

PURCHASING POLICY

Wauconda Area Public Library District

Approved by the Board of Library Trustees on May 10, 2021

Revised by the Board of Library Trustees on September 8, 2025

1.0 Purpose

1.1 Purchases of the Wauconda Area Public Library District are governed by statutes. The Board of Library Trustees follows applicable statutes and, in addition, uses responsible business practices in its purchases and contracts.

2.0 Purchase Amounts

2.1 The Library Director, or designee, has the authority to purchase or lease products or services to ensure adequate operations of the Library within the parameters of the annual budget set each year by the Library Board of Trustees. Staff will select quality products and services that minimize environmental impacts, at the lowest possible cost, keeping in mind the needs of the users, durability, performance, delivery and service.

Unbudgeted items exceeding \$10,000, which are not routine purchases, will be presented to the Board for approval with 3 written quotes when possible. Emergency repairs or equipment replacement may be performed without prior Board or Committee approval. An exchange of one budgeted purchase for another exceeding \$10,000 requires Board approval. Items exceeding budget estimates by more than \$10,000 must be approved for purchase by the Board.

2.2 Purchases In Excess of \$25,000

Generally, any purchase of goods, services, work or improvements where the cost is estimated to be in excess of \$25,000 shall be based on competitive bids and purchased from the lowest responsible bidder.

Notices for advertisement for bids shall be published at least once in a newspaper with general circulation within the library district's service area at least thirty days prior to receiving the bids. The library district will also post notices at the library building, on the library's website and via other appropriate electronic means.

In addition to price, the library board will consider all relevant factors in purchasing goods, services, work or improvements. Relevant factors include, but are not limited to: ability, experience, integrity, quality of previous performance, compliance with laws and ordinances, available financial resources, ability to provide future maintenance and service, and compliance with federal, state, municipal requirements. All purchases subject to the competitive bid process shall be brought to the Board for approval as required by law.

EXEMPTIONS FROM COMPETITIVE BIDS

Contracts which, by their nature are not adapted to award competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for services involving a high degree of professional skill.
- Contracts for the maintenance and servicing of equipment where the maintenance and/or service provider is best done by the manufacturer or authorized service agent.
- Contracts for the purchase, delivery, movement or installation of data processing or telecommunications equipment, software or devices.
- Contracts for duplicating machines and supplies.
- Contracts for utility services such as water, electricity, natural gas, telephone or garbage removal.
- Contracts for goods and services procured from another government agency.
- Purchases of equipment previously owned by some entity other than the Library District itself.
- Contracts for goods and services which are economically procurable from only one source.
- Contracts for emergency expenditures when approved by the Board.

CONTRACTS FOR CONSTRUCTION AND REMODELING

Contracts for construction a building, remodeling, repairing or improving an existing building, erecting an addition to an existing building, or purchasing the necessary equipment for the library district shall follow the procedures set forth in 75 ILCS 16/40-45 and this policy.