

# BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING  
6:30 p.m. at the Library – August 31, 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. GRANT UPDATES
- B. DESIGN BUILD BIDS

### 4. NEW BUSINESS

- A. VISIT FROM ASSEMBLYMAN WALLIS
- B. MOVING FUNDS TO CLASS

ADDED STARTERS AND COMMUNICATIONS

TRUSTEE COMMENTS AND REQUESTS

PUBLIC COMMENTS – 3-minute limit

CLOSED SESSION to discuss personnel matters

ADJOURNMENT

# BEAUMONT LIBRARY DISTRICT

## BOARD OF TRUSTEES MEETING

6:30 p.m. at the Library – July 27, 2023

125 East Eighth St., Beaumont, CA

### MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:30 p.m.

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

GUESTS: M. Cook, K. Van Valkenburg

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

#### 1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Mahoney/Carr) to approve the Minutes as presented. (5-0-0)

#### 2. DIRECTOR'S REPORT

General Ledger Report – The Director highlighted some exceptional expenses in June, including Bookmobile repairs, architect fees, restroom maintenance, Lunch at the Library teen worker, and back payments for printing services. He also reported that a CalPERS pension issue has come to light and it will be discussed in closed session next month.

Activity Summary Report – Assistant Director Kelly Van Valkenburg gave a PowerPoint presentation on the various summer reading activities sponsored by the Library on in the library and off site, including the Grand Finale on July 15. She stated that attendance was uniformly good throughout and read a thank you letter from mother who brought her child regularly. To conclude, she gave a preview of programs planned for the fall and answered a few questions from the Trustees. The Director informed the Board that it was very busy on the day that Mayor Julio Martinez met with him and President Coleman. He also noted that circulation for the month was a bit below last June because summer reading started a week later this year, but FY23 was 18% higher than FY22. Registrations were up 11% over June 2022. Even though we are still behind most pre-Covid numbers, reference interactions are up 2%, website visits are up 64% and OverDrive use is up 162% in FY23 compared to FY19. Downloadable material (e-books, digital magazines, and

streaming items) now amount to 9.3% of all items, both physical and virtual, checked out from our collection.

Changes in Status of District Employees – Part-time/On-call Librarian, Kelly Duarte, began work on June 23 at \$30.15 per hour.

### 3. OLD BUSINESS

#### A. GRANT UPDATES

There is little to report about grants. We are still waiting to hear what is happening with Zip Books funding and any earmarked funds in the state budget for our renovation and expansion project. The Building Forward Round 2 grant awards are to be announced in September. We did receive notice that we will be receiving funding through the State Library's "eBooks for All" grant program. We initially applied for \$10,000, which we would have to match, and were informed that we could request up to \$20,000 more that would not require a match. E-books purchased would be part of a statewide digital resource accessible to the cardholders of participating libraries.

#### B. QUARTERLY GOALS PROGRESS REPORT

The Director reviewed his goals for the April through June quarter, all of which were accomplished. He revised the goals for the current quarter and the January through March 2024 due to shifting of the succession plan further into next year.

### 4. NEW BUSINESS

#### A. DESIGN BUILD SCHEDULE

Mr. Dickinson displayed the documents submitted by two design-build firms as part of our pre-qualification process, Bogh Engineering and C.W. Driver. At least a couple more companies had been expected to seek pre-qualification, but it may be that some could not meet the required standards or were too busy with other projects. It appears that many contractors are very busy now with work that was delayed by the pandemic. The architect will be contacting the other groups to see if they would still be interested in eventually submitting bids. She will be in town to host a pre-bid meeting on August 15 and bids will be due on August 29 and the Board will make its selection on August 31.

MOTION: (Carr/Lillard-Geiser) to approve Bogh Engineering and C.W. Driver as pre-qualified. (5-0-0)

#### B. FINAL FY23 FINANCIAL REPORTS

Income for the year was about 5% higher than projected and more than 12% higher than what was received in FY22. As far as expenditures, most were under budget, including salaries 6.5% below, benefits 35% below, direct costs at 8.5% below, indirect costs at 11% below, materials at 12.5% below, and utilities at 27.5% below. Overall, expenses were about 13.5% under budget.

### C. MOVING ACO FUND TO CLASS

Shifting funds from our Riverside County accounts continues to be time consuming and slow. All of our Building Forward Round 1 grant funds and the amount remaining from our Bookmobile grant were moved into California CLASS in June and earned more than \$8,500 in interest for a partial month. Unfortunately, we had to shift some of the funds back into our checking account as requested transfers from the County were not timely. The Director said it was his intention to move most of the ACO Fund, that is now around \$2 million, and much of the General Fund, that is now around \$1 million, into our CLASS account. This would not only generate better income, but would also be much more easily accessible than what has been our experience with the County.

MOTION: (Mahoney/Carr) to fully approve use of California CLASS as a depository for library funds and to authorize the Director to transfer funds into and out of our CLASS account based upon operational needs. (5-0-0)

### ADDED STARTERS AND COMMUNICATIONS

The Director gave an overview of next month's library newsletter and talked about the "Good Read" column that the Record Gazette has started publishing again. He plans to submit a "Back to school with Beaumont Library" column for August.

### TRUSTEE COMMENTS AND REQUESTS

Ms. Carr completed the AB 1234 ethics training, for which she scored 100%, as well as the Brown Act training. She suggested that emails sent to the Board should be either individually or be blind copied. Ms. Lillard-Geiser commented that she was very pleased with the summer program activities. President Coleman left the meeting at 7:40 due to a family emergency. Secretary Mahoney presided over the rest of the meeting.

### PUBLIC COMMENTS

Mr. Cook will be leaving the Friends Board this fall. He said it is time for him to go and for new people to take over. He has appreciated working with Beaumont Library District over the last 30 years or so. His last meeting will be in September. The Director and the Board thanked him for his service and wished him well.

ADJOURNMENT - at 7:45 p.m.

APPROVED:

DATE:



## BEAUMONT LIBRARY DISTRICT

### **Director's Report August 31, 2023**

#### **Activity Summary**

After distributing the monthly library newsletter on August 1, I took a few vacation days before attending the big OverDrive e-book conference in Cleveland. As mentioned at last month's Board meeting, e-materials now account for nearly 10% of our circulation and OverDrive's e-books represent about 90% of that total. I was pleased to see that, while I was gone, the Record Gazette published the "Back to School with Beaumont Library" article that I had submitted for our "Good Read" column on August 11. Upon my return, it was back into the swing of things with the pre-bid conference with Alex Ramsey on August 15, a Rotary Club meeting on August 17, and a visit from our new California State Assemblyman, Greg Wallis, on August 18 to round out that week. I attended Senator Ochoa Bogh's Town Hall on August 24. The final deadline for our design-build bids was on Tuesday, August 29, and they will be brought to the August 31 Board meeting for review and selection. Of note, in this month's Board packet you will see a new, re-designed statistical report. It separates circulation numbers between the building and the Bookmobile; simplifies library card registration statistics; adds comprehensive stats for children's, teen, and adult programs, both inside and outside of the building; and includes a count for library visitors for the first time.

#### **Personnel Changes**

There were no changes in personnel this month.

#### **Meetings & Activities**

August 3-8	Director's vacation and travel days
August 9-11	Overdrive e-book conference, Cleveland
August 15	Pre-bid conference with architect Alex Ramsey
August 17	Rotary Club of Beaumont & Cherry Valley, Chatigny Center
August 18	Meeting & tour of Library with Assemblyman Greg Wallis
August 20	Library closed due to Tropical Storm Hilary
August 24	Town Hall with Senator Ochoa Bogh, Chatigny Center
August 29	Bid deadline for design-build firms

## Commentary

# Back to school with Beaumont Library — where learning never ends

Good Read!



Andrew Carnegie, the  
By LUREN E. DICKINSON  
Beaumont Library  
District

famous philanthropist whose \$10,000 underwrote construction of Beaumont Library's original facility, once said, "A library outranks any other thing a community can do to benefit its people."

He felt that "industrious and ambitious" people deserved to have access to resources that would enable them "to help themselves" to learn new skills and improve their lot in life.

Today we know, however, that brain development starts very early. If you want to give children a head start in life, read out loud to them every day — no matter how young. And bring them to the library to participate in story times and experience our Family Place play spaces where you can engage them in developmental activities with other families.

If you want children to love learning, start them off with board books and picture books, and they will expand their language skills and vocabulary when they start reading. The pathway to educational success starts at Beaumont Library and continues on for tweens and teens as they progress in school.

Many people think that reading is important only for

children or students, but there are just as many reasons why reading or using the library should become a lifelong habit for adults, as well.

Beaumont Library, for example, provides free services for information and entertainment through our book collections — that even include graphic novels and e-books — and through our educational activities and classes for all ages.

Even if you do not like to read, libraries have free Internet and access to streaming for movies, music, TV programs and audiobooks. You can even print documents from our printer wirelessly from home or in our building.

Need help with homework or want to learn a new language? Check out our eResources page where you can discover your family history on Ancestry or start practicing for that trip to Italy on duoLingo. You can even take online classes for free at Coursera.

Do you have a problem with your reading skills or never finished high school? We offer online programs for those who want to earn their diploma and tutoring for those who want to raise their reading levels.

And "¡hablamos Español." We have collections for adults and children, and staff members who can help you, in Spanish. In addition, those who want to learn English or improve their skills can join our conversation classes or participate in our ESL pro-



Courtesy photo  
Father engages in play activity with his children during Beaumont Library's "Box Day" when everyone had fun and learned a lot with nothing but cardboard boxes.

gram. Finally, people who use libraries live longer, healthier lives because they connect regularly with others in the community, they reduce

stress through the enjoyment of relaxing and entertaining library materials, and they pursue lifelong learning, which keeps their brains active and prevents things like Alzheimer's or other forms of dementia.

Stop by Beaumont Library, if you have not visited us in a while, and update your library card so that you can begin using the many resources that we offer, and sharing them with friends and family members.

Beaumont Library, a California Special District independent of both city and county government, provides library services to Beaumont and Cherry Valley and is at 125 E. Eighth St. in Beaumont. Call 951-845-1357 or visit [bid.lib.ca.us](http://bid.lib.ca.us) for more information.

## General Ledger

As of July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount
1010 · Wells Fargo Checking						
1010.1 · Wells Fargo Savings						
Total 1010.1 · Wells Fargo Savings						
1010 · Wells Fargo Checking - Other						
Check	07/03/2023		TASC		515080 · Healt...	-1,614.00
Bill Pmt -Check	07/06/2023	5320	Tom Lara	June 2023	2000 · Account...	-480.00
Check	07/06/2023		CALPERS		515080 · Healt...	-8,373.56
Bill Pmt -Check	07/07/2023	5321	Jakob Songcuan		2000 · Account...	-240.00
Check	07/07/2023		Frontier		5295.01 · Phon...	-254.26
Bill Pmt -Check	07/08/2023	5322	Susan Turley		2000 · Account...	-350.00
Bill Pmt -Check	07/10/2023	5323	MicroFire SteamRoc...		2000 · Account...	-145.00
Check	07/10/2023		TASC		515080 · Healt...	-90.00
Deposit	07/11/2023			Deposit	732120 · Librar...	12.00
General Journal	07/12/2023	lc 7/29...	CALPERS	CalPERS Cla...	513000 · Retir...	-2,008.61
General Journal	07/12/2023	lc 7/29...	CALPERS	CalPERS PE...	513000 · Retir...	-3,931.76
General Journal	07/12/2023	lc 7/29...	CALPERS	CalPERS 457...	513000 · Retir...	-1,690.00
General Journal	07/12/2023	lc 07/2...	CALPERS	CalPERS Cla...	513000 · Retir...	-1,814.25
General Journal	07/12/2023	lc 07/2...	CALPERS	CalPERS PE...	513000 · Retir...	-3,464.72
General Journal	07/12/2023	lc 07/2...	CALPERS	CalPERS 457...	513000 · Retir...	-1,690.00
Deposit	07/12/2023			Deposit	732120 · Librar...	22.00
Bill Pmt -Check	07/13/2023	5324	Dream Shapers		2000 · Account...	-450.00
Bill Pmt -Check	07/13/2023	5325	Nancy Hillig		2000 · Account...	-160.00
Bill Pmt -Check	07/13/2023	5326	SDRMA		2000 · Account...	-35,203.91
Bill Pmt -Check	07/13/2023	5327	Virginia Ashley		2000 · Account...	-750.00
Check	07/13/2023		Merchant Fee		5245.07 · Cred...	-22.48
Bill Pmt -Check	07/14/2023	5328	Jakob Songcuan		2000 · Account...	-240.00
Deposit	07/14/2023			Deposit	732120 · Librar...	20.50
Check	07/17/2023		Wells Fargo Busines...		-SPLIT-	-4,738.26
Check	07/17/2023		Edison		5295.02 · Elect...	-1,845.81
Bill Pmt -Check	07/18/2023	5329	Rafhael Animas		2000 · Account...	-1,120.00
Check	07/18/2023		Waste Management		5295.05 · Tras...	-174.66
Deposit	07/19/2023			Deposit	732120 · Librar...	11.00
Bill Pmt -Check	07/20/2023	5330	Jakob Songcuan		2000 · Account...	-320.00
Bill Pmt -Check	07/22/2023	5331	Beaumont Print		2000 · Account...	-350.19
Bill Pmt -Check	07/22/2023	5332	Coldren's Cleaning ...		2000 · Account...	-465.00
Bill Pmt -Check	07/22/2023	5333	County of Riverside		2000 · Account...	-75.06
Bill Pmt -Check	07/22/2023	5334	County of Riverside ...		2000 · Account...	-585.35
Bill Pmt -Check	07/22/2023	5335	DBH & Company Inc		2000 · Account...	-60.00
Bill Pmt -Check	07/22/2023	5336	Demco		2000 · Account...	-352.42
Bill Pmt -Check	07/22/2023	5337	Devon Kimler		2000 · Account...	-418.54
Bill Pmt -Check	07/22/2023	5338	Discount School Su...		2000 · Account...	-1,400.94
Bill Pmt -Check	07/22/2023	5339	Eide Bailly LLP		2000 · Account...	-314.50
Bill Pmt -Check	07/22/2023	5340	Engberg Anderson		2000 · Account...	-16,030.00
Bill Pmt -Check	07/22/2023	5341	Ingram Library Servi...		2000 · Account...	-5,734.57
Bill Pmt -Check	07/22/2023	5342	Jennifer Perez		2000 · Account...	-392.79
Bill Pmt -Check	07/22/2023	5343	Julia Schumacher		2000 · Account...	-2,834.59
Bill Pmt -Check	07/22/2023	5344	Kely Van Valkenburg		2000 · Account...	-3,441.86
Bill Pmt -Check	07/22/2023	5345	Luren Dickinson	Petty Cash	2000 · Account...	-391.20
Bill Pmt -Check	07/22/2023	5346	Midwest Tape		2000 · Account...	-161.91
Bill Pmt -Check	07/22/2023	5347	New Reader's Press		2000 · Account...	-197.63
Bill Pmt -Check	07/22/2023	5348	OCLC		2000 · Account...	-8,989.72
Bill Pmt -Check	07/22/2023	5349	Office Depot		2000 · Account...	-4,370.74
Bill Pmt -Check	07/22/2023	5350	Oriental Trading		2000 · Account...	-94.78
Bill Pmt -Check	07/22/2023	5351	Overdrive		2000 · Account...	-7,844.22
Bill Pmt -Check	07/22/2023	5352	SDRMA		2000 · Account...	-221.05
Bill Pmt -Check	07/22/2023	5353	SSD Alarm		2000 · Account...	-2,262.84
Bill Pmt -Check	07/22/2023	5354	TASC		2000 · Account...	-114.26
Bill Pmt -Check	07/22/2023	5355	The Library Corporat...		2000 · Account...	-917.00
Bill Pmt -Check	07/22/2023	5356	TK Elevator Coporat...		2000 · Account...	-2,620.52
Bill Pmt -Check	07/22/2023	5357	Uline		2000 · Account...	-75.73
Bill Pmt -Check	07/22/2023	5358	West Coast Electric		2000 · Account...	-396.50
Transfer	07/24/2023			Funds Transfer	1200 · Due fro...	32,000.00
Transfer	07/24/2023			Funds Transfer	1200 · Due fro...	68,000.00
Check	07/24/2023		So Cal Gas		5295.03 · Wat...	-10.02
Check	07/24/2023		TASC		515080 · Healt...	-90.00
Check	07/24/2023		BCVWD		5295.03 · Wat...	-160.25
Check	07/25/2023		Waste Management		5501 · Rental r...	-50.14
Check	07/26/2023		Umpqua Bank		5301 · ESL Gr...	-3,926.75
Check	07/26/2023		CALPERS	AUL Classic	513010 · CalP...	-77,333.00
Bill Pmt -Check	07/27/2023	5359	ProQuest		2000 · Account...	-4,564.88
Bill Pmt -Check	07/27/2023	5360	Jakob Songcuan		2000 · Account...	-240.00
Deposit	07/31/2023			Deposit	-SPLIT-	1,640.25
Deposit	07/31/2023			Deposit	740020 · Intere...	16.26
General Journal	07/31/2023	lc 08/1...		Transfer From...	1000 · Cash in ...	350,000.00

Total 1010 · Wells Fargo Checking - Other

233,061.78





July 27, 2023

Mr. Luren Dickinson, Director  
Beaumont Library District  
125 E. 8th. St.  
Beaumont, CA, 92223

Subject: Zip Books Project ZIP23-06

Dear Mr. Luren Dickinson:

We are pleased to approve the grant application for the Zip Book Project for a total of \$6,501 in California Library Services Act funds to purchase books and prime membership. Over the 2023/24 grant period, please take steps to ensure that as many Zip Books as possible are added to your permanent library collection. These steps might include approving only those patron requests which meet your collection development guidelines and/or may appeal to your community.

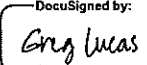
Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents. For more information, please refer to the Zip Book Guidelines located on the [State Library website](#).

Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.

The Grant Monitor assigned to your project is Monica Rivas. She is available to assist you throughout the year and she can be reached via email at [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov). Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:  
  
BDA50981C41C416...

Greg Lucas  
California State Librarian  
Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

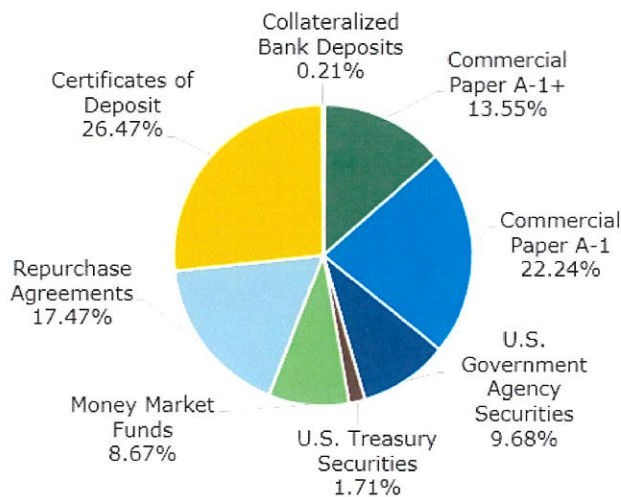
916-323-9759  
[csl-adm@library.ca.gov](mailto:csl-adm@library.ca.gov)  
[www.library.ca.gov](http://www.library.ca.gov)

## California CLASS Pool Fact Sheet

Holistic cash management designed with you in mind

California CLASS is a local government investment pool that was created under the Joint Powers Act. It allows eligible public agencies to invest their funds in a professionally managed Joint Powers Authority.

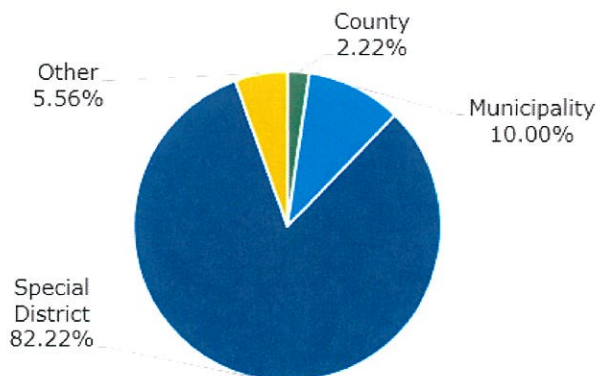
### Portfolio Allocation\*



Participation is available to any California public agency under California Government Code 6500 and 6509.7. Investments are made in accordance with California Government Code Section 53601 and the California CLASS Investment Policies.

The California CLASS portfolio investment strategy prioritizes minimizing market risk and enhancing safety via diversified investments. Funds of the Participants are invested in prime or high grade, short-term fixed income instruments as illustrated to the left. We aim to provide competitive yields while adhering to all objectives of safety and liquidity. The California CLASS Prime Fund carries a 'AAAm' rating from S&P Global Ratings.

### Participant Breakdown by Entity Type\*



### California CLASS Board of Trustees

**Christina Turner**, Chair  
City Manager  
City of Morgan Hill

**Ryan Clausnitzer**, Vice Chair  
General Manager  
Alameda County Mosquito Abatement District

**George Harris**  
Director of Finance  
City of Lancaster

**Parker R. Hunt**  
Treasurer/Tax Collector  
Tehama County

California CLASS welcomes all public agencies without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all California public agencies.

Visit us at [www.californiaclass.com](http://www.californiaclass.com)

Source: Public Trust Advisors® \*Data as of June 30, 2023. Data unaudited. Charts may not equal 100% due to rounding. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit [www.spglobal.com](http://www.spglobal.com). Ratings are subject to change and do not remove credit risk. Please review the California CLASS Prime Fund Information Statement before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**