



## Purchasing

### Purpose

The Nippersink Public Library District (“Library”) is committed to the responsible, transparent, and equitable expenditure of public funds. This policy establishes consistent procedures for purchasing goods and services that ensure fiscal accountability, fairness, and compliance with the Illinois Public Library District Act (75 ILCS 16) and all other applicable laws.

### General Principles

1. All purchases and contractual commitments made with Library funds are under the authority of the Board of Trustees.
2. Purchases must be made in a manner that:
  - o Ensures best value through price, quality, reliability, and service;
  - o Provides equal opportunity to qualified vendors;
  - o Promotes environmentally sustainable and accessible products and practices where feasible; and
  - o Supports the Library’s mission and long-term financial stewardship.
3. The Library Director (or designee) is authorized to make day-to-day operational purchases within budgetary limits established by the Board. Expenditures above those limits require Board approval.

### Bidding and Quotation Requirements

To ensure competitive and fair procurement:

#### A. Formal Bidding (≥ \$25,000)

- Purchases or contracts with an estimated cost of \$25,000 or more shall be awarded to the lowest responsible bidder, considering conformity with specifications, quality, delivery, service, and past performance.
- Bid solicitations shall be conducted in accordance with accepted public-sector business practices, and when required, notice shall be published in a local newspaper or appropriate digital platform.
- The Library may also use state or cooperative purchasing programs (e.g., State of Illinois Joint Purchasing Program, Sourcewell, or similar) when doing so provides cost savings and efficiency.

#### B. Informal Quotations (< \$25,000)

- For purchases under \$25,000, at least three written or electronic quotations should be obtained when practical.
- Awards are based on price, quality, dependability, vendor reputation, and service.
- Documentation of informal quotes shall be maintained for audit purposes.



### **C. Exceptions to Formal Bidding**

Formal bidding is not required when:

1. The goods or services are available only from a single source (e.g., proprietary software, utility services, or specialized materials).
2. The services require professional, technical, or artistic expertise (e.g., legal, architectural, auditing, or consulting).
3. An emergency exists requiring immediate purchase or repair to protect health, safety, or continued Library operation.
4. Purchases are made through a recognized cooperative purchasing agreement or government contract.

All such exceptions shall be documented by the Library Director and reported to the Board.

### **Ethics and Conflicts of Interest**

- Purchasing decisions shall comply with the State Officials and Employees Ethics Act and the Library's Ethics and Conflict of Interest Policy.
- No Trustee or employee shall participate in or benefit from any contract in which they have a financial or personal interest.

### **Inclusive and Sustainable Procurement**

The Library encourages the consideration of:

- Vendors owned or operated by minorities, women, veterans, and persons with disabilities;
- Local or regional businesses when economically feasible; and
- Environmentally responsible products and services that reduce waste and energy consumption.

### **Transparency and Recordkeeping**

- All purchases and bids shall be documented and retained in accordance with the Local Records Act and FOIA.
- The Library's monthly financial reports will include a list of disbursements and purchases for Board review and public record.

### **Authority**

The Board of Trustees retains final authority for all expenditures and contracts. The Library Director is responsible for implementing this policy and ensuring that purchasing activities remain compliant, ethical, and aligned with the Library's mission.