

## 1.0 General Governance Policies

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- 1.1 Mission Statement**
- 1.2 Brief History of the South Holland Library**
- 1.3 Positioning Statement**
- 1.4 Best Practices**
- 1.5 Freedom of Information Act**
- 1.6 Open Meetings Act**
- 1.7 Investment Policy**
- 1.8 Civil Rights Statement and Prevailing Wage Act**
- 1.9 Identity Protection Policy**
- 1.10 Organization Chart**
- 1.11 Library Board Roster**
- 1.12 Library Hours and Holidays**
- 1.13 Date and time of Library Board Meetings**
- 1.14 Credit Card Use by Staff**
- 1.15 Fraud Prevention**
- 1.16 Library Purchasing/Bidding Policy**
- 1.17 Appendices to Library Purchasing / Bidding Policy**
  - 1.17.1 Request for Proposal**
  - 1.17.2 Request for Qualifications**
  - 1.17.3 Request for Quotation**

### **1.1 Mission Statement**

The Mission of the South Holland Public Library is to serve and promote the informational, educational, cultural and recreational needs of all members of the South Holland community by providing access to professional staff, a state of the art facility and quality materials, programs and services. It is also our mission to manage library resources wisely and ethically in support of our diverse community. The South Holland Public Library is committed to supporting a lifelong enjoyment of reading and learning.

### **1.2 Brief History of the South Holland Public Library**

February 27, 1961 the Village Board established the first Library Commission and acquired quarters at 16175 South Park Avenue. Thanks to the volunteer efforts of the Lions Club, the building interior was remodeled and opened for the public in September, 1961.

Though initially supported by the Village corporate funds, a referendum was passed to support the library in February 1962 and form a separate Library Board.

A building referendum was passed on March 24, 1970 for \$500,000 to build a new library. The South Holland Library opened its doors at the present location, 16250 Wausau Avenue, on April 24, 1972. The Village of South Holland is a Home Rule municipality .

### **1.3 Positioning Statement**

The South Holland Public Library is conscious of the role a public library can play in serving our educational community. Within the limits dictated by the responsibility of the public library to serve the full community, the library considers such services among its most important functions. The public library encourages the development of adequate school library facilities, and tries to provide a selection of literature and reference materials that are a supplement rather than a duplicate of those offered in the schools. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading material required for academic study.

### **1.4 Best Practices**

The Library staff and board will adhere to the Standards and Best Practices as applicable and provided in *Serving Our Public 2.0* published by the Illinois Library Association.

It is the purpose of the South Holland Public library to provide books and other materials that will meet informational, educational, cultural, and recreational interests and needs of the people of South Holland.

The library strives to aid and encourage the young in their pursuit of knowledge and experiences through books. It provides the adult readers with books and related materials in many fields to meet their needs for facts and authoritative opinion, whether in their capacity as individuals, as professional or business people, or as responsible citizens of the community, the state, or the nation.

The library recognizes that its major concern must be a positive contribution toward the individual social and intellectual development. Service shall be provided on a fair and equitable basis to all individuals and groups regardless of race, color or religion.

## 1.5 Freedom of Information Act\*

### How to request public records in Illinois

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Effective January 1, 2010, Illinois law requires all public bodies nominate an official FOIA records keeper and all official records keepers attend the training on the new law provided by the attorney general.

Public records may be requested from:

Michael Veronie, Freedom of Information Officer (FOIA) for the Village of South Holland and the South Holland Public Library, 16226 Wausau Avenue, South Holland, IL 60473, 708-210-2910.

### Purpose and use

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5 ILCS 140(1) says that the Illinois FOIA law is not supposed to be used to:

- Further a commercial enterprise.
- Violate individual privacy.
- Disrupt the day-to-day working of the public body.

The Illinois FOIA law does not require that people requesting information under the act explain why they want it or what they plan to do with it. Anyone may request public documents in Illinois. All "persons are entitled to full and complete information regarding the affairs of government". 5 ILCS 140(2)(b) defines a "person" as "any individual, corporation, partnership, firm, organization or association, acting individually or as a group."

### Fees

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Government agencies are allowed to set fees that are "reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records."

Also:

- "Such fees shall exclude the costs of any search for and review of the record."
- Fees "shall not exceed the actual cost of reproduction and certification, unless otherwise provided by State statute."
- "Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them." See below for Fee Schedule of the South Holland Public Library.
- The law doesn't say anything about whether fees must be paid in advance, leaving specific agencies free to set their own policies with regard to the timing of payments.
- If any agency is found to have purposefully imposed a fee that is inconsistent with the law, this imposition is to be considered a denial of the request for purposes of judicial review. The governing statute is 5 ILCS 140/6, from Ch. 116, par. 206.

## Fee Schedule of the South Holland Public Library, 2015

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- For black and white, letter or legal sized copies (8.5 X 11 and 8.5 X 14), the first 50 pages are free.
- Additional pages can cost no more than 15¢ per page.
- For color copying or abnormal size copies, the Library may charge the actual cost of copying.
- Electronic Copies may be charged only the actual cost of the recording medium. For example, if the information is on a CD, the Library will charge the actual cost of purchasing a CD.
- No charge is made to cover the staff time to prepare a FOIA response.
- The Library may waive or reduce copying fees as indicated under Fee Waivers, below.

### For internet access

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In 2000, the Illinois Attorney General issued an opinion that said that if county recorders place public information on a website, they are not allowed to charge a fee for access to those online records.

### Fee waivers

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Government agencies are required to waive or reduce the fee under these conditions:

- If a request for documents states the specific purpose for the request.
- If the request indicates that a waiver or reduction of fees is in the public interest.
- A request is thought to be in "the public interest" if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and not principally for personal or commercial benefit.
- It is up to the public body itself to determine whether a particular request meets these conditions.

### Response time

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- Government agencies must either comply with or deny a written request for public records within 5 working days after receiving it.
- Under 5 ILCS 140/3(d), the 5-working-day time limit can be extended for 5 additional working days under these circumstances:
- If the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- If the request requires the collection of a substantial number of specified records;
- If the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- If the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- If the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the exemption provisions of the Act or should be revealed only with appropriate deletions;

- If the request for records cannot be complied with by the public body within the 5-working-days time limit without unduly burdening or interfering with the operations of the public body;
- If there is a need for consultation, which must be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

\*Taken from summary provided by Lisa Madigan, IL Attorney General, on her website: <http://www.illinoisattorneygeneral.gov/>

## 1.6 Open Meetings Act\*

### Statement of purpose

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The statement of purpose of the Open Meetings Act states,

" It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly. The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion."

### Which government meetings are open to the public?

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The law states that all meetings, whether in person or by video or audio conference, telephone call, electronic means of any sort, where a majority of a quorum of a public body (or three members for a five-member body) meets to discuss or act on business in any way shall be open to the public except when the General Assembly determines the meeting closed.

### What government bodies are subject to the laws?

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The act defines government body as all legislative, executive, administrative and advisory boards of the state and all its political subdivisions as well as any groups funded in part by tax revenue or which dispense tax revenue. The act explicitly includes tourism boards and convention or civic center boards in counties along the Mississippi with populations of more than 250,000 but less than 300,000 and the Health Facilities and Services Review Board.

Notable exemptions to the definition of public body include:

- The General Assembly and its committees
- Child death review team or the Illinois Child Death Review Teams Executive Council<sup>[5]</sup>

## Notice requirements

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Public bodies need to post a schedule, the dates, the times and the places for regular meetings at the beginning of each fiscal year. If a change is to be made in these regularly scheduled meetings, then the public body is required to provide a 10 day notice. In preparation for any public meeting, the public body must post the agenda, with the date, time and place, in the building and office of the public body 48 hours in advance. If there is a website and sufficient staff to change the website, the agenda must be put on it as well.

The only exception to the 48 hour rule is in the event of an emergency where a meeting needs to be called, but all practical efforts must be made to provide notice to the public as early as possible, including providing notice specifically to any news agencies who have requested notice of special meetings. If a meeting is reconvened within 24 hours of the initial meeting, an announcement about the reconvening was made at the first meeting, and there is no change in the agenda, the public body does not have to abide by the 48 hour rule.

As long as these rules are followed and the news media claims they were not informed, the meeting cannot be invalidated.

## Meeting process

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Public body meetings that are open to the public may conduct business and take action. For a five member public body, three members of the body will adopt any motion, resolution, or ordinance, unless a greater number is otherwise required. The act requires that a quorum of members of any non-state agency with a jurisdiction of less than 4,500 miles be present at the site of the meeting. It allows agencies that don't fit this description to hold meetings through various telecommunication methods but requires that the public be given access to those meetings as well.

All meetings must be recorded with either audio, visual or still technology. Minutes should be kept for at least 18 months following the meeting.

Any individual in attendance of the meeting may record it for his own personal record. However, the state boards may prohibit recording if individuals who are needed to provide testimony refuse to do so if the meeting is recorded.

## Executive sessions

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No final action may be taken during executive sessions. A public body can hold closed executive session with a majority of vote for the following reasons:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- Negotiating matters such as salary, the buying or selling of public land, the buying or selling of security or investment contracts, anything related to individual students that would harm if publicly disclosed, selection of a person to fill a vacancy in a public office when the body has that power, sensitive evidence from a pending case, matters related to the Prisoner Review Board, informant sources, deliberations of the State Emergency Medical Services Disciplinary Review Board, complaints of discrimination, discussing electricity or natural gas contracts, and security procedures.
- Sensitive material related to pending litigation.
- The establishment of reserves or settlement of claims if it would be prejudiced if publicly disclosed.
- Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
- Self-evaluation when a statewide entity is present.
- The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
- Discussion of confidential matters, of meeting minutes for approval by the body or semi-annual review, and of applications received under the Experimental Organ Transplantation Procedures Act.
- Meetings where a team would be determining assault or wrongful death at a residential health care facility.

Periodically, a public body must convene and determine if the material and minutes of executive sessions still required confidentiality. If not, the public body is obligated to open those records to the public.

## If violated

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Anyone may bring a civil action against a violator within 60 days of the meeting or within 60 days of the discovery of an illegal meeting. If the court discovers a violation of the law it can issue injunctions preventing future violations of the law, order the release of minutes that were closed or void an action taken in closed meetings. The court may also assess attorney fees in the instance of a violation or if it determines that the lawsuit was frivolous.

Individuals may also request that the office of the attorney general review the case by filing a complaint with the Public Access Counselor within 60 days of discovering the violation. The

counselor must notify the body in question, which has 7 days to respond to the accusation. The counselor will then submit the file to the attorney general who will issue a binding opinion on the matter.

Violations of this act are considered class C misdemeanors.

\*Taken from summary provided by Lisa Madigan, IL Attorney General, on her website:  
<http://www.illinoisattorneygeneral.gov/>

### **Minutes of a Closed Meeting for the South Holland Public Library**

Date:

Time:

Place of Meeting:

Members Present:

Members Absent:

Vote to close the meeting:

Members voting Aye:

Members voting Nay:

Non-Members in Attendance:

Applicable Statutory Section (specify full citation from 5 ILCS 120)

Subject Matter Discussed:

(Enumerate all matters proposed, discussed or decided)

Record any unofficial consensus votes:

(Include presenters of motions)

(No final action may be taken in closed session)

(Closed sessions must be recorded verbatim)

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Secretary

## 1.7 Investment of Public Funds

### ***Purpose and Scope***

The purpose of this policy statement is to outline the responsibilities, general objectives and specific guidelines for management of all public funds by the South Holland Public Library.

### ***Responsibilities***

All investment policies and procedures will be in accordance with the Illinois Public Funds Investment Act. Administration and execution of these policies is the responsibility of the Library Board's Finance Committee.

### ***Delegation***

Management and administrative responsibility is delegated to the Library Director who is responsible for establishing internal controls and written procedures. The Library Board may choose to retain the services of an investment advisor selected by a 'Request for Quotation as described in 1.15.'

### ***Prudent Person Standard***

Investments shall be made with judgment, prudence and discretion as indicated in the 'prudent person' standard of care. Using this guideline, no person shall be held accountable for market price/value changes. The result of all investments shall be reported to the Library Board in a timely fashion.

### ***Objectives***

In selecting financial institutions and investment instruments, the following general objectives should be considered in the following priority listing:

1. Legality (conforming with all legal requirements)
2. Safety (preserving capital and using diversification appropriate to the amount of the funds)
3. Liquidity (maintaining flexibility to meet the current and reasonably anticipated obligations)
4. Yield (attaining a market rate of return)

### ***Guidelines***

The following guidelines should be used to administer the general investment policy:

- Legality and Safety
- Liquidity

Funds should be managed to provide liquidity needs for the current month plus one month based on forecasted needs and for any reasonably anticipated special needs.

- Yield/Return on Investment

All available funds will be kept in interest bearing accounts with an effort to maximize the return on all investments.

- **Simplicity of Management**

The time that is required by the administrative staff to manage investments should be kept to a minimum.

### ***Reporting***

Investments and fund balances will be reported at each regularly scheduled meeting of the Library Board. Annually there will be an audit of the Library finances by a CPA. The report shall include the effectiveness of the Library administrative staff in meeting the investment guidelines. These reports are available to the public. If the Library employs a Financial Advisor, an annual report of all investments will be required.

### ***Fund Balances***

Fund balances will be limited, including any surplus funds and uncollected taxes, to an amount no greater than the highest levy plus administration fees in 2 of the last 3 years.

### ***Conflicts of Interest***

Officers and employees involved in the investment process shall refrain from personal business activities that could impair their ability to make impartial decisions or give the appearance of impropriety. They shall disclose to the Library any material interests in financial institutions with which the Library conducts business. They shall not receive any manner of compensation from any investments.

### ***Legality and Safety of Investments***

The following guidelines should be used to evaluate the legality and safety of any investments:

- Securities issued by the U.S. government or agencies guaranteed by the U.S. government
- Deposits in financial institutions that have full insurance from the FDIC/SAIF
- Deposits in financial institutions that exceed the statutory FDIC limits must provide U.S. Government collateral
- Deposits in the State of Illinois Public Treasurer's Investment Pool

## 1.8 Civil Rights Statement and Prevailing Wage Act

The South Holland Public Library is an equal opportunity employer and complies with the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1967, the Americans with Disabilities Act of 1990 and the Immigration and Nationality Act of 1986.

The Prevailing Wage Act 820 ILCS 130/.01 *et seq.* requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed.

All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.

“Public works” includes all projects funded in whole or in part through bonds, grants, loans or other funds made available by or through the State or any of its political subdivisions. These political subdivisions include municipalities, counties and state agencies, such as the Illinois Finance Authority, the Illinois Housing Development Authority and regional economic development authorities.

## 1.9 Identity Protection Policy

South Holland Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) which agencies collect, maintain and use.

### **Social Security Number Protections**

The South Holland Public Library does not collect SSNs from members of the public.

### **Non-Conforming Circumstances**

The South Holland Public Library, as a department of the Village of South Holland, may require SSNs for the following purposes to comply with Village policies:

- Collection of SSNs from Library employees for administrative purposes.
- Disclosure of SSNs of Library employees for collection of delinquent child support.

### **Employee Access to Social Security Numbers**

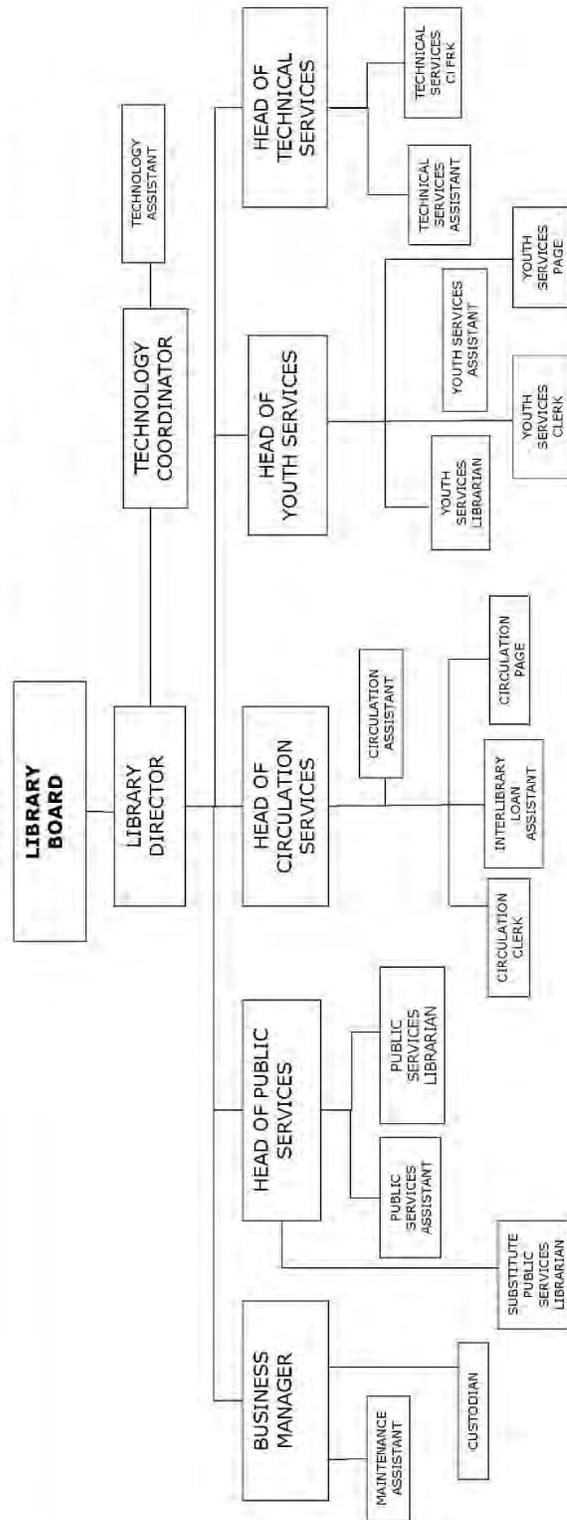
Only employees who are required to use or handle information or documents that contain SSNs will have access. Anyone who has access to SSNs will be trained to protect the confidentiality of SSNs.

The South Holland Library shall not:

- Post or display SSNs
- Print SSNs on any cards required for service

- Transmit SSNs over the Internet unless the connection is secure or encrypted
- Supply SSNs on printed forms through the U. S. Postal Service except as required by State or Federal law.
- SSNs shall not be visible on a postcard or visible through a window envelope.
- Require an employee to use his/her SSN to access Internet websites.
- Use the SSN for any purpose other than the purpose for which it was collected.

South Holland Public Library Organization Chart | 2017



1.10 Organization Chart; revised 2016-04-25, 2017-01-23, 2017-10-23

### 1.11 Library Board Roster

The Library Board members may be contacted by email.

South Holland Public Library Board of Trustees:

Mrs. Vanessa Bradley, [bradley@southhollandlibrary.org](mailto:bradley@southhollandlibrary.org)  
Ms. Elaine MacKenzie, [mackenzie@southhollandlibrary.org](mailto:mackenzie@southhollandlibrary.org)  
Ms. Patricia McCreary, [mccreary@southhollandlibrary.org](mailto:mccreary@southhollandlibrary.org)  
Mr. John R. Russell, President, [russell@southhollandlibrary.org](mailto:russell@southhollandlibrary.org)  
Mr. Donald L. Van Deursen, [vandeursen@southhollandlibrary.org](mailto:vandeursen@southhollandlibrary.org)  
Mrs. Nancy Banash, [banash@southhollandlibrary.org](mailto:banash@southhollandlibrary.org)  
Mrs. Patricia Rohm, [rohms@southhollandlibrary.org](mailto:rohms@southhollandlibrary.org)

### 1.12 Library Hours and Holidays

Regular Library Hours

Monday through Thursday	10:00 a.m. to 9:00 p.m.
Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.

Holidays observed by the Library:

New Year's Day  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day (closing at 3:00 p.m. on day prior)  
Christmas Eve  
Christmas Day  
New Year's Eve

### 1.13 Date and Time of Library Board Meetings

The South Holland Public Library shall hold regular meetings on the 4<sup>th</sup> Monday of each month at 7 p.m. in the Library Board Room. The dates for the regular meetings shall be set annually and posted for the public in the Library and on the Library's website. Meeting agendas must be posted 48 hours in advance of the meetings. All meetings are open to the public.

January 23, 2017  
February 27, 2017  
March 27, 2017  
April 24, 2017

May 22, 2017  
June 26, 2017  
July 24, 2017  
August 28, 2017  
September 25, 2017  
October 23, 2017  
November 13, 2017  
December 18, 2017

This section revised by the Board of Trustees, 12.19.2016

### **1.14 Credit Card Use by Staff**

The Library Board Directors of the South Holland Public Library shall authorize the use of a corporate credit card to build efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses. These policies are intended to ensure that card users are responsible for exercising due care and judgment when using corporate credit cards. The Library Director will authorize specific individuals to utilize the corporate credit card only for official purposes directly related to their duties and the needs of the Library. The card users may not use the corporate credit card for personal purposes even if s/he plans to reimburse the Library. A lost, stolen or compromised card must be reported immediately to the Business Manager and the Library Director. The corporate credit card may be used only with prior authorization by the Library Director for specific purchases. This applies in all cases except purchases of collection development materials where the Director's general approval is sufficient.

Suitable uses of the corporate credit card include:

- Payment for travel, taxi fares, parking expenses and hired vehicles;
- Meal allowances;
- Hospitality expenses;
- Collection development of materials;
- Payment of course work/conference fees;
- Consumable items such as office supplies, postage stamps, etc.;
- Tokens of appreciation for voluntary services such as presentations, guest speakers and retirement presents; and
- Online purchases of materials and equipment.

The following purchases are not allowed on the corporate credit card:

- Personal purchases;
- Cash advances, travelers' checks or money orders;
- Payroll advances;
- Alcohol;
- Personal entertainment;
- Fuel for personal vehicles; and
- Any item inconsistent with the mission and values of the Library.

Misuse of the corporate credit card by an Employee may result in loss of credit card use and/or disciplinary action against the Employee, up to and including termination.

Procedures:

- The card user must read and understand this Credit Card Policy.
- The card is to be used for official business purposes.
- The card user must get the approval of the Library Director before using the card for a purchase.
- Card users must keep the original receipt giving the description of the purchase and certify by their signature that the transaction was incurred for official purposes and in accordance with this Policy and procedures.
- Within 5 business days, the card user must present the signed original receipt for any expenditure to the Business Manager.
- Any transactions in dispute are to be pursued by the Business Manager.
- Where documentation in support of a transaction is lost or otherwise not available, the card user shall note the reason and provide a description of the nature of the expense to the Business Manager within 5 business days.

### 1.15 Fraud Prevention

Library policy, which is revised at least every two years, ensures that Library staff and Board adhere to the Illinois Statutes and best practices when awarding vendor contracts. Refer to the Library Purchasing/Bidding Policy (1.16).

Procedures to prevent accounting fraud at the South Holland Public Library include the following:

1. Payments are supported by original invoices or copies of contracts for programs. We do not process payments from vendor monthly statements summarizing multiple charges. The exception is the library's credit card account, which is supported by credit card authorization forms and supporting invoices. The library has a credit card account with American Express.
2. For payments by check, the Library uses the Village of South Holland's fund accounting software and staff to cut the checks.
3. Each payment processed by check must be approved by the library director who initials the invoice with the fund number used to pay the invoice.
4. A warrant list of all transactions to be paid is available for Library Board review and authorization of expenditure on a monthly basis. Unusual vendors or significant amounts may be questioned, and the documentation for all of these transactions is available at the monthly board meeting.
5. Expenditures are monitored on a monthly basis in comparison to an annual budget by line item. The Library's Office Manager lists the Library expenditures by fund and presents this to the Library Board at the monthly Board meeting. Unusually large monthly expenses and any unfavorable variances may be questioned by the Library Board.
6. The Village accountant and Village support staff, rather than library staff, process the monthly transactions.

7. The Office Manager provides change to Circulation, Public, and Youth Services. These departments make cash transactions and record daily totals. The Office Manager checks and records the cash transactions on a weekly basis. The Office Manager does not make cash transactions, except to provide change to the departments. There are two people present when change is made. Cash is kept in locked cabinets.
8. All of the library's revenues (excluding property tax collections, replacement tax collections and investment) are directly deposited into the Village's depository account. The funds from this account are transferred twice a month by the Village's Treasurer into a general account. The general account is used to pay the library's operating expenses, salaries and benefits. Funds cannot be transferred by any library employee or Board member.
9. Library fund accounts are recorded on a monthly basis in the Budget Comparison Analysis by the Village's Treasurer and reconciled by the library's Office Manager. All bank statements are reconciled by the Village's Treasurer on a monthly basis.
10. Petty cash transactions must be supported with a receipt. A petty cash spreadsheet sheet is created by the Office Manager and must be approved by the Library Director before being processed. Petty cash transactions have a \$50 limit.

#### **1.16 Library Purchasing/Bidding Policy**

In many cases, purchasing of goods and services is governed by the Illinois Statutes. In addition, the Library Board uses best business practices to govern its purchases. When a formal bid is required, bids are generally awarded to the lowest responsible bidder based on conformance with specifications, terms of delivery, quality and serviceability. The Board may choose to reject all bids.

In Illinois, bidding is not required in the following circumstances:

- When goods and services are economically provided from only one source, such as the purchase of magazines, books, etc.;
- When services required are for professional skills;
- When an emergency involving public health, public safety;
- When immediate expenditure is necessary if approved by a ¾ majority of the Library Board;
- When contracts for maintenance or servicing of equipment are made with manufacturers or authorized service agents of that equipment;
- When goods or services are procured from another governmental agency or when used equipment is purchased from another governmental agency;
- When purchases are for the use, purchase or installation of data processing equipment or software;
- When contracts are not adapted to bidding, such as printing financial reports or evidences of indebtedness;
- When contracts are for utility services;
- When purchases identified under this policy are under \$20,000.

Capital Improvements/Equipment shall be acquired in conformance with Illinois Statutes. In all cases, the staff shall seek bids or quotations as required from the widest possible array of contractors or suppliers that time permits. This practice will supply the most competitive offers.

The staff shall maintain a list of vendors who have expressed interest in being notified when particular types of contracts are open. These vendors will be solicited directly by staff to bid or quote. Names on the list shall not constitute a prequalification for bidding. Advertisement for sealed bids will be handled through public media.

All expenditures, except from the petty cash fund, shall be made with prior approval of the Library Board as set forth in the annual budget. Purchases needed during the fiscal year that were not included in the annual budget shall be brought to the Library Board for approval prior to purchasing. The following are the library's purchasing procedures based on financial parameters:

1) Expenditures of \$25,000 or more:

The Library Board will approve, sign and direct staff to issue a *Request for Proposal* for the equipment or work. Sealed bids will be opened at a public bid opening. Bid Bond, Performance Bond and Certificate of Insurance are required when the bid is submitted. Bids will be tabulated and presented to the Library Board for acceptance or rejection.

2) Expenditures \$5,000 to \$24,999:

Once approved by the Library Board in the annual Working Budget or at a Library Board meeting, the staff will issue a *Request for Quotation* for the equipment or work. This process is less formal than the one above and does not include sealed bids. Efforts to secure at least three bids from responsible bidders will be made by staff. Bids will be tabulated and presented to the Library Board for acceptance or rejection.

3) Expenditures less than \$5,000:

After issuing a *Request for Quotation* to multiple vendors, expenditures can be made at the discretion of the Library Director.

4) Expenditures of \$500 or less:

Expenditures shall be made at the discretion of the Library staff under supervision of the Library Director.

*This section revised by the Board of Library Trustees 09.25.2017.*

## **1.17 Appendices Library Purchasing / Bidding Policies**

1.17.1 Request for Proposal

1.17.2 Request for Qualifications

1.17.3 Request for Quotation

## 1.17.1 Request for Proposal

Bidders will recognize that the Library cannot be charged for taxes:

Federal Tax Exempt status 36-600-6108

IL Retailer's Occupation Tax E9998-1254-06

The successful bidder will submit specifications to the appropriate South Holland Village agencies for approval and to obtain work permits. Village fees are waived.

Elements of the bid document shall include the following:

**A. Notice to Bidders**

**B. Bid**

Cost of Work

Instructions

Time of Completion

Bid Guarantee

**C. Instructions**

Receipt of Bid

Basis of Bid

Project Description

Preparation and Submission of Bid

Substitutions

Basis of Award

Conditions

Guarantee

Payment

Indemnification

Insurance

General Liability

Automobile Liability (if applicable)

Worker's Compensation and Employer's Liability

Safety

Equal Opportunity

Prevailing Rate of Wages

Employment of IL Workers During Periods of Excessive Unemployment

Copies of Documents

Execution of Documents

**D. Specifications**

Project Scope

Preparation Procedures

Installation Specifications

Work Hours

Site Protection

Building Ingress/Egress

Site Cleaning  
Daily Site Clean-Up  
On-Site Conduct  
Warranty  
Experience

***E. General Conditions***

***F. Statement of Contractor's Qualifications***

***G. References***

***H. Bid Certification***

***I. Contract***

Sexual Harassment Certificate  
Contractor's Certifications  
Drug Free Workplace Compliance

### 1.17.2 Request for Qualifications

A request for Qualifications shall include the following elements:

- A statement by the Library of the scope of services needed;
- A request for a descriptive history of the Company on letterhead indicating
- The legal name, address and contact information,
- Size of the Company, area of special skills and length of time in business;
- The name, title, address, phone, fax and e-mail address of the lead contractor/consultant designated for the project with a description of his/her work history;
- A description of the consultant's typical approach to projects of a similar nature;
- A brief description of the general qualifications of the team assembled for this project and their licenses as appropriate;
- A list of (*insert #*) comparable projects with contact reference information;
- A letter from a surety or insurance company indicating that the Company is capable of obtaining a performance and payment bond based on the current estimated value of the contract;
- A response indicating that the Company will be represented at the mandatory Pre-bid meeting called for (*indicate time, date and location of meeting*);
- A statement that the Library Board has the right to reject any and all submittals at any time;
- A statement indicating that an original and a copy of the required response must be submitted to (*insert name*) by (*insert time*) on (*insert date*) at (*insert location*). Further, all submittals shall be signed by an authorized representative of the Company. Submittals submitted after the deadline shall be rejected without being opened, and will be returned to the sender.

### 1.17.3 Request for Quotation

We are interested in purchasing (insert appropriate information). In preparing your quote, please be sure to indicate the following:

- Quote the ordinary price per unit as well as your discount for volume purchases;
- Confirm that your quote excludes sales tax;
- Provide estimated delivery time;
- Verify any delivery costs or constraints such as tail gate delivery;
- Include your terms of payment;
- Supply the expiration of the prices listed in your quotation;
- Signature of sales representative or owner.