

21 West Nicolet Street  
Banning, CA 92220  
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www.banninglibrarydistrict.org

**AGENDA**  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 7, 2019 | 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**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **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.*

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 Board Action:** The Board of Trustees hereby approves the items below:

- |     |   |             |
|-----|---|-------------|
| 5.1 | Minutes of the Regular Board meeting—July 3, 2019                                       | Attached    |
| 5.2 | Accept the Special District Leadership Foundation Scholarship in the Amount of \$625.00 | Exhibit 5.2 |
| 5.3 | Creation of Policy No. 5115 Employee Benefits and 5115.1 Scholar Share 529              | Provided    |
| 5.4 | Update: Policy No. 2010 Job Description – District Director                             | Provided    |

6. **Consideration of Items Removed from the Consent Calendar**

*Items removed from the Consent Calendar will be discussed individually at this time.*

7. **Unfinished Business**
- |     |   |             |
|-----|---|-------------|
| 7.1 | Second Reading: Amendments to Policy No. 3050 Expense Authorization and Petty Cash Policy (discussion/action) | Exhibit 7.1 |
| 7.2 | Review of sample Petty Cash receipt (information)   | Exhibit 7.2 |
| 7.3 | Second Reading: Amendments to Policy No. 3080 Purchasing Policy (discussion/action)                           | Exhibit 7.3 |

8. **New Business**
- |     |  |             |
|-----|--|-------------|
| 8.1 | 2018-2019 Audit Engagement (discussion/action)   | Exhibit 8.1 |
| 8.2 | First Reading: Creation of Policy No. 3045 Cash Handling Policy (discussion/action)                      | Exhibit 8.2 |
| 8.3 | Request to Change Regular Board Meeting Day & Time (discussion/action)                                   | Exhibit 8.3 |
| 8.4 | First Reading: Deletion: Library Operations Manager (discussion/action)                                  | Exhibit 8.4 |
| 8.5 | Cabazon Shopping Extravaganza Tickets (information)  | Exhibit 8.5 |
| 8.6 | Review and Authorize Investment of Monies in the Local Agency Investment Fund (LAIF) (discussion/action) | Exhibit 8.6 |

9. **Friends of Banning Library Report**

10. **Finance Report**

11. **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)*

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)*

Kathy Little, President  
 Alex Geronimo, Secretary  
 Wemi Ajigbotafe  
 Loretta Cousar  
 Melanie Lara

13. **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 no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)*

14. **Agenda Items for Future Agendas**

*This is an opportunity for Board members to request that items be placed on future agendas.*

15. **Next Regular Board Meeting**

16. **Adjournment**

**MINUTES**  
**MEETING OF THE BOARD OF TRUSTEES**  
July 3, 2019 | 5:00 p.m. | Conference Room

**1. Call to Order**

5:02 p.m.

**2. Pledge of Allegiance**

Kathy Little, Board President

**3. Roll Call**

Board Present: K. Little, A. Geronimo, M. Lara, W. Ajigbotafe, L. Cousar  
Staff Present: Kevin Lee, Interim District Director, Fernando Morales, Circulation Manager

**4. Public Comment**

No public comments.

**5. Consent Calendar**

- 5.1 Adopt Minutes of Regular Board Meeting on June 5, 2019
- 5.2 Recommendation to approve Professional Development and Tuition, Creation of Policy No. 2420
- 5.3 Recommendation to approve Credit Card Policy, Creation of Policy No. 3045
- 5.4 Recommendation to approve Investment of District Funds, Modification of Policy No. 3025

Geronimo made a motion to pull the Minutes from the Consent Calendar due to a problem with the wrong date displayed. M/S Geronimo/Ajigbotafe. Motion passed unanimously. A motion was made to approve the Consent Calendar. M/S Lara/Ajigbotafe. Motion passed unanimously.

**6. Consideration of Items Removed from the Consent Calendar**

A motion was made to amend the June Minutes with the correct date of the meeting. M/S Geronimo/Cousar. Motion passed unanimously.

**7. Discussion/Action**

- 7.1 Public Employee Appointment – District Director (Pursuant to Govt. Code Section 54957(b)(1)  
Policy 4150 titled “Duties and Responsibilities of Library Trustees” was provided with an addition of 4150.4.3 which states that the Board selects and appoints a qualified District Director which they feel confident about and fully supports him/her to serve as manager and administrator of the Library.

Motion to approve the appointment of Kevin Lee as the permanent District Director. M/S Lara/Cousar. Motion passed unanimously.

- 7.2 Liaison Appointment – Friends of the Banning Library  
The Friends have asked that a Board Member be present at their monthly Meetings which take place on the 2<sup>nd</sup> Tuesday of the month at 4:30 p.m. The Board quickly set up a schedule for themselves:  
August – Geronimo  
September – Little  
October – Lara  
November – Ajigbotafe  
December – Cousar
- 7.3 First Reading: Review of District Director Job Description, Replacement Of Policy No. 2010  
The previous policy was provided with a draft of the proposed update to the District Director’s job description. The Board thought both were similar. Motion to approve the First Reading of the District Director’s Job Description. M/S Lara/Geronimo. Motion passed unanimously.
- 7.4 First Reading: Employee Benefits – Scholarship Share 529  
This Item creates a Policy 5115 for Employee Benefits and Policy 5115.1 which introduces Scholarship Share, a state sponsored college savings plan. Employees can invest in future college expenses for themselves or their families. There would be no cost to the District and employees would manage their own accounts online. Trustee Geronimo asked why wasn’t this implemented before? Little commented that this had not been to focus of the previous Board nor reviewing the policies. Motion to accept First Reading of Scholarship Share 529. M/S Cousar/Lara. Motion passed unanimously.
- 7.5 First Reading: Petty Cash Policy, Modification of Policy No. 3050 and 3050.1  
There were several changes to Policy No. 3050 involving the wording, dollar amounts, and renumbering of sections within the policy. The Title of the Policy would be changed to “Expense Authorization and Petty Cash”. Maximum petty cash advance will be \$100.00 per transaction. Geronimo asked who would be the executor of Petty Cash and Lee answered that he would give the approval but that Erika would disperse the cash. Geronimo asked if the Board could see an example of the petty cash receipt once it had been designed. Lee answered in the affirmative. After some discussion, it was decided that the circulation cash register fund would need a separate Policy created.
- 7.6 First Reading: Purchasing Policy, Modification of Policy No. 3080

The Purchasing Policy No. 3080 needed modification to fit the times, allowing vendors to submit their bids via email, and looking at their websites for pricing. Local vendors will be used if they offer quality, timeliness and are the most cost effective. Three was the number of quotes decided on by the Board for purchases or expenses greater than \$1,000, and must have the Director's approval. Any purchase or expense greater than \$3,000 must have Board approval as well. Motion to approve First Reading of the Purchasing Policy modification. M/S Geronimo/Ajigbotafe. Motion passed unanimously.

**8. Friends of the Banning Library Report**

Gae Rusk, President of the Friends, handed out their monthly report and then she summarized it for the Board of Trustees. She announced that the FOL was honored as a Community Partner by the Riverside County Office of Education for their work with the Head Start Program. Head Start has 10,000 students at any given time throughout the County. The FOL provides books and reads them to the local Head Start. She explained that the Head Start program was not just for the students but for their whole families. Baby's First Books project is thriving. Scholastic Books donates books to the Head Start project as the FOLs buy so many baby board books. Most the time the Friends are moving books from donations into different piles. They set aside first additions to sell to interested parties. Some books are valuable and will be auctioned off at the annual Antiquarian Event. The free books on Saturdays and Fridays within the Library is thriving too. Oftentimes they have to refill the table midday. Amazon is offering a sign up for the public to donate a portion of their sales to the FOL. The website is Smiles.Amazon.com. The annual Cabazon Shopping Extravaganza is coming up again in October. Tickets are \$35.00 and the FOL receives 75% of it. The event will offer lunch, discounts, raffles, and vendor demonstrations, etc. Gae said she hoped Board Members would participate. The Friends will not have their meeting in July but they will be working! Lee mentioned that he will ask their CPA if they can purchase tickets for the Cabazon event for all the Board Members.

**9. Finance Report**

The Finance Report for June was moved to next month's Agenda because some of the month end process had not closed yet.

**10. Director's Report**

Lee reported that supervisors will be taking their sexual harassment training throughout the month of July. He announced two new team members. Sheri Greene, formerly the Children's Librarian from Cathedral City and Librarian from Moreno Valley, started as Librarian on June 20, 2019. Francisco Ramos from UCR started this day as the new Historian. Nelly, Library Assistant in the Children's room has left her position and applications for a replacement will be taken. Lee plans to implement a monthly survey for the staff to complete. He also stated that The Board will now receive a monthly report

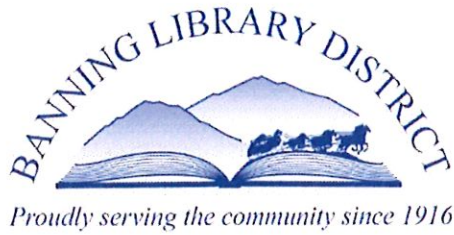
of library statistics to peruse. Staff Darnise Wiggins received “Achiever of the Month” award for her awesome decorating contributions. Lee requested that the Board consider meeting on the 2<sup>nd</sup> Wednesday of each month. He explained that some documents are not ready because the packets need to be out in order to meet the Brown Act requirement. Lee said the Board may discuss this on the next regular board meeting. Trustee Lara will be attending a Special District Leadership training in Napa early in July. Lee is taking a “Records Retention and Document Management” webinar training at the end of July. He recommended it for all Board members. Lara asked to be signed up for it. Lee attended the General Manager Leadership Summit in Newport Beach and stated that he learned how important it was to take care of employees by keeping them safe and listening to them. The library’s problem toilet was replaced. Fernando is getting ready for the Windows 10 conversion and is searching for a better deal on licensing. He plans on updating one computer from each section of the library at a time. The receipt issue on the checkout is fixed. It was decided to put locks on the water spigot and extinct electrical panel outside to avoid further tampering. The grant request for the Career High School diploma online program is soon to be submitted. Up to six students will be able to get their High School diploma for free from this program. The cost is \$1200.00 per student in which the library alters with the State to pay. Lee and Fernando are both working on the creation of the new library website. Lee has worked out a deal to feature San Jacinto’s College’s programs and in turn they will advertise the library’s programs. Sheri Greene, new hire will be attending local Open Houses and Back-to-School Nights this school year to promote the Library. Lee commented that there were no adult programs other than the computer classes when he first arrived, 5 ½ months previous, but recently they have had coloring and meditation, trivia night, mock interviews, board games, movies, and continue with the computer classes. The Board then looked at the statistics for the month of June and Little thanked Lee for providing them. Little said she would find past statistics for Lee so he would have a record, and a comparison.

#### **11. Board Reports and Comments**

Trustee Cousar asked what was the status of the Flag installation outside the Library. Lee answered that he submitted their request to the Rotary Club and found out that the City would like to help as well. Little updated the conversation by saying that the Rotary did not have all the information needed via the letter and that it would have to be revised. Geronimo told of him and his family attending several library events and expressed how much they all enjoyed them. He was impressed with the webinar website as it had lots of other information of interest. He suggested that the “Clearing House” may have stories and processes on how to start up a bookmobile. He plans to glean all that he can from that website.

#### **12. Last Minute Action Items**

No last minute action items.



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**13. Agenda Items for Future Agendas**

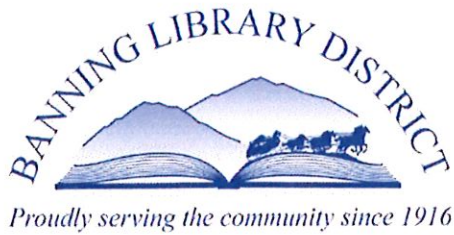
Board Members were asked to submit their ideas for future Agenda Items. Board President, Kathy Little and District Director, Kevin Lee, will choose based on which subjects they consider the most relevant and the highest priority. Trustees can email their ideas to Lee. Ajigbotafe asked about the status of future Board members receiving salaries. Lee said he would follow up with Andrew Jared, Legal Counsel.

**14. Next Regular Board Meeting**

August 7, 2019 5:00 P.M.

**15. Adjournment**

6:03 P.M.



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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 5.2

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### TITLE:

Special District Leadership Foundation Scholarship in the Amount of \$625

### DISCUSSION:

The Director applied to the Special District Leadership Foundation Scholarship. The scholarship was for the General Manager Leadership Summit.

### RECOMMENDED ACTION:

Accept the Special District Leadership Foundation Scholarship in the amount of \$625.00.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

Approved as  
Recommended

Approved as  
Amended

Other: \_\_\_\_\_

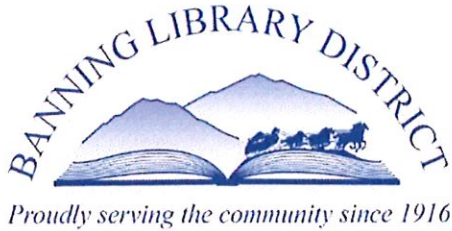
Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 7.1

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### TITLE:

Second Reading: Amendments to Policy No. 3050 Expense Authorization and Petty Cash

### DISCUSSION:

The Director determined that subsection 3050.1 needs clarification of what petty cash is used for. Subsection 3050.2 needs to be removed from 3050 and moved to Purchasing Policy (No. 3080) because said subsection is pertaining to Purchasing.

The District does not have a “petty cash” checking account fund. Petty cash is in a locked box. Petty cash should be a small amount of cash that is used for expenditure on small items or reimbursements. Current policy, however, allows the District to keep up to \$5,000 in the petty cash box. Currently, the District’s petty cash box contains \$500, and the Director recommends that to be the maximum amount in the petty cash box.

The current policy does not have any internal controls. The auditor categorized it as a material weakness. The recommended policy requires documentation of all petty cash requests and transactions. In addition, it clearly states that the District Director will be responsible for approving all petty cash requests. The designee will be in charge of handling and administering the cash box. This segregation of duties and controls should be adequate to satisfy the auditor’s concern.

### RECOMMENDED ACTION:

Review and approve amendments to Policy No. 3050 Expense Authorization and Petty Cash.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_

Second: \_\_\_\_\_

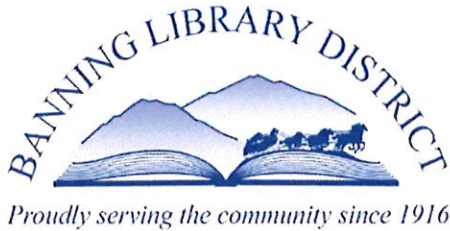
Approved as Recommended       Approved as Amended       Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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**DRAFT**

**BANNING LIBRARY DISTRICT**

**POLICY TITLE:** ~~Expense Authorization and~~ Petty Cash  
**POLICY NUMBER:** 3050

**3050.1** An amount of petty cash shall be kept on site for minor expenses that are purchased for official District business and for under conditions requiring immediate payment. All purchases made by District staff shall be in conformance with all other District policies. ~~for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.~~

~~**3050.2** Any commitment of District funds for a purchase or expense greater than \$3,000.00 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. (Splitting of bids is prohibited).~~

~~**3050.23** A "petty cash box" ~~checking account fund will~~ be maintained in the District office having a balance-on-hand maximum of \$500 ~~\$5,000.00. Included in this box fund will be a \$50.20 \$120.00 Circulation Cash Register cash fund and a \$400.00 Office Petty Cash fund.~~~~

~~**3050.23.1** Petty cash form must be submitted to the District Director for approval. The District Director's designee will handle and administer the cash box. The District Director or designee will document each transaction in a log book and review the Petty Cash Replenishment form. Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the **Library District** Director, and any remaining advanced funds will be returned. A collection of receipts from the same day and same store is treated as one purchase. The maximum petty cash advance will be \$100.00. Each transaction is limited to \$100 or less.~~

~~**3050.23.2** No personal checks will be cashed in the petty cash fund.~~

~~**3050.23.3** The petty cash fund will be included in the District's annual independent accounting audit.~~

~~**3050.34** Whenever employees or Trustees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances, when a receipt is not obtainable, the requested reimbursement will be approved by the **Library District** Director prior to remuneration.~~

# Banning Library District

## POLICY MANUAL

**POLICY TITLE:** Expense Authorization and Petty Cash  
**POLICY NUMBER:** 3050

**3050.1** All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.

**3050.2** Any commitment of District funds for a purchase or expense greater than \$3,000.00 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. (Splitting of bids is prohibited).

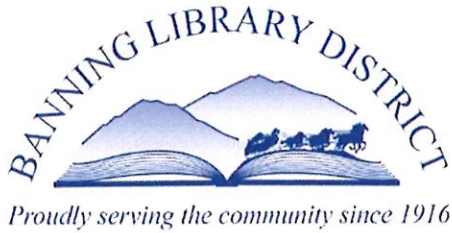
**3050.3** A "petty cash" checking account fund will be maintained in the District office having a balance-on-hand maximum of \$5,000.00. Included in this fund will be a \$120.00 Circulation Cash Register cash fund and a \$400.00 Office Petty Cash fund.

**3050.3.1** Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.

**3050.3.2** No personal checks will be cashed in the petty cash fund.

**3050.3.3** The petty cash fund will be included in the District's annual independent accounting audit.

**3050.4** Whenever employees or Trustees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.



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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 7.2

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### TITLE:

Sample copies of previous Petty Cash receipts and current Petty Cash logbook

### INFORMATION:

At the last regular board meeting Trustee Geronimo asked the Director to bring a sample of Petty Cash receipt.

### NO ACTION:

Information only.

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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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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*Previous*

NO. \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

**RECEIVED OF PETTY CASH**

\_\_\_\_\_ 19\_\_\_\_

**FOR** \_\_\_\_\_

**CHARGE TO** \_\_\_\_\_

**APPROVED BY**

**RECEIVED BY**

\_\_\_\_\_

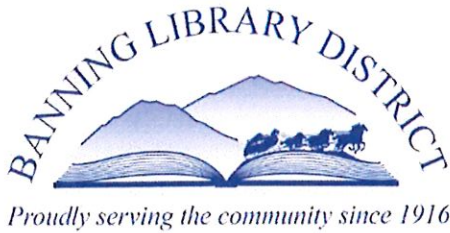
EFFICIENCY® LINE NO. 2690

Current

Reporting Period From:			To:			
<b>Balanced Carried Forward:</b>						
Date	Purpose	Cash In	Cash Out	Balance	Signed	
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<b>Total Paid In:</b>		<b>Total Paid Out:</b>		<b>End Balance:</b>		

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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## STAFF REPORT

Meeting Date: August 7, 2019  
Prepared by: Kevin Lee, District Director

Exhibit 7.3

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### TITLE:

Second Reading: Amendments to Policy No. 3080 Purchasing

### DISCUSSION:

The Director determined that the current Purchasing Policy is missing some key information.

The proposed draft clearly states that only the Director can approve purchases. Staff is welcome to submit a Purchase Request form. If approved, the Director or designee will process the purchases.

The proposed draft specifies how the bidding process works in a case of a single item or small items under \$1,000. Also, it explains what the procedure is for purchases costing more than \$1,000. Any purchases over \$3,000 will require Board approval.

An emergency purchasing subsection was missing in the current policy. The proposed draft includes what "emergency" means and how to make an emergency purchase.

### RECOMMENDED ACTION:

Review and approve amendments to Policy No. 3080 Purchasing.

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### BOARD ACTION

Motion: \_\_\_\_\_ Little \_\_\_\_\_ Geronimo \_\_\_\_\_ Ajigbotafe \_\_\_\_\_ Cousar \_\_\_\_\_ Lara \_\_\_\_\_  
Second: \_\_\_\_\_

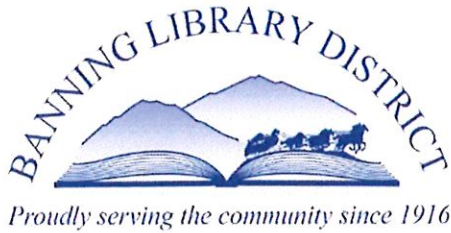
Approved as Recommended       Approved as Amended       Other: \_\_\_\_\_

Passed, approved, and adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathy Little, Board President

\_\_\_\_\_  
Alex Geronimo, Board Secretary

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## **DRAFT**

### **BANNING LIBRARY DISTRICT**

**POLICY TITLE: Purchasing**

**POLICY NUMBER: 3080**

**3080.1** All purchases made for the District by staff will be authorized by the District Director, and will be in conformance with the approved District budget. The District Director or designee, with the District Director's approval, will process the purchases.

**3080.2~~1~~** The District Director will have the authority to authorize purchases up to \$1,000 to purchase single item – such as one computer or one book cart, and small items – such as office supplies and other miscellaneous items. Every effort will be made to obtain the lowest cost for materials and services. Bidding process is not required for single or small items. ~~To purchase small items—such as office supplies and other miscellaneous items costing less than \$1000— vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.~~

**3080.2.1 ~~1.1~~** ~~Banning firms will be allowed a 10% preference margin.~~ Preference will be given to Banning businesses when total cost, quality, and timeliness of the delivery are comparable.

**3080.2.2** Sole source procurement is allowed if 1) only one known source exists for supplies or services as determined by documented research; 2) No other reasonable alternative source exists that meets the District's requirements; or 3) Only one source meets the business needs of the District's business needs.

**3080.3~~2~~** To purchase items costing more than \$1,000, quotations shall ~~may~~ be requested ~~solicited~~ from no fewer than three vendors, if practical, and received by telephone, fax, email, or mail prior to placing an order. The ~~Library~~ District Director must approve all orders. The Inland Library System discount, if offered, will be factored into all quotes.

**3080.4** Any commitment of District funds for a purchase or expense greater than \$3,000 will first be submitted to the Board of Trustees for approval, or will be in conformance with prior Board action and/or authorizations. Splitting of bids is prohibited.

**3080.5** An emergency purchase can only be made outside of normal library hours. An emergency is any condition that will adversely affect the welfare of the District, or may endanger lives or property should the necessary materials, supplies, or services not be secured immediately.



# Banning Library District

## POLICY MANUAL

**POLICY TITLE:** Purchasing  
**POLICY NUMBER:** 3080

**3080.1** To purchase small items – such as office supplies and other miscellaneous items costing less than \$1000 – vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.

**3080.1.1** Banning firms will be allowed a 10% preference margin.

**3080.2** To purchase items costing more than \$1,000, quotations may be solicited from vendors and received by telephone, fax or mail prior to placing an order. The Library Director must approve all orders. The Inland Library System discount, if offered, will be factored into all quotes.