St., Beaumont, CA**

## AGENDA

CALL TO ORDER

ROLL CALL

REPORT OF POSTING OF AGENDA

Public comments on items not on the agenda and/or jurisdiction items – 3-minute limit

### 1. CONSENT ITEMS

Approval of Minutes of the previous meeting

### 2. DIRECTOR'S REPORT

General Ledger Report  
Activity Summary Report  
Changes in Status of District Employees

### 3. OLD BUSINESS

- A. DESIGN DISCUSSION WITH ARCHITECT
- B. BUILDING FORWARD, ROUND 2 GRANT PROCESS

### 4. NEW BUSINESS

- A. CONFLICT OF INTEREST FORM 700
- B. RESOLUTION TO TRANSFER TO ACO

ADDED STARTERS AND COMMUNICATIONS

TRUSTEE COMMENTS AND REQUESTS

PUBLIC COMMENTS – 3-minute limit

CLOSED SESSION to discuss Director's annual performance review

ADJOURNMENT

# BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**  
6:30 p.m. at the Library – January 26, 2023  
125 East Eighth St., Beaumont, CA

## MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:36 p.m.

ROLL CALL – M. Coleman (via Zoom), B. Mahoney, C. Carr, M. Lillard-Geiser (via Zoom),  
S. Perry, L. Dickinson  
GUESTS: M. Cook, P. Kaymark, S. Macias (all via Zoom)

REPORT OF POSTING OF AGENDA - Agenda was posted 72 hours in advance.

### 1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Mahoney/Perry) to approve the Minutes as amended. (5-0-0)

### 2. DIRECTOR'S REPORT

General Ledger Report – Expenses highlighted were the annual subscription for the Press Enterprise and the recent carpet cleaning.

Activity Summary Report – Circulation for the month was up 25% over last December and up 24% compared YTD. The monthly numbers were 9% below 2019, but the YTD numbers were 14% below 2019.

Changes in Status of District Employees – Jennifer Perez, a part-time employee, accepted our offer of full-time employment as Associate Librarian at \$30.15 per hour, effective January 12. She has a related Master's degree, but is pursuing a Master's in Library and Information Science through San Jose State.

### 3. OLD BUSINESS

#### A. FY22 AUDIT REPORT

Paul Kaymark and Stacy Macias, representing our new auditors, Nigro & Nigro, were in attendance. Mr. Kaymark reviewed several pages of the audit draft report. He noted that a great deal of work went into this year's process because we have migrated from the cash basis method used in the past to the more accepted accrual method used by most governmental agencies. His firm has

worked with CPAs from Eide Bailly to make the necessary conversions. He noted that, based on the accrual method, the Library's net position grew by \$502,241 over the past fiscal year. On a cash basis, the fund balance grew by \$469,384. In either case, the Library has approximately \$3.5 million in reserves and is in excellent shape financially. The possibility of earning more on reserve funds, especially with rising interest rates, was discussed. One alternative would be to move excess funds from Riverside County to an organization like CLASS or CalTRUST. Moving away from the county might also require switching payroll to a company like Paycor or Paychex. Mr. Kaymark said that he plans to work with the Director to review ways that the Library might improve its financial operations and to report back next month.

#### B. GRANT UPDATES

The major grant news is that the Governor's proposed FY24 budget is dealing with a \$29.5 billion deficit. The \$100 million in new infrastructure funding that was promised will be eliminated and would supposedly be given in three equal increments over the following three budget years. In the meantime, the State Library will be fighting to save funding for other popular programs, such as Lunch at the Library and Zip Books. Many libraries have been experiencing long delays and other erratic actions related to State Library grants. Zip Book grant requests were all underfunded, late arriving, and will likely be exhausted soon. The Round 2 infrastructure grant application period is supposed to take place in the first quarter of 2023, but no information has yet been made available.

#### C. GOALS PROGRESS REPORT

The Director's goals for October–December 2022 were successfully completed. Extensive public relations efforts took place related to Measure M in the runup to the November election. Both the Staff Development Day and Staff Appreciation Dinner were well received. A new 2023 salary scale, adjusted to accommodate the \$15.50 minimum wage, was approved.

### 4. NEW BUSINESS

#### A. FY23 2nd QUARTER FINANCIAL REPORTS

Revenue for the month of December was significantly higher than in previous years showing a double-digit increase over both FY22 and FY21. The Director reviewed a graph showing that FY21 and FY22 tracked very closely until the receipts for May 2022 were recorded, whereas FY23 is tracking up much more quickly. Overall, revenue is 39% of what was budgeted for the year, but a higher percentage is normally received in the second half. Salaries and benefits are right on target at 50% with operating expenses at 48%. PR expenses were 153% over budget but two-thirds of that amount was for the unanticipated \$7,000 spent on Measure M informational mailers. Other items above 50%, such as Association Dues and Insurance, are paid in full at the start of the year, thus inflating the percentage of budget spent year-to-date.

## B. DESIGN DISCUSSION & ROUND 2 GRANT

Architect Alex Ramsey has put together the implementation plan and budget required by the State Library for the release of funds from our \$4.8 million grant award. They will be uploaded tomorrow and we should see disbursement of monies soon. We submitted a \$7.2 million budget, but will plan for a \$12.5 million project, which may be expanded should additional funds be awarded from the \$176 million available in Round 2 of the Building Forward grant program. We plan to request \$10 million, which would require a local match of 50% based upon our local per capita income. Ms. Ramsey is planning to attend the February 23 Library Board meeting via Zoom to discuss design options and phases, including possible removal of the parking lot oak. Our arborist thinks it may be possible. There is little or no corporate or foundation funding for library construction, but governmental funding may be available. Mr. Dickinson has set up a tour of the library with new County Supervisor Gutierrez on February 2 and will be following up with our new State Assembly person and our State Senator.

## ADDED STARTERS AND COMMUNICATIONS

Mr. Dickinson announced that he will be a judge for the annual BUSD Spelling Bee on February 3. Library supporter Mickey Valdivia will be the keynote at Good Morning Beaumont on February 10 and the Beaumont Woman's Club is hosting a 115<sup>th</sup> birthday tea on February 11. The tenth annual "Serving with a Purpose" conference is set for May 23 in the Ontario Convention Center.

## TRUSTEE COMMENTS AND REQUESTS

Ms. Carr requested list of bilingual services provided by Beaumont Library.

## PUBLIC COMMENTS

Mr. Cook reported that the Friends Board met on January 24 and approved \$4,000 for the summer reading program along with additional funding for a volunteer luncheon in April, as well as for outreach and children's programs.

## CLOSED SESSION

MOTION: (Carr/Perry) to go into closed session to discuss the Director's annual review process at 7:42 p.m. (5-0-0)

No actions were taken during the closed session and the meeting returned to open session at 7:51 p.m.

ADJOURNMENT - at 7:52 p.m.

APPROVED:

DATE:



## BEAUMONT LIBRARY DISTRICT

### **Director's Report February 23, 2023**

#### **Activity Summary**

District 5 County Supervisor, Xystian Gutierrez, visited on February 2 with Chief of Staff, Jaime Hurtado, and Field Representative, Thomas Miranda. We discussed special districts, which they knew little about, and how part of our territory and taxes were ceded to Banning Library back in 2012-2017. Mr. Gutierrez is on the LAFCO Board and might be supportive if we were to file an application to restore our original boundaries. He will also check with the county's Office of Economic Development, which operates the Riverside County Library System, for possible funding. He also suggested we apply for a Community Improvement Designation Fund grant. During the tour, the group was able to see crowded conditions in our meeting room/break room/staff cubicle area, tight high shelving aisles in the adult and children's areas, single occupancy restrooms, and three different floor levels. They were impressed with our newer furnishings, the automated check-in/checkout system, and the second floor of the Carnegie. Though they had another appointment at 10, they stayed until just before we opened the building and had to make their way through all the preschool kids and their caregivers lined up at the door! The parking lot was empty when they arrived and full when they left! The filing requirements for our \$4.8 million Building Forward grant were finally approved on February 3. The initial disbursement will take place once the State Library signs off and authorizes the transfer of funds. The annual BUSD Spelling Bee took place the same day with 8<sup>th</sup> grader, Eden Vasquez, winning for the second year in a row.

#### **Personnel Changes**

There were no personnel changes during the month.

#### **Meetings & Activities**

February 2	Meeting and tour of Library with County Supervisor Gutierrez
February 17	Beaumont Unified School District's annual Spelling Bee
February 11	Beaumont Woman's Club 115 <sup>th</sup> birthday tea, BWC Clubhouse
February 16	Beaumont-Cherry Valley Rotary Club meeting, Chatigny Center
February 20	Presidents Day holiday, Library Closed

**Beaumont Library District  
General Ledger  
As of January 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount
<b>101100 · Wells Fargo Checking</b>						
Check	01/04/2023		TASC		515080 · Healt...	-744.00
Deposit	01/06/2023			Deposit	732120 · Librar...	16.00
Check	01/06/2023		Frontier		5295.01 · Phon...	-260.27
Check	01/06/2023		CALPERS	January	515080 · Healt...	-7,690.94
Deposit	01/09/2023			Deposit	732120 · Librar...	36.80
Bill Pmt -Check	01/10/2023	5158	Tom Lara Landscapi...		2000 · Account...	-480.00
Deposit	01/10/2023			Deposit	732120 · Librar...	11.00
Check	01/12/2023		Merchant Fee		52452.7 · Misc...	-23.78
Check	01/17/2023		Waste Management		5295.05 · Tras...	-167.94
Check	01/17/2023		Wells Fargo Busines...		-SPLIT-	-2,619.75
Check	01/17/2023		Edison		5295.02 · Elect...	-1,175.36
Check	01/18/2023		BCVWD		5295.03 · Wat...	-140.31
Bill Pmt -Check	01/20/2023	5159	amazon		2000 · Account...	-694.72
Bill Pmt -Check	01/20/2023	5160	Baker & Taylor		2000 · Account...	-12.23
Bill Pmt -Check	01/20/2023	5161	Beaumont Print		2000 · Account...	-998.84
Bill Pmt -Check	01/20/2023	5162	Brodart Co.		2000 · Account...	-163.90
Bill Pmt -Check	01/20/2023	5163	Civic Plus	2/1/23-1/31/24	2000 · Account...	-2,302.09
Bill Pmt -Check	01/20/2023	5164	Coldren's Cleaning ...	Jan 2023	2000 · Account...	-465.00
Bill Pmt -Check	01/20/2023	5165	Demco		2000 · Account...	-632.28
Bill Pmt -Check	01/20/2023	5166	Ebsco Information S...	Jan 2023-Dec...	2000 · Account...	-3,114.00
Bill Pmt -Check	01/20/2023	5167	Eide Bailly LLP		2000 · Account...	-11,489.50
Bill Pmt -Check	01/20/2023	5168	Envisionware		2000 · Account...	-916.49
Bill Pmt -Check	01/20/2023	5169	Ingram Library Servi...		2000 · Account...	-6,105.78
Bill Pmt -Check	01/20/2023	5170	Jason Morton, Kodia...		2000 · Account...	-300.00
Bill Pmt -Check	01/20/2023	5171	Midwest Tape		2000 · Account...	-2,593.78
Bill Pmt -Check	01/20/2023	5172	New Reader's Press		2000 · Account...	-102.06
Bill Pmt -Check	01/20/2023	5173	OCLC	1/23-6/23	2000 · Account...	-4,311.62
Bill Pmt -Check	01/20/2023	5174	Office Depot		2000 · Account...	-794.35
Bill Pmt -Check	01/20/2023	5175	Overdrive		2000 · Account...	-12.00
Bill Pmt -Check	01/20/2023	5176	SDRMA	Feb. 2023	2000 · Account...	-202.45
Bill Pmt -Check	01/20/2023	5177	Springshare LLC	Jan 2023-Dec...	2000 · Account...	-930.00
Bill Pmt -Check	01/20/2023	5178	TASC	Feb. 2023	2000 · Account...	-114.26
Bill Pmt -Check	01/20/2023	5179	Taylor's Plumbing LLC		2000 · Account...	-190.88
Bill Pmt -Check	01/20/2023	5180	Thyssenkrupp Eleva...		2000 · Account...	-264.60
Deposit	01/20/2023			Deposit	732120 · Librar...	16.00
General Journal	01/20/2023	cm 2....	CALPERS	CalPERS Cla...	513000 · Retir...	-1,611.39
General Journal	01/20/2023	cm 2....	CALPERS	CalPERS PE...	513000 · Retir...	-3,032.97
General Journal	01/20/2023	cm 2....	CALPERS	CalPERS 457...	513000 · Retir...	-1,440.00
Bill Pmt -Check	01/21/2023	5181	Tech Logic		2000 · Account...	-1,746.63
Bill Pmt -Check	01/21/2023	5182	West Coast Electric		2000 · Account...	-2,085.25
Check	01/23/2023		So Cal Gas		5295.03 · Wat...	-873.74
Deposit	01/24/2023			Deposit	732120 · Librar...	33.00
Check	01/24/2023		Waste Management		5295.05 · Tras...	-50.14
Check	01/26/2023		TASC		515080 · Healt...	-540.00
Deposit	01/27/2023			Deposit	732120 · Librar...	20.00
Deposit	01/27/2023			Deposit	732120 · Librar...	72.10
Deposit	01/31/2023			Deposit	732120 · Librar...	46.00
Deposit	01/31/2023			Deposit	740020 · Intere...	21.58

Total 101100 · Wells Fargo Checking -61,120.82

**101110 · Wells Fargo Savings**

Total 101110 · Wells Fargo Savings

**1053 · FMV - Cash in County Treasury**

1053.01 · FMV - Cash in County - GF

Total 1053.01 · FMV - Cash in County - GF

1053.02 · FMV - Cash in County - ACO

Total 1053.02 · FMV - Cash in County - ACO

1053.03 · FMV - Cash in County - Endow

Total 1053.03 · FMV - Cash in County - Endow

1053 · FMV - Cash in County Treasury - Other

Total 1053 · FMV - Cash in County Treasury - Other

Total 1053 · FMV - Cash in County Treasury

**1100 · Accounts Receivable**

Total 1100 · Accounts Receivable

**1120 · Due from Vendor**

Total 1120 · Due from Vendor

# Beaumont Library District Activity Report

## January 2023

	Month	YTD	Prior Yr. Mo.	Prior YTD	Month	YTD	Prior Yr. Mo.	Prior YTD
<b>Circulation Activity</b>								
Items Checked Out	7438	49878	5389	40379	0	0	0	0
Items Checked In	6927	53549	5141	43542	19	139	15	128
Items Renewed	2138	16231	1737	12176	1	1	0	0
<b>Circulation Totals</b>	<b>16503</b>	<b>119658</b>	<b>12267</b>	<b>96097</b>	<b>71</b>	<b>532</b>	<b>4</b>	<b>67</b>
<b>Hold Activity</b>								
Holds Added	708	4416	541	4077	18	188	79	459
Holds Arrived	1026	6324	832	6142	12	62	13	85
Holds Canceled	60	337	35	392	0	0	0	0
Holds Checked Out	617	3971	485	3772	5	16	0	3
<b>Holds Totals</b>	<b>2411</b>	<b>15048</b>	<b>1893</b>	<b>14383</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Overdue Notices</b>								
First Notices	614	8065	465	4716	13	97	16	172
Second Notices	281	3824	210	1971	0	1	0	1
Third Notices	204	2492	137	1236	6	37	1	1
Courtesy Notices	4152	34875	3060	25397	276	1912	145	1236
<b>Total Notices</b>	<b>5251</b>	<b>49256</b>	<b>3872</b>	<b>33320</b>	<b>64</b>	<b>129</b>	<b>3</b>	<b>174</b>
<b>Fines Paid &amp; Waived</b>								
Fines Paid	\$ 279.30	\$ 2,580.60	\$ 285.40	\$ 3,378.65	JP=0 to 9	LT=Outreach	OBR=Online	PT=Age 18+
Fines Waived	\$ 2,009.90	\$ 9,595.37	\$ 275.10	\$ 5,995.80				YP=10-17
<b>Fines Balance</b>	<b>\$ (1,730.60)</b>	<b>\$ (7,014.77)</b>	<b>\$ 10.30</b>	<b>\$ (2,617.15)</b>				
<b>E-Material Usage</b>								
Hoopla	49	426	54	315	658	3518	561	3466
Overdrive	698	4100	510	3660	755	3094	748	3116
eMagazines	1	61	2	108	<b>-97</b>	<b>424</b>	<b>-187</b>	<b>350</b>
<b>Database Usage</b>					916	4076	588	3805
Ancestry	169	1489	229	2601	1152	4229	865	4364
GreenFILE	4	32	0	5	<b>-236</b>	<b>-153</b>	<b>-277</b>	<b>-559</b>
HeritageQuest	0	2	12	13	358	2110	247	1569
Learning Express	0	26	1	147	1069	7588	3044	9699
Novelist	5	227	10	27	2734	23162	1208	14195
ProQ K-12	14	26	1	3				
<b>Registration Activity</b>								
CS Added	0	0	0	0	CS=No computer use			
JP Added	19	139	15	128	Collection Growth			
LT Added	1	1	0	0	Titles Added	658	3518	561
OBR Added	71	532	4	67	Titles Deleted	755	3094	748
PT Added	18	188	79	459	Titles Change	<b>-97</b>	<b>424</b>	<b>-187</b>
YP Added	12	62	13	85	Items Added	916	4076	588
CS Deleted	0	0	0	0	Items Deleted	1152	4229	865
JP Deleted	5	16	0	3	Items Change	<b>-236</b>	<b>-153</b>	<b>-559</b>
LT Deleted	0	0	0	0	Public Computer Use	358	2110	247
OBR Deleted	2	50	2	240	Reference Interaction	1069	7588	3044
PT Deleted	3	26	0	24	Website Visits	2734	23162	1208
YP Deleted	1	8	0	9				
CS Updated	0	0	0	0				
JP Updated	13	97	16	172				
LT Updated	0	1	0	1				
OBR Updated	6	37	1	1				
PT Updated	276	1912	145	1236				
YP Updated	64	129	3	174				
<b>Registration Totals</b>	<b>491</b>	<b>3198</b>	<b>278</b>	<b>2603</b>				

## Building Forward Grant - Beaumont

Carlson, Libby@CSL <libby.carlson@library.ca.gov>

Mon 2/6/2023 6:45 AM

To: Luren Dickinson <luren.dickinson@bld.lib.ca.us>

Good Morning, Beaumont!

Congratulations on your Building Forward grant! By now, you should have received the fully-executed agreement and certification of compliance through DocuSign for your files. At this time, I want to call your attention to three important things of note going forward:

- **Grant Start Date:** The start date is the date upon which the State Library signed the agreement. It is also the date upon which you may begin incurring grant/match-related expenses. *The start date for your grant is 2/3/23.*
- **Reporting:** Your first report will be due in May 2023, according to the reporting schedule outlined in your grant agreement. The reporting template will be provided as soon as it is available. Please be sure to keep detailed records regarding grant and match expenditures on file. While this level of detail may not be required for every report, it will be required if your grant is selected for a desk audit.
- **First Payment:** Your first payment claim was completed and submitted as part of the DocuSign. It may take several weeks for payment to be issued.

If you have any questions regarding the State Library's expectation about things like acknowledgement or procurement, please refer to your grant agreement. If you have any additional questions, please let me know. I am here to help!

### Libby Carlson

Grants Analyst | Library Development Services

California State Library

ph: 916-603-6705

e: [libby.carlson@library.ca.gov](mailto:libby.carlson@library.ca.gov)



1 UPPER LEVEL  
SCALE: 3/32" = 1'-0"



2 ENTRY LEVEL  
SCALE: 3/32" = 1'-0"

# BEAUMONT LIBRARY DISTRICT

REVISED FLOOR PLANS

SCALE: 3/32" = 1'-0"

FEBRUARY 16, 2023

Engberg Anderson Project No. 213427



MILWAUKEE | MADISON | TUCSON | CHICAGO



BEAUMONT LIBRARY DISTRICT

**RESOLUTION NO. 103**

ON motion of Member \_\_\_\_, seconded by Member \_\_\_\_, the following resolution is adopted:

WHEREAS, additional revenues have accrued to the District during the past fiscal year for accumulated capital fund purposes, and

WHEREAS, said funds can be used for the capital expenditure fund purposes during the 2021-2022 fiscal year,

THEREFORE, BE IT RESOLVED that the County Auditor-Controller is hereby requested to **transfer** cash funds in the Beaumont Library District General Fund #51055, in the amount of \$250,000.00, to the Accumulated Capital Outlay Fund #51060.

Passed and adopted this 23rd day of February 2023 by the governing board of the Beaumont Library District of Riverside County, California, by the following vote:

Ayes\_\_\_\_ Nays\_\_\_\_ Absent\_\_\_\_