

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Authority & Procedures for Other Purchases

POLICY NUMBER: 5031

5031.1 The District Librarian has the authority and is directed to make purchases through "Purchasing Services Agreements" between other governmental agencies and suppliers and through Cooperative Agreements with other governmental entities when substantial costs savings will result.

5031.2 The purchase of any unbudgeted product or service in an amount not to exceed \$5,000.00 (as a one-time purchase) may be negotiated by the District Librarian. Such action will be reported to the Library Commission at the next regular meeting.

5031.3 The purchase of any unbudgeted product or service in an amount which exceeds \$5,000.00 (as a one-time purchase) must be approved by the Library Commission at a regular meeting prior to the finalization of a contract.

5031.3.1 Such a purchase must be approved by no less than three (3) votes.

5031.4 The District Librarian is delegated the authority to act and enter into any purchasing action for products or services in the event of emergency involving potential loss of life or property damage.

5031.4.1 If time permits, the District Librarian shall inform the President of the Library Commission or (in the absence of the President) the Vice-President.

5031.4.2 When this authority is exercised, the District Librarian shall inform all Library Commissioners of action(s) taken within ten (10) days, but no later than the next regular meeting.

Adopted 06/19/2006