

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING
6:30 p.m. at the Library – October 24, 2024
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. GRANT & BUILDING PROJECT UPDATES
- B. GOALS PROGRESS REPORT
- C. QUARTERLY FINANCIAL REPORT
- D. DEBT POLICY & BOND REPORT

4. NEW BUSINESS

- A. 2025 BOARD MEETING SCHEDULE
- B. 2025 HOLIDAY SCHEDULE

ADDED STARTERS AND COMMUNICATIONS

TRUSTEE COMMENTS AND REQUESTS

PUBLIC COMMENTS – 3-minute limit

ADJOURNMENT

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING
6:30 p.m. at the Library – September 26, 2024
125 East Eighth St., Beaumont, CA

MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:30pm

ROLL CALL – M. Coleman, B. Mahoney, C. Carr, S. Perry, L. Dickinson

ABSENT – M. Lillard-Geiser (excused)

GUESTS – K. Van Valkenburg, D. Roppelt, J. Pickett, J. Land

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 presented. (4-0-1)

2. DIRECTOR'S REPORT

General Ledger Report – The Director noted expenses related to C.W. Driver, BKF Engineers, Nigro & Nigro for auditing services, and the renewal for Ancestry database and addition of Newspapers.com.

Activity Summary Report – The Director gave a presentation on the expansion/renovation project at the Collaborative Agencies Committee Meeting on September 4 following Sergio San Martin's discussion of BUSD's Measure E, which will be on the November ballot. He mentioned that 25% of school districts in the state will be on the ballot as well. This confirms there will be a competition for bonds later this year and in to 2025.

The Director also reviewed statistical data and pointed out that circulation number are up 3% from the same month last year but are still down double-digits since pre-COVID. Additionally, the number of notices sent are down 29% from last year and down 37% since pre-COVID, resulting in a savings in the cost of postage.

Changes in Status of District Employees – none.

3. OLD BUSINESS

A. GRANT UPDATES

The final payment for the Lunch at the Library grant was received. The Director reported that the Library was awarded \$44,000 for Adult Literacy and Family Literacy grants which was an increase of \$7,000 from last year. Additionally, the Library received notification that the Zip Books grant in the amount of \$7,516 was awarded for the current fiscal year.

B. BOND SALE PROCESS APPROVAL

In preparation for approving the sale of bonds, the Library Director and the Board discussed the possibility of approving a Debt Policy, designed to confirm that the Library will be in compliance with the law. This item will be reviewed/approved at the next meeting. The Director reviewed the projected payment schedule of the construction expansion/renovation project using grant funds, ACO funds, and ARPA funds, then bonds. Jeff Pickett of Isom Advisors, and Jeffrey Land of Oppenheimer & Co. gave a presentation on issuing Certificates of Participation (Bonds). A motion was made to approve the bond sale process.

MOTION: (Mahoney/Perry) to approve Resolution No. 105 authorizing the execution, delivery and sale of certificates of participation in the amount of \$10,000,000 to finance the acquisition and construction of library facilities, and approving related documents. (4-0-1)

4. NEW BUSINESS

A. STATE OF THE CITY EVENT

The Director reported the event was attended by M. Lillard-Geiser, L. Dickinson, K. Van Valkenburg and T. Evans.

B. SEARCH COMMITTEE UPDATE

The Search Committee will be meeting on October 1 at 6:30 p.m. to discuss rules, interview questions, and the candidates thus far.

ADDED STARTERS AND COMMUNICATIONS

The Library received two awards from SDRMA for having no insurance claims and no workers' compensation claims in the past 5 years.

The Library received a 3rd Place trophy from participating in Banning's Stagecoach Days parade in September.

Staff Development Day will be occurring on October 14. TSK and C.W. Driver will be presenting to staff and construction logistics will be discussed.

The Director asked the Trustees to make candy contributions for the bookmobile's participation in the City's Trunk or Treat event on October 31.

TRUSTEE COMMENTS AND REQUESTS

None.

PUBLIC COMMENTS

D. Roppelt, President of the Friends of the Beaumont Library, reported that the Big Book Sale will be occurring on October 5. They plan to vacate the garage in November but will continue to accept donations which will be kept in a storage unit. The Friends store will close December 14. The Friends Annual meeting will be on October 22 and will include a presentation on historic quilts. The Friends contribute an average of \$9000 per year to Library activities.

ADJOURNMENT - at 8:05 p.m.

APPROVED:

DATE:



BEAUMONT LIBRARY DISTRICT

Director's Report October 26, 2024

Activity Summary

This month has been packed with lots of activities, most related to our building project and the process for issuing construction bonds. We received good news on the latter early this month that “capitalized interest” would not need to be added to the amount of bond funds borrowed because “legal analysis...concluded that, because [Beaumont Library] is a special district not subject to the debt limit, it has the ability to pay lease payments from the general fund even before the project is completed.” This finding will allow us not only to have lower payments but will also allow us to pay off the debt in 20 years instead of 30. As far as the search process is going, we have received five applications, one unqualified. Of the four qualified, two are from out of state and do not have track records equal to the two in-state applicants that will be interviewed by the Search Committee on October 26. I will be attending the statewide Public Library Directors Forum in Pasadena mid-month and will be joined by several staff members at the California Library Association’s annual conference which follows.

Personnel Changes

There were no changes in personnel in the past month.

Meetings & Activities

October 1	Bond presentation; Search Committee meeting
October 2-7	Director took a few days of vacation
October 8	State Library grant reporting software training via Zoom
October 9	CalPERS employer leadership training workshop, San Bernardino
October 10	Bond call; Rotary Club; Meeting with city officials
October 14	Library closed for Staff Development Day
October 15-9	Public Library Directors Forum & CLA Conference, Pasadena
October 22	Friends of Beaumont Library District annual meeting
October 24	Rotary Club of Beaumont & Cherry Valley, Chatigny Center
October 29	UCLA Library School Alumni awards event, Westwood

General Ledger

As of September 30, 2024

Type	Date	Num	Name	Memo	Split	Amount
1010 · Wells Fargo Checking - Other						
Bill Pmt -Check	09/03/2024	5799	Juan Uriostegui		2000 · Account...	-700.00
Check	09/03/2024		TASC	HRA Tru-UP ...	515080 · Healt...	-1,080.00
Check	09/03/2024		Wells Fargo	adjustment to ...	5245.07 · Cred...	-16.00
General Journal	09/04/2024	lc 10.5...	CALPERS	CalPERS Cla...	513000 · Retir...	-2,256.35
General Journal	09/04/2024	lc 10.5...	CALPERS	CalPERS PE...	513000 · Retir...	-4,338.91
General Journal	09/04/2024	lc 10.5...	CALPERS	CalPERS 457...	513000 · Retir...	-2,465.00
Check	09/04/2024		CALPERS	September 20...	515080 · Healt...	-9,862.04
Deposit	09/05/2024			Computer Pri...	732120 · Librar...	6.00
Deposit	09/06/2024			Lost/Damage...	732120 · Librar...	21.00
Check	09/06/2024		Frontier	8/12/24-9/11/24	5295.01 · Phon...	-296.13
Check	09/09/2024		CALPERS		513020 · CalP...	-700.00
Bill Pmt -Check	09/10/2024	5800	City of Beaumont	PW2024-011...	2000 · Account...	-1,200.00
Deposit	09/10/2024			Deposit	-SPLIT-	27,258.94
Deposit	09/11/2024			Lost/Damage...	732120 · Librar...	16.00
Check	09/12/2024		Wells Fargo	August 2024	5245.07 · Cred...	-30.43
Deposit	09/16/2024			Lost/Damage...	732120 · Librar...	41.00
Check	09/16/2024		TASC	Van Valkenbu...	515080 · Healt...	-60.00
Check	09/16/2024		Edison	7/12/24-8/11/24	5295.02 · Elect...	-4,720.26
Check	09/16/2024		Wells Fargo Busines...		-SPLIT-	-1,027.61
Transfer	09/17/2024			Funds Transfer	1020.1 · CLAS...	150,103.80
Transfer	09/17/2024			Funds Transfer	1020.4 · CLAS...	75,051.90
Transfer	09/17/2024			Funds Transfer	1020.3 · CLAS...	100,000.00
Bill Pmt -Check	09/18/2024	5801	Wippert's RV Repair		2000 · Account...	-215.17
General Journal	09/18/2024	lc 10.0...	CALPERS	CalPERS Cla...	513000 · Retir...	-2,215.64
General Journal	09/18/2024	lc 10.0...	CALPERS	CalPERS PE...	513000 · Retir...	-4,403.82
General Journal	09/18/2024	lc 10.0...	CALPERS	CalPERS 457...	513000 · Retir...	-2,465.00
Deposit	09/18/2024			Computer Pri...	732120 · Librar...	8.20
Check	09/18/2024		Waste Management	September 20...	5295.05 · Tras...	-181.65
Bill Pmt -Check	09/20/2024	5802	Tom Lara		2000 · Account...	-480.00
Deposit	09/20/2024			Lost/Damage...	732120 · Librar...	20.00
Deposit	09/23/2024			Lost/Damage...	732120 · Librar...	45.00
Check	09/23/2024		BCVWD	6/1/24-7/31/24	5295.03 · Wat...	-167.33
Bill Pmt -Check	09/24/2024	5803	Angelina Saucedo		2000 · Account...	-150.00
Bill Pmt -Check	09/24/2024	5804	Ann Johnson		2000 · Account...	-150.00
Bill Pmt -Check	09/24/2024	5805	Baker & Taylor		2000 · Account...	-54.93
Bill Pmt -Check	09/24/2024	5806	Beaumont Safe and ...		2000 · Account...	-79.00
Bill Pmt -Check	09/24/2024	5807	BKF Engineers		2000 · Account...	-3,686.00
Bill Pmt -Check	09/24/2024	5808	Brodart Co.		2000 · Account...	-3,229.27
Bill Pmt -Check	09/24/2024	5809	C.W.Driver LLC		2000 · Account...	-225,155.70
Bill Pmt -Check	09/24/2024	5810	Chelsea Martin		2000 · Account...	-100.00
Bill Pmt -Check	09/24/2024	5811	DBH & Company Inc		2000 · Account...	-65.00
Bill Pmt -Check	09/24/2024	5812	Discount School Su...		2000 · Account...	-327.64
Bill Pmt -Check	09/24/2024	5813	Estephania Ortiz Oe...		2000 · Account...	-419.83
Bill Pmt -Check	09/24/2024	5814	H.W. Wilson		2000 · Account...	-267.50
Bill Pmt -Check	09/24/2024	5815	Imperial County Offi...		2000 · Account...	-3,158.83
Bill Pmt -Check	09/24/2024	5816	Ingram Library Servi...		2000 · Account...	-9,344.59
Bill Pmt -Check	09/24/2024	5817	Jason Morton, Kodia...		2000 · Account...	-350.00
Bill Pmt -Check	09/24/2024	5818	Jennifer Perez		2000 · Account...	-135.63
Bill Pmt -Check	09/24/2024	5819	Kids Reference Co...		2000 · Account...	-1,372.38
Bill Pmt -Check	09/24/2024	5820	Luren Dickinson		2000 · Account...	-398.50
Bill Pmt -Check	09/24/2024	5821	Lyrasis		2000 · Account...	-1,482.66
Bill Pmt -Check	09/24/2024	5822	Midwest Tape		2000 · Account...	-916.10
Bill Pmt -Check	09/24/2024	5823	Office Depot		2000 · Account...	-72.16
Bill Pmt -Check	09/24/2024	5824	Oriental Trading		2000 · Account...	-324.98
Bill Pmt -Check	09/24/2024	5825	Press Enterprise		2000 · Account...	-1,269.78
Bill Pmt -Check	09/24/2024	5826	Rafhael Animas		2000 · Account...	-1,280.00
Bill Pmt -Check	09/24/2024	5827	SDRMA		2000 · Account...	-215.84
Bill Pmt -Check	09/24/2024	5828	SSD Alarm		2000 · Account...	-283.50
Bill Pmt -Check	09/24/2024	5829	TASC		2000 · Account...	-114.26
Bill Pmt -Check	09/24/2024	5830	Taylor's Plumbing LLC		2000 · Account...	-867.33
Bill Pmt -Check	09/24/2024	5831	Terminix		2000 · Account...	-109.00
Bill Pmt -Check	09/24/2024	5832	The Library Corporat...		2000 · Account...	-299.00
Bill Pmt -Check	09/24/2024	5833	Visual Edge IT		2000 · Account...	-291.71
Bill Pmt -Check	09/24/2024	5834	Visual Edge IT Inc.		2000 · Account...	-8,789.42
Bill Pmt -Check	09/24/2024	5835	Western Science Ce...		2000 · Account...	-600.00
Bill Pmt -Check	09/24/2024	5836	Zoobean Inc		2000 · Account...	-815.00
Deposit	09/24/2024			Lost/Damage...	732120 · Librar...	15.05
Check	09/24/2024		Waste Management	September 20...	5501 · Rental r...	-52.70
Deposit	09/26/2024			Computer Pri...	732120 · Librar...	26.10
Check	09/26/2024		Umpqua Bank		5245.02 · Book...	-2,559.53
Deposit	09/27/2024			Computer Pri...	732120 · Librar...	14.60
Deposit	09/30/2024			Computer Pri...	732120 · Librar...	6.30
Deposit	09/30/2024			Computer Pri...	732120 · Librar...	8.60
Check	09/30/2024		TASC	Van Valkenbu...	515080 · Healt...	-60.00
Deposit	09/30/2024			Checking Acc...	740020 · Intere...	2.23

Beaumont Library District Activity Report September 2024

	Month	YTD	Prior Yr. Mo.	Prior YTD	Month	YTD	Prior Yr. Mo.	Prior YTD
Circulation Activity								
Library Checkouts	7926	25034	8037	24118	203	692	180	636
Bookmobile Checkouts	318	353	239	309	429	1455	362	1237
Items Renewed	6471	20426	1881	5861	5	211	4	13
Circulation Totals	14715	45813	10157	30288	637	2358	546	1886
Holds Activity								
Library Holds Added	781	1992	702	2071	515	1812	656	1777
Bookmobile Holds Added	4	8	5	22	654	1505	811	2268
Holds Checked Out	634	1733	724	1967	-139	307	-155	-491
Holds Totals	1419	3733	1431	4060	619	2069	760	2047
Overdue Notices								
Courtesy Notices	13069	41167	5483	16350	1019	1962	901	2605
First Notices	567	1802	778	2715	-400	107	-141	-558
Final Notices	471	1150	332	1153	51	54	43	52
Total Notices	14107	44119	6593	20218	1623	1947	1015	1600
Fees Paid & Waived								
Fees Paid	\$357.35	\$1,004.65	\$344.40	\$604.08	2	7	6	8
Fees Waived	\$1,663.80	\$6,456.80	\$5,000.90	\$24,733.04	49	130	61	93
Fees Balance	-\$1,306.45	-\$5,452.15	-\$4,656.50	-\$24,128.96	3	6	1	2
E-Material Usage								
Hoopla	182	440	84	246	25	130	10	17
Overdrive	719	2229	586	1849	12	31	22	49
eMagazines	19	71	28	77	41	98	117	222
Database Usage								
Ancestry	159	464	165	393	3	38	3	29
GreenFILE	0	0	0	0	110	4166	21	2303
Newspapers.com (8/24)	23	26	N/A	N/A	22	29	23	33
Learning Express	0	0	0	11	582	1257	437	967
Novelist	12	33	13	64	93	165	98	173
ProQ-K-12	0	4	0	0	2430	7728	1661	5202
Public Computer Use								
	468	1570	346	1184	468	1570	346	1184
Reference Interaction								
	1766	5808	1761	5451	1766	5808	1761	5451
Website Visits								
	2773	7889	1487	N/A	2773	7889	1487	N/A
Library Visits								
	8995	28314	7119	N/A	8995	28314	7119	N/A

PROPOSED GOALS, January 2024 through March 2025

January—March 2024

- ~~Advise Board and staff regarding Director candidate finalist interviews~~
- ~~Consult with architect on completion of construction documents~~
- Work on supplemental funding for renovation/expansion project
- ~~Give recommendations to Board on selection of new Director~~
- Give consideration to placing a bond issue on the November 2024 ballot
- Make recommendations to Board on Director selection process
- ~~Provide a smooth transition process for the new Director~~
- Finalize the process to be used for the new Director search

April—June 2024

- Attend the biennial Public Library Association Conference
- Hold “Staff Appreciation Breakfast” and honor 35-year employee
- Submit FY25 budget, including Wednesday hours, for approval
- Partner with Historical Society for Cherry Festival events

July—September 2024

- Finish the Summer Reading and Lunch at the Library programs
- Attend the Association of Rural and Small Libraries Conference
- Participate in advertising/selection process for new Director
- Make arrangements for the interview process as needed

October—December 2024

- Plan a Staff Development Day to be held on Columbus Day, October 14
- Update “Salary Scale” for 2025, pending increased minimum wage
- Prepare for construction by moving/storing furnishings and materials
- Go through orientation process with newly selected Director-designate

January—March 2025

- Hand over day-to-day administration to the newly appointed Director
- Use up accrued vacation on a day-by-day basis over a few weeks
- Be available, as needed, to provide part-time construction supervision
- Convert accrued sick leave into service credit with the CalPERS system

Beaumont Library District

FY25 General Fund 1st Quarter Financial Report

	FY24 Actual	Jul 24-Sep 24	FY25 Budget	% YTD
Income				
7000 · Property Tax Revenue				
7020 · Property Tax Current Secured	\$ 2,347,091.96	\$ 52,467.57	\$ 2,400,000.00	2.2%
7025 · Property Tax Current Unsecured	\$ 120,004.01	\$ 3,967.85	\$ 100,000.00	4.0%
7030 · Property Tax Prior Year Secured	\$ -	\$ -	\$ 3,000.00	0.0%
7035 · Property Tax Prior Unsecured	\$ 5,565.42	\$ 3,208.42	\$ 4,000.00	80.2%
7040 · Property Tax Current Suppl.	\$ 72,211.04	\$ 17,594.25	\$ 90,000.00	19.5%
7050 · Prop Tax Prior Year Suppl.	\$ 57,281.28	\$ 3,478.89	\$ 40,000.00	8.7%
Total 7000 · Property Tax Revenue	\$ 2,602,153.71	\$ 80,716.98	\$ 2,637,000.00	3.1%
715 · Contractual & Redevelopment				
7150 · RDV Property Tax LMIH Resdl Ast	\$ -	\$ -	\$ 155,000.00	0.0%
7160 · CA Homeowners Tax Relief	\$ 15,006.95	\$ -	\$ 16,000.00	0.0%
Total 715 · Contractual & Redevelopment	\$ 15,006.95	\$ -	\$ 171,000.00	0.0%
732120 · Library Fines and Fees	\$ 5,296.83	\$ 1,491.05	\$ 4,000.00	37.3%
7400 · Interest Income				
7403 · Interest Income-CLASS General Fund	\$ 11,698.03	\$ 10,134.09	\$ 25,000.00	40.5%
740020 · Interest-County Invested Funds	\$ 77,764.26	\$ -	\$ 25,000.00	0.0%
Total 7400 · Interest Income	\$ 89,462.29	\$ 10,134.09	\$ 50,000.00	20.3%
7800 · Other Income				
7820 · Rental Income	\$ 13,200.00	\$ 2,400.00	\$ 1,000.00	240.0%
7830 · Donations	\$ 3,589.00	\$ -	\$ 1,000.00	0.0%
781360 · Other Misc. Revenue	\$ 1,342.98	\$ 6,750.33	\$ 1,000.00	675.0%
Total 7800 · Other Income	\$ 18,131.98	\$ 9,150.33	\$ 3,000.00	305.0%
Total Income	\$ 2,730,051.76	\$ 101,492.45	\$ 2,865,000.00	3.5%

	FY24 Actual	Jul 24-Sep 24	FY25 Budget	% YTD
Expense				
5100 · Regular Salaries				
5100.01 · Salaries - Administration	\$ 303,683.20	\$ 70,323.84	\$ 331,000.00	21.2%
5100.02 · Salaries - Adult Services	\$ 235,563.56	\$ 46,698.90	\$ 205,000.00	22.8%
5100.03 · Salaries - Technical Mbr Svcs	\$ 194,237.01	\$ 45,784.66	\$ 219,000.00	20.9%
5100.04 · Salaries - Outreach & Youth Svc	\$ 278,453.19	\$ 74,884.30	\$ 350,000.00	21.4%
5100.05 · Salaries - Library Pages	\$ 27,744.88	\$ 8,628.63	\$ 32,000.00	27.0%
5100.06 · Salaries - Facilities & Grounds	\$ 28,864.91	\$ 6,823.95	\$ 17,000.00	40.1%
Total 5100 · Regular Salaries	\$ 1,068,546.75	\$ 253,144.28	\$ 1,154,000.00	21.9%
5130001 · Benefits				
515080 · Health Insurance				
5150801 · Health Insurance EE Reimb.	\$ (21,106.03)	\$ (5,582.76)	\$ (24,000.00)	23.3%
515080 · Health Insurance - Other	\$ 122,639.41	\$ 33,417.18	\$ 128,000.00	26.1%
Total 515080 · Health Insurance	\$ 101,533.38	\$ 27,834.42	\$ 104,000.00	26.8%
513150 · Employee Life Insurance	\$ 2,594.98	\$ 850.18	\$ 4,000.00	21.3%
513140 · Medicare Tax	\$ 15,493.93	\$ 3,609.05	\$ 17,000.00	21.2%
513120 · Social Security	\$ 66,249.90	\$ 15,431.83	\$ 72,000.00	21.4%
513020 · CalPERS - Fees	\$ 1,700.00	\$ 700.00	\$ 3,500.00	20.0%
513010 · CalPERS UAL	\$ 77,333.00	\$ 93,407.00	\$ 100,000.00	93.4%
513000 · Retirement/Misc	\$ 117,060.70	\$ 25,221.15	\$ 120,000.00	21.0%
Total 5130001 · Benefits	\$ 381,965.89	\$ 167,053.63	\$ 420,500.00	39.7%
524500 · Admin Support-Direct				
5245.01 · Supplies	\$ 34,740.03	\$ 5,181.58	\$ 30,000.00	17.3%
5245.02 · Bookmobile	\$ 3,747.69	\$ 3,921.06	\$ 6,000.00	65.4%
5245.03 · Building & Equipment Maint.	\$ 91,749.72	\$ 31,305.70	\$ 56,000.00	55.9%
5245.04 · Public Relations	\$ 12,869.35	\$ 433.52	\$ 12,000.00	3.6%
5245.05 · Automation	\$ 31,458.45	\$ 4,557.90	\$ 46,000.00	9.9%
5245.06 · Programs	\$ 12,175.14	\$ 4,137.91	\$ 14,000.00	29.6%
5245.07 · Credit Cards - Merchant fees	\$ 380.59	\$ 99.09	\$ 500.00	19.8%
5245.08 · IT Services	N/A	\$ -	\$ 50,000.00	0.0%
Total 524500 · Admin Support-Direct	\$ 187,120.97	\$ 49,636.76	\$ 214,500.00	23.1%
524520 · Admin Support-Indirect				
52452.1 · Association Dues	\$ 9,251.85	\$ 1,271.44	\$ 10,000.00	12.7%
52452.2 · Insurance	\$ 30,843.36	\$ 32,745.42	\$ 32,000.00	102.3%
52452.3 · Insurance - Workers Comp.	\$ 4,702.19	\$ 7,648.79	\$ 8,000.00	95.6%
52452.4 · County Accounting/Payroll Charges	\$ 6,161.68	\$ 1,435.66	\$ 6,000.00	23.9%
52452.5 · Staff Development / Travel	\$ 15,396.45	\$ 10,471.45	\$ 22,000.00	47.6%
52452.6 · Professional Services	\$ 90,360.25	\$ 3,686.00	\$ 25,000.00	14.7%
52452.7 · Election Expenses	\$ 40,682.40	\$ -	\$ -	N/A
52452.8 · Miscellaneous Expense	\$ -	\$ -	\$ 1,000.00	0.0%
52452.9 · County Tax Collection Charges	\$ 2,070.86	\$ -	\$ 3,000.00	0.0%
524560 · Auditing and Accounting	\$ 49,841.10	\$ 9,823.00	\$ 75,000.00	13.1%
Total 524520 · Admin Support-Indirect	\$ 249,310.14	\$ 67,081.76	\$ 182,000.00	36.9%

	FY24 Actual	Jul 24-Sep 24	FY25 Budget	% YTD
524600 · Materials				
5246.01 · Materials - Periodicals	\$ 3,121.38	\$ 1,269.78	\$ 4,000.00	31.7%
5246.02 · Materials - Ref / Databases	\$ 10,593.39	\$ 10,034.01	\$ 15,000.00	66.9%
5246.03 · Materials - Non-Fiction	\$ 19,069.25	\$ 8,780.75	\$ 16,000.00	54.9%
5246.04 · Materials - Fiction / Replacemts	\$ 23,621.08	\$ 8,199.74	\$ 21,000.00	39.0%
5246.05 · Materials - Youth	\$ 31,650.35	\$ 13,448.02	\$ 33,000.00	40.8%
5246.06 · Materials - Audio	\$ 4,047.53	\$ 935.14	\$ 5,000.00	18.7%
5246.07 · Materials - Video	\$ 11,092.40	\$ 2,252.37	\$ 10,000.00	22.5%
5246.08 · Materials - Bookmobile	\$ 2,402.58	\$ 717.90	\$ 3,000.00	23.9%
5246.09 · Materials - Large Print	\$ 7,124.44	\$ 7,554.36	\$ 8,000.00	94.4%
5246.10 · Materials - McNaughton / E-book	\$ 24,611.01	\$ 11,518.61	\$ 39,500.00	29.2%
5246.11 · Materials - Spanish Language	\$ 1,356.29	\$ 179.13	\$ 2,000.00	9.0%
5246.12 · Materials - Graphic Novels	\$ 8,920.03	\$ 3,471.70	\$ 10,000.00	34.7%
5246.13 · Materials - Standing Orders	\$ 4,715.29	\$ 1,289.00	\$ 6,000.00	21.5%
5246.14 · Materials - Miscellaneous	N/A	\$ -	\$ 6,000.00	0.0%
Total 524600 · Materials	\$ 152,325.02	\$ 69,650.51	\$ 178,500.00	39.0%
529540 · Utilities				
5295.01 · Phone / Alarms / Website	\$ 15,208.54	\$ 4,687.99	\$ 12,000.00	39.1%
5295.02 · Electric	\$ 24,733.85	\$ 11,433.06	\$ 32,000.00	35.7%
5295.03 · Water / Sewer / Gas	\$ 3,596.48	\$ 567.80	\$ 8,000.00	7.1%
5295.04 · OCLC Access	\$ 8,989.72	\$ 9,371.79	\$ 10,000.00	93.7%
5295.05 · Trash & Pest Control	\$ 2,718.63	\$ 653.95	\$ 4,000.00	16.3%
Total 529540 · Utilities	\$ 55,247.22	\$ 26,714.59	\$ 66,000.00	40.5%
5460 · Capital Outlay	\$ 28,384.00	\$ -	\$ 50,000.00	0.0%
546020 · Misc Equipment	\$ 1,475.87	\$ -	\$ 25,000.00	0.0%
5500 · Other Expenses				
5501 · Rental Related Expenses	\$ 2,175.47	\$ 1,071.82	\$ -	N/A
Total 5500 · Other Expenses	\$ 2,175.47	\$ 1,071.82	\$ -	N/A
Total Expense	\$ 2,128,551.33	\$ 634,353.35	\$ 2,290,500.00	27.7%
Ordinary Net Income	\$ 603,500.43	\$ (532,860.90)	\$ 574,500.00	-92.8%
Other Expense				
Total 551000 · Operating Transfers-Out	\$ 250,000.00	\$ -	\$ 250,000.00	0.0%
581000 · Contingency	\$ -	\$ -	\$ 50,000.00	0.0%
Total Other Expense	\$ 250,000.00	\$ -	\$ 300,000.00	0.0%
Total Net Income	\$ 353,500.43	\$ (532,860.90)	\$ 274,500.00	-194.1%

BEAUMONT LIBRARY DISTRICT DEBT POLICY

INTRODUCTION

The purpose of this debt management policy (the "Policy") is to establish and maintain parameters for the Beaumont Library District (the "District") debt issuances and is intended to comply with California Government Code Section 8855(i). The Policy shall govern all debt issued by the District.

SCOPE

The guidelines established by this Policy will govern the issuance and management of all debt funded for long-term and short-term financing needs and not for general operating functions. When used herein, "debt" refers to all forms of indebtedness, including but not limited to, bonds, notes, loans, certificates of participation, lines of credit, installment sale agreements, and lease obligations.

The District recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Policy. In cases that require exceptions to this Policy, approval from the Board of Directors (the "Board") is necessary for implementation.

PURPOSES FOR WHICH DEBT PROCEEDS BY BE USED

Long-term debt may be issued to finance or refinance the acquisition of land and/or easements, the capital costs of planning, pre-design, construction, acquisition and rehabilitation of capital improvements and facilities, equipment acquisition, and other costs as permitted by law. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized. Debt may only be issued under the Board's authorization and when the District has identified sufficient funds to pay the obligation of principal and interest. No debt shall be issued with a maturity date greater than the expected useful life of the facilities or improvements being financed.

TYPES OF DEBT THAT MAY BE ISSUED

Debt is to be issued pursuant to the authority of and in full compliance with provisions, restrictions and limitations of the Constitution and the laws of the State of California (the "State"). Various types of debt may be issued, including, but not limited to revenue bonds, general obligation bonds, certificates of participation, loans, lines of credit, notes, special tax bonds, all refunding obligations, lease financing obligations, and any other form of debt authorized by law. There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to, bond anticipation notes, grant anticipation notes, pension obligation bonds, etc. In addition, the District may utilize federal loans or loan guarantees. Debt shall be issued as fixed rate debt unless the District makes a

specific determination as to why variable rate debt would be beneficial to the District in a specific circumstance.

RELATIONSHIP OF DEBT TO CAPITAL BUDGET

The District shall issue debt for the purposes set forth in this Policy and to implement policy decisions incorporated in the District's capital budget. The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues.

POLICY GOALS RELATING TO PLANNING GOALS AND OBJECTIVES

The District is committed to following sensible practices in governance, management and budget administration. The District will issue debt for the purposes stated in this Policy and to implement policy decisions incorporated into the District's budget. It is a policy goal of the District to utilize conservative financing methods and techniques. The District will comply with applicable State and federal law as it pertains to the maximum term of debt and the procedures for imposing any related charges.

INTERNAL CONTROL PROCEDURES

When issuing debt, in addition to complying with the terms of this Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment and expenditure of debt proceeds. The District will periodically review the requirements of and remain in compliance with the following: (i) any federal tax compliance requirements; (ii) any State requirements related to debt issuance; (iii) any continuing disclosure undertakings entered into by the District in accordance with Securities and Exchange Commission Rule 15c2-12; and (iv) the District's investment policies as they relate to the use and investment of debt proceeds.

Proceeds of tax-exempt debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the District, or (b) by the District, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the District. Proceeds of taxable debt may be held by any means which the District determines are convenient or necessary.

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES

PROPOSED 2025 MEETING SCHEDULE*

JANUARY 30

FEBRUARY 27

MARCH 27

APRIL 24

MAY 29

JUNE 19

JULY 31

AUGUST 28

SEPTEMBER 25

OCTOBER 30

NOVEMBER 20

DECEMBER 18

*All dates are for the last Thursday of the month, except for June (to approve the fiscal year budget in a timely fashion), November (to avoid conflict with Thanksgiving) and December (to avoid conflict with the Christmas holidays)—with all meetings scheduled at 6:30 p.m.

BEAUMONT LIBRARY DISTRICT

PROPOSED HOLIDAY SCHEDULE 2025

NEW YEAR'S DAY	WEDNESDAY, JANUARY 1*
MARTIN LUTHER KING JR. DAY	MONDAY, JANUARY 20**
PRESIDENTS DAY	MONDAY, FEBRUARY 17**
EASTER CLOSURE	SUNDAY, APRIL 20***
MEMORIAL DAY	MONDAY, MAY 26**
INDEPENDENCE DAY	FRIDAY, JULY 4****
LABOR DAY	MONDAY, SEPTEMBER 1*
VETERANS DAY	TUESDAY, NOVEMBER 11
THANKSGIVING DAY	THURSDAY, NOVEMBER 27
THANKSGIVING FRIDAY	FRIDAY, NOVEMBER 28****
CHRISTMAS EVE	WEDNESDAY, DECEMBER 24*
CHRISTMAS DAY	THURSDAY, DECEMBER 25
NEW YEAR'S DAY 2025	THURSDAY, JANUARY 1

*Full-time staff normally scheduled off on Wednesday will be off the day before or after the holiday(s).

**Full-time staff normally scheduled off on Monday will be off the day after the holiday.

***The Library closes on Easter, but it is not a paid holiday. Staff normally scheduled for Sundays may choose to make up those hours, forfeit the hours, or use vacation.

****Full-time staff normally scheduled off on Friday will be off the day prior to the holiday(s).