

PURCHASING

Adopted: October 1984

Revised: June 2025

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This policy governs all purchases and financial commitments made with funds under the authority of the Winnebago Public Library Board of Trustees. The intent is to ensure responsible stewardship of public resources through fair, transparent, and cost-effective purchasing practices. Purchases should be evaluated annually, or on another reasonable time basis, with similar goods or services grouped logically for evaluation and procurement. All purchases and financial commitments require prior board approval unless specifically exempted by this policy.

Informal Procurement for Purchases Up to \$3,000

Purchases up to \$3,000 may be made at the discretion of the library director and do not require board of trustee approval. Purchases that are not budgeted should, however, be communicated to the board president and treasurer as early as possible.

Informal Procurement for Purchases Between \$3,001 up to \$10,000

Purchases not subject to formal bidding due to the dollar threshold will be made with consideration regarding:

- Price
- Quality
- Supplier dependability

To the extent possible, at least three informal quotes from qualified vendors will be solicited and documented. If less than three vendors submit quotes, the board may move forward with the quote(s) that have been submitted. Approval by the board of trustees is required at this threshold.

Formal Bidding Process

When formal bidding is required, the following procedure will be followed in accordance with standard business practices:

1. The library director, acting as the purchasing agent, will prepare and issue a Call for Bids. Notice of the bid will be published in the local newspaper, on the library website and on the bulletin board in the library vestibule for 30 calendar days. Detailed bid packets will be available on the website as well as hard copies that may be picked up at the library. All bids will remain sealed and unopened until the date, time and location of the bid opening which will be duly noted in the bid specification. The board may designate additional publications as necessary.
2. The Call for Bids will include:
 - Detailed specifications for the goods or services requested, including the removal of any objects during construction
 - Bidder qualifications

- Delivery terms
- Contractual requirements (if applicable)
- Insurance and performance bond requirements (if applicable)
- Whether product samples are required
- Submission format and deadline
- Date, time, and location for bid opening

Suppliers will be selected based on experience, reputation, and accessibility, in addition to cost considerations, and must be approved by the board of trustees.

Exceptions to Formal Bidding Requirements

Formal bidding is not required under the following conditions:

1. The total cost is under \$10,000.
2. The goods or services are available from only one economically feasible source, such as public utilities, proprietary material, or supply services.
3. The services involve professional, technical or artistic expertise.
4. Emergency situations, such as immediate repairs or equipment replacement necessary for the library's operation, or in response to local disasters or catastrophes.

Use of Library Funds for Expressions of Sympathy or Recognition

The Board affirms the use of library funds, not to exceed \$100, for the purchase of flowers in the event of the death of an employee, former employee, board member, or active Friend of the Library.

In cases of illness or death of an immediate family member, library funds may not be used for memorial gifts. However, cards expressing sympathy or concern may be sent on behalf of the library. A supply of appropriate cards will be maintained at the library for staff use. Cards may be purchased and sent using library funds.

Nothing in this policy prohibits individuals (Board members, staff, or Friends of the Library) from organizing a voluntary collection for additional memorials or gifts.

Automated Clearing House (ACH) Payments

ACH is used for direct deposit and electronic bill payments. The following rules apply:

- New payments exceeding \$2,000 must be approved by a roll call vote of the board prior to disbursement.
- Scheduled recurring payments (e.g., payroll taxes, mortgage, insurance) may be approved in advance on an annual or monthly basis.
- Credit card payments are permitted even if the total exceeds \$2,000, provided that individual charges are within approved budgetary limits.
- Emergency payments require authorization at a special board meeting. If a meeting cannot be convened, the board president, vice president, and treasurer may jointly authorize payment if all three are in agreement.

Prevailing Wage Compliance

In accordance with the Illinois Prevailing Wage Act (820 ILCS 130/4), the Winnebago Public Library is responsible for notifying all contractors and subcontractors working on public works projects of any changes to the prevailing wage rates applicable to Winnebago County.

The Library must investigate and determine the applicable prevailing wage rates for laborers involved in the construction of public works funded by the Library.

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