

Purchasing Policy

05/16/2022 | Revision 04

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. However, the Library Director and Finance Committee is authorized and directed to take such action with respect to the expenditure or commitment of Library funds as may be defined by the purchasing policy set forth below.

1. In accordance with Chapter 75 ILCS 5/5-5, the Library Director/Finance Committee shall secure three (3) formal price quotations from suppliers and contractors when an expenditure for a single item of equipment or service is expected to be over \$2,500.00. Such quotations shall be submitted to the Board for action.
2. If a staff member believes a purchase should be made from a certain vendor rather than through price quotations, the staff member must submit a written rationale to the Director stating the reasons for the vendor preference. The Director must approve such requests in advance.
3. Purchasing for daily operations and collection development.
 - a. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within the budgeted amount.
 - b. The Librarian Assistants are authorized to purchase materials, cataloging supplies, and items for collection development within the current budgeted amount for books, including items to enhance our digital collections. Exceptions include: grant monies and monetary donations received.
 - c. The Programming & Outreach Director is authorized to make purchases for materials and supplies supporting programs and collection materials within the current budgeted amount. Exceptions include: grant monies and monetary donations received.
 - d. The Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$2,500.00 without prior Board approval so long as these are covered within budgeted amounts.
4. The Library Director/Finance Committee shall not enter into any contract for the services for a period exceeding one (1) year or for an amount exceeding \$2,500.00 without appropriate Board discussion. The Board of Trustees will act on the contract and expenditure of funds at the next appropriate meeting.
5. The Library Director is authorized to obligate the library for expense in excess of \$2,500.00 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. Emergency expenditures can only be made with the written approval of the Library Director and the Board President or his/her designee. The Library Board of Trustees will act on the expenditure at the next appropriate meeting.
6. Checks written for amounts over \$2,500 must be signed by two individuals named on accounts.

Revision 02 8/21/2017, Revision 03 5/16/2022

Maroa Public Library District

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