



# Purchasing and Disposal Policy

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The Board of Trustees of the St. Charles Public Library District adopts this policy for the purposes of ensuring fiscal responsibility of taxpayer funds and full compliance with applicable laws and reporting statutes.

## **AUTHORITY TO SPEND**

Overall fiscal responsibility for the Library is held by the Board of Trustees. Under the direction of the Board, the Director and their designee(s) shall have the authority to purchase or lease products or services.

Only the Director may commit the library to purchases of up to \$6,000 without first obtaining board approval. Exceptions are allowable for purchases requiring immediate action to secure the safety of staff and library patrons. All other non-emergency, non-budgeted purchases greater than \$6,000 should be planned in advance and presented at a regular Library Board meeting for approval.

Purchases and services should be made with attention to the lowest possible cost, durability, performance, prior experience, delivery, and service capability. When necessary, three written proposals or documented price quotes will be obtained prior to purchasing. In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products and services in excess of \$25,000 shall be subject to a competitive bidding process. Expenditures for payroll, employee fringe benefits, operational expenditures included in the approved budget, library materials and collections including databases, and professional contracted services are exempt from this policy.

## **PAYMENT FOR GOODS AND SERVICES**

All invoices for goods and services received by the Library must be reviewed and approved by designated staff to verify receipt and price. The associated vouchers for payment will be reviewed on a monthly basis by the Finance Manager and presented to the Board for approval.

## **BANKING RELATIONSHIPS**

The Library maintains business relationships with several banks in order to conduct routine banking such as cash deposits, wire transfers, payments by check, and investment of public funds. Banks are selected on the basis of proximity to the Library, availability of needed services and fees associated with said services, reputation of the bank, and investment potential. Requirements for authorized signatories of each account are outlined in the Library's Investment Policy.

The Finance Manager ensures the issuance of timely payment to Library vendors via check, credit card, or electronic payment. Checks are issued on a regular basis using authorized signatures of Library Board members and staff. For the purposes of internal controls, those staff issuing checks may not be named as authorized signers on any Library accounts.

## **PURCHASING ACCOUNTS**

The Library maintains accounts at several local businesses. Only authorized staff members may charge goods and services for official Library business to these accounts. No personal use of these accounts is permitted. All purchases must be authorized by the Department Managers within whose budget the purchase is made and must be within the approved Departmental budget. For all purchases made on these accounts, the staff member making

the purchase shall promptly submit documentation in the form of a receipt to the Business Office.

The Finance Manager will maintain a list of all business accounts and the staff members who are authorized to use them.

### **CREDIT CARDS**

Library credit cards are issued to designated staff members for the purchase of goods or services for the official business of the Library. Each credit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library.

The Director, when appropriate, will authorize staff members to have credit cards issued in their name. All employees issued a credit card or authorized to use the "Business Office" credit card must sign an acknowledgement form recognizing their responsibility to comply with the Purchasing Policy. A list of staff members with credit cards and their credit limit, as well as those authorized to use the "Business Office" credit card will be maintained by the Finance Manager.

Each individual credit card will have a pre-set limit. The Director will establish an appropriate credit limit for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

For all credit card purchases made, the staff member must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, the date of purchase, and the line item budget account number authorizing the expenditure. All documentation must be forwarded to the Business Office within one week of purchase to be reconciled with the monthly credit card statement.

Each staff member issued a St. Charles Public Library credit card is responsible for its protection and custody and shall immediately notify the Finance Manager if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All credit cards issued to staff shall be returned to the Finance Manager immediately upon request or termination of employment. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. Misuse of the Library credit card or failure to adhere to policy requirements outlined above may result in revocation of the credit card and/or disciplinary action.

### **DISPOSAL OF SURPLUS LIBRARY PROPERTY**

Real or personal Library property which in the judgment of the Library Director is no longer useful or necessary for Library purposes may be disposed of in the following manner:

1. Books and other library materials from the Library's collection, or gift materials, may be discarded, sold, or given to another local government or not-for-profit organization.

2. Property of any value may be donated or sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the Board.
3. Property having a current unit value of up to \$1,000, may, at the discretion of the Director, be discarded, turned in for new equipment, or made available for sale.
4. Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library and a public notice of its availability, the date, and the terms of the proposed sale shall be posted.
5. In all other cases, the Board shall dispose of real and personal property in accordance with the Illinois District Library Act (75 ILCS 16.30-55.30).

Adopted: 9/13/23

Reviewed: 5/28/26