Poplar Creek Public Library District

Purchasing Policy

The Poplar Creek Public Library District (PCPLD) Board of Trustees is responsible for approving the expenditure of all library funds. However, the Executive Director is authorized and directed to take such action with respect to the expenditure or commitment of PCPLD funds as may be defined by the spending policy set forth below:

For board approved expenditures, the Executive Director may choose a pre-bid government contract for the purpose of saving both time and money.

In all other purchasing decisions, the Executive Director 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 $15,000.00 but less than $25,000.00. Such quotations shall be submitted to the Board for action.

In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, the Executive Director shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed $25,000.00. Such bids shall be submitted to the Board for action.

The Executive 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 budgeted amounts.

The Executive Director shall not enter into any contract for services for a period exceeding one (1) year or for an amount exceeding $15,000.00 without appropriate Board discussion. The Board of Trustees will act on the contract and expenditure of funds at the next appropriate meeting.

The Executive Director is authorized to obligate PCPLD for expenses in excess of $15,000.00 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 Executive Director and the Board President or his/her designee. The PCPLD Library Board of Trustees will act on the expenditure at the next appropriate meeting.

Approved by the PCPLD Board of Trustees: February 16, 2017, adopted November 16, 2017, March 21, 2019 ; 4/21/2022; 2/15/2024; 4/17/2025