

BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING
6:30 p.m. at the Library – March 30, 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. ANNUAL AUDIT REPORT
- B. GRANT UPDATES

4. NEW BUSINESS

- A. REVISED ORGANIZATIONAL CHART & JOB DESCRIPTIONS
- B. DONATION OF SEASHELL COLLECTION

ADDED STARTERS AND COMMUNICATIONS

TRUSTEE COMMENTS AND REQUESTS

PUBLIC COMMENTS – 3-minute limit

CLOSED SESSION – to discuss Director's performance review and contract

ADJOURNMENT

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING
6:30 p.m. at the Library – February 23, 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, C. Carr, M. Lillard-Geiser (via Zoom), S. Perry (via Zoom),
L. Dickinson
GUESTS: M. Cook, A. Ramsey (both via Zoom)
ABSENT: B. Mahoney

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

1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Carr/Coleman) to approve the Minutes as presented. (3-0-2)

2. DIRECTOR'S REPORT

General Ledger Report – The January expenses highlighted were the annual subscription for website maintenance by Civic Plus and Eide Bailly's CPA expenses. The Director also reported a \$5,000 invoice just paid for a voter survey, approved by the Board on January 22, 2019, that was to be at no charge if our ballot issue was successful. Originally set for November 2019, the election was then intended for March 2020, but ended up not being held until November 2022. On the plus side, our annual E-rate rebate check in the amount of \$13,312.74 was received in January.

Activity Summary Report – A meeting with the new District 5 County Supervisor Xystian Gutierrez and two of his staff members took place at the Library early in the month. They also had a full tour of our facility and indicated that they would look for funding sources for our renovation/expansion project. Circulation for the month was up 34% over January 2022 and up 26% compared YTD. The monthly numbers were 9% below 2020, and the YTD numbers were 13% lower.

Changes in Status of District Employees – There will no changes in personnel this month.

3. OLD BUSINESS

A. DESIGN DISCUSSION WITH ARCHITECT

Engberg Anderson architect Alex Ramsey gave a PowerPoint presentation documenting the work done on building design last year with the Board, Staff, and community-based Steering Committee. She noted that the proposed 31,000 square foot facility was estimated to cost \$21.5 million. Because the price of construction rose steeply from the time our Building Forward grant application was submitted and because we were only awarded \$4.8 million, the most we can now afford for the project is just \$12.4 million. That reduces the size of the project by 40%. She demonstrated that costs could be contained by keeping the 1965 addition, instead of demolishing it, and building a two-story addition to the east. Should supplemental funding be obtained, that addition could be further extended to the east. Also, it would be possible in the future to remove the 1965 building and place a third two-story addition there, as well. A timeline for our project includes two visits by Ms. Ramsey. She will meet with staff on April 17 to refine the layout and with design-build firms in July/August as part of the bidding process. Construction would likely begin by November 2024 and all grant expenses must be incurred by March 31, 2026.

B. BUILDING FORWARD, ROUND 2 GRANT PROCESS

[Ms. Lillard-Geiser arrived at 6:59 p.m. just as this agenda item was beginning to be discussed.] The State Library says the Round 2 grant application process is "on track" to take place in the first quarter of 2023, but no information has yet been made available.

4. NEW BUSINESS

A. CONFLICT OF INTEREST FORM 700 & LAFCO ELECTIONS

The forms were prepared for signatures and all have been completed except for Ms. Lillard-Geiser who will have to come to the Library to sign hers. Material from LAFCO regarding election of trustees from special district members was received today and is due before the Library Board meets again in March. The process being used is ranking rather than voting. Mr. Dickinson gave his recommendations for ranking the candidates by proximity to Beaumont.

MOTION: (Coleman/Carr) to approve the recommended rankings as presented by the Director. (4-0-1)

B. RESOLUTION TO TRANSFER TO ACO

Resolution No. 103 was presented requesting the transfer of \$250,000 from the Library's General Fund to its Accumulated Capital Outlay Fund.

MOTION: (Carr/Coleman) to approve Resolution No. 103 as presented. (4-0-1)

ADDED STARTERS AND COMMUNICATIONS

The Director distributed a list of Bilingual Programs and Collections offered by the Library as requested during the last meeting. He noted that he had attended the February 10 Beaumont Chamber meeting with guest speaker Mickey Valdivia and plans to attend the March 10 meeting with City Manager Elizabeth Gibbs. On February 11, he took part in the Beaumont Woman's Club 115th Anniversary Book Character Tea where he took first prize, the latest book by Ken Burns, which will go in the library collection. He invited Board members to purchase tickets or donate toward the Rotary Club's Casino Night on April 14 and announced that they are welcome to attend the Library's "Literacy Celebration Luncheon" on April 29. Mr. Dickinson also reported that he has registered for the "Serving with a Purpose" conference on May 23. He distributed bookmarks and postcards from the Woman's Club event, a new Beaumont Library book bag, a book-shaped "squeezable" with library hours, and the spring program guide.

TRUSTEE COMMENTS AND REQUESTS

There were no Trustee comments

PUBLIC COMMENTS

Mr. Cook reported that the Friends Board will meet again in March. He commented on the lack of off hours access to Friends bookstore in the rough building design presented by the architect. New members are starting to help do the work that he and his wife can no longer do by sorting donations and keeping the Saturday sales going.

CLOSED SESSION

MOTION: (Carr/Lillard-Geiser) to go into closed session to discuss the Director's annual review at 7:23 p.m. (4-0-1)

No actions were taken during the closed session and the meeting returned to open session at 7:33 p.m., after which the Director returned to the meeting.

ADJOURNMENT - at 7:35 p.m.

APPROVED:

DATE:



BEAUMONT LIBRARY DISTRICT

Director's Report

March 30, 2023

Activity Summary

Our rental house has tenants once again as of March 1. In the leadup to the Measure M election, we had kept it empty pending the outcome. The new occupants understand they will only have a little more than a year based upon the current construction timeline. We were hit with one of our longest Internet disruptions just after noon on Thursday, March 2, when the CENIC connection went down. All the University of California, California State University, and California community college campuses, in addition to dozens of public libraries across the state were also affected. Service was not restored until about 6:45 that evening, just before we closed for the day! Because I took a few vacation days this month, Allison Peyton attended the Collaborative Agencies Committee meeting on March 1 and Kelly Van Valkenburg attended the Inland Library System Administrative Council meeting on March 16 in my stead. I contacted the City of Beaumont on March 6 about patching potholes in the alley and they sent a crew to do the work on March 7. Late this month, we sent Julia Schumacher to New York for the Family Place Libraries training, March 27-29, since she works with children as part of our Family Literacy grant program. She is just the second current staff member to have gone through this orientation. We are hoping to also send Jennifer Perez to the training next fiscal year.

Personnel Changes

Part-time Library Associate, Malcolm Jones, has taken a full-time position closer to home with Placentia District Library, effective March 20, but will continue with limited hours here.

Meetings & Activities

March 10	“Good Morning Beaumont” Chamber meeting, Noble Creek
March 14	DC group tour of Library set up by the office of Congressman Ruiz
March 23	Beaumont-Cherry Valley Rotary Club meeting, Chatigny Center
March 28	Public libraries & artificial intelligence webinar

12:43 PM

03/07/23

Accrual Basis

Beaumont Library District
General Ledger
As of February 28, 2023

Type	Date	Num	Name	Memo	Split	Amount
101100 · Wells Fargo Checking						
Check	02/02/2023		TASC		515080 · Healt...	-744.00
Bill Pmt -Check	02/03/2023	5183	Tom Lara Landscapi...		2000 · Account...	-480.00
General Journal	02/03/2023	cm 2....	CALPERS	CalPERS Cla...	513000 · Retir...	-1,645.73
General Journal	02/03/2023	cm 2....	CALPERS	CalPERS PE...	513000 · Retir...	-3,336.72
General Journal	02/03/2023	cm 2....	CALPERS	CalPERS 457...	513000 · Retir...	-1,440.00
Check	02/03/2023		CALPERS		515080 · Healt...	-7,690.94
Deposit	02/06/2023			Deposit	732120 · Librar...	500.00
Deposit	02/06/2023			Deposit	-SPLIT-	13,636.24
Check	02/06/2023		TASC		515080 · Healt...	-90.00
Check	02/07/2023		Frontier		5295.01 · Phon...	-264.53
Check	02/08/2023		City of Beaumont		5295.03 · Wat...	-94.42
Check	02/08/2023		City of Beaumont		5295.03 · Wat...	-151.26
Check	02/10/2023		Merchant Fee		5245.07 · Cred...	-26.55
Check	02/14/2023		Edison		5295.02 · Elect...	-1,174.98
Bill Pmt -Check	02/16/2023	5184	Nigro & Nigro	2021/22 Audit	2000 · Account...	-15,500.00
Check	02/16/2023		Waste Management		5295.05 · Tras...	-167.94
Check	02/16/2023		Wells Fargo Busines...		-SPLIT-	-2,625.24
Bill Pmt -Check	02/17/2023	5185	amazon		2000 · Account...	-1,485.04
Bill Pmt -Check	02/17/2023	5186	Book Page		2000 · Account...	-720.00
Bill Pmt -Check	02/17/2023	5187	Coldren's Cleaning ...	Feb.	2000 · Account...	-940.00
Bill Pmt -Check	02/17/2023	5188	County of Riverside	July-Dec 2022	2000 · Account...	-106.96
Bill Pmt -Check	02/17/2023	5189	CTC Technnology &...	July-Sept 2022	2000 · Account...	-3,782.07
Bill Pmt -Check	02/17/2023	5190	Discount School Su...		2000 · Account...	-451.35
Bill Pmt -Check	02/17/2023	5191	Eide Bailly LLP		2000 · Account...	-3,129.70
Bill Pmt -Check	02/17/2023	5192	Engberg Anderson		2000 · Account...	-1,290.00
Bill Pmt -Check	02/17/2023	5193	Jason Morton, Kodia...		2000 · Account...	-650.00
Bill Pmt -Check	02/17/2023	5194	Kids Reptile Parties		2000 · Account...	-404.00
Bill Pmt -Check	02/17/2023	5195	Lakeshore		2000 · Account...	-93.26
Bill Pmt -Check	02/17/2023	5196	Luren Dickinson	Petty Cash	2000 · Account...	-370.35
Bill Pmt -Check	02/17/2023	5197	Middle Country Publi...		2000 · Account...	-2,000.00
Bill Pmt -Check	02/17/2023	5198	Midwest Tape		2000 · Account...	-898.63
Bill Pmt -Check	02/17/2023	5199	Office Depot		2000 · Account...	-1,105.34
Bill Pmt -Check	02/17/2023	5200	Overdrive		2000 · Account...	-344.41
Bill Pmt -Check	02/17/2023	5201	Rainbow Book		2000 · Account...	-336.87
Bill Pmt -Check	02/17/2023	5202	Record Gazette		2000 · Account...	-45.00
Bill Pmt -Check	02/17/2023	5203	Russell's Heating an...		2000 · Account...	-337.00
Bill Pmt -Check	02/17/2023	5204	SDRMA		2000 · Account...	-202.45
Bill Pmt -Check	02/17/2023	5205	TASC		2000 · Account...	-114.26
Bill Pmt -Check	02/17/2023	5206	Terminix		2000 · Account...	-102.00
Bill Pmt -Check	02/17/2023	5207	Uline		2000 · Account...	-210.50
Bill Pmt -Check	02/17/2023	5208	Unique Management		2000 · Account...	-17.90
General Journal	02/17/2023	lc 2/8/23	CALPERS	CalPERS Cla...	513000 · Retir...	-1,577.06
General Journal	02/17/2023	lc 2/8/23	CALPERS	CalPERS PE...	513000 · Retir...	-3,375.09
General Journal	02/17/2023	lc 2/8/23	CALPERS	CalPERS 457...	513000 · Retir...	-1,440.00
Bill Pmt -Check	02/18/2023	5209	Baker & Taylor		2000 · Account...	-76.76
Bill Pmt -Check	02/18/2023	5210	Ingram Library Servi...		2000 · Account...	-6,913.50
Deposit	02/21/2023			Deposit	732120 · Librar...	11.00
Check	02/21/2023		TASC		515080 · Healt...	-90.00
Check	02/22/2023		So Cal Gas		5295.03 · Wat...	-1,374.58
Bill Pmt -Check	02/23/2023	5211	Urban Futures, Inc	Survey/Voter ...	2000 · Account...	-5,000.00
Bill Pmt -Check	02/27/2023	5212	Uline		2000 · Account...	-152.49
Deposit	02/27/2023			Deposit	732120 · Librar...	17.75
Deposit	02/28/2023			Deposit	7820 · Rental I...	1,900.00
Deposit	02/28/2023			Deposit	740020 · Intere...	14.87

Total 101100 · Wells Fargo Checking -58,489.02

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

[Csl_info] Now Open: Round Two of the Building Forward Program from the CA State Library

Csl_info <csl_info-bounces@lists.californialibrarylists.org>

on behalf of

Strege, Reed@CSL via Csl_info <csl_info@lists.californialibrarylists.org>

Thu 3/16/2023 12:07 PM

To: csl_info@lists.californialibrarylists.org <csl_info@lists.californialibrarylists.org>

📎 1 attachments (447 bytes)

ATT00001.txt;

The California State Library is pleased to invite California cities, counties, and special library districts to submit applications for Round Two of the [Building Forward Library Facilities Improvement Program](#).

The Building Forward program has already awarded more than \$300 million to 246 libraries in 182 cities across 34 counties. In Round Two, an additional \$175 million is available for facilities improvements grants.

"We're excited to provide this opportunity for California communities to help create local libraries that meet their 21st Century needs and expectations. It's hard to find a smarter, more cost-effective, higher-return investment than local libraries," said Greg Lucas, California State Librarian.

Applications are open to library facility-related capital projects that address critical maintenance needs, improve energy efficiency and sustainability, expand digital access, or expand physical access. Applicants may submit only one application per facility, with a maximum grant award of \$10 million per library facility.

Applications are due by May 18, 2023 at 12:00 noon Pacific.

For more information and to apply, please visit the [Building Forward webpage](#) on the California State Library website.

If you have any questions, please email buildingforward@library.ca.gov.

Reed Strege | Library Programs Administrator
California State Library | Library Development Services
900 N Street | Sacramento, CA 95814
916.603.7219 | reed.strege@library.ca.gov

SECTION FOUR

PERSONNEL

ORGANIZATION CHART

