



# **FINANCIAL POLICIES**

**MAYWOOD PUBLIC LIBRARY DISTRICT  
FINANCIAL POLICIES  
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## Gifts and Donations Policy

Approved 07/2023

The Maywood Public Library District welcomes gifts of books, materials, equipment, works of art, documents, photographs, property of any kind, and money. The Library reserves the right to refuse any gift that it deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

The Library does not charge or accept gifts in exchange for Library services. Individual staff members are not allowed to accept monetary gifts or tips. Please see the section below regarding making a monetary donation to the Library. If a sharable, non-monetary gift or tip is left for Library staff, it will be considered a gift to the Library as a whole and shared with the entire staff.

Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collection will be used or disposed of at the discretion of the Library. The Library will consider adding donations to its collection based on several factors, including need, space, impact on staff time, and the expense and frequency of maintenance. Items to be added to the collection are restricted to those in "as-new" condition. Librarians will use professional judgment to determine if items meet the Library's materials selection policy and will enhance the Library's collection. Items not added to the collection may be given to the Friends of the Library for sale, given to other libraries, or discarded. The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes.

The Library welcomes gifts of the following materials:

- Hardcover and paperback books in good condition
- Books on CD
- Commercially made DVDs, Blu-rays, and CDs
- Video Games

The Library cannot accept donations of the following materials:

- VHS tapes
- Records
- Audiocassettes and books on tape
- Abridged/Condensed books
- Textbooks/Encyclopedia sets

The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences whenever possible, provided it is consistent with the mission, goals, and objectives of the Library. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. A plate with the donor's name will be affixed to the item purchased, if so desired.

The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director who, in consultation with the Board of Trustees, will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

In general, gifts of art objects should be of local interest to the community, of a professional quality, well executed and in good condition. Art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees. No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Any donations of items valued at over \$5,000 for which donors intend to claim a deduction are required by the IRS to be appraised by a "Qualified Appraiser." The Library does not pay for such appraisals and is not responsible for reviewing or authenticating the validity of such appraisals.

The Library cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Village or Township agencies and then given to the Friends/Foundation or discarded.

# Investment of Public Funds Policy

Approved 08/2023

## Purpose

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

## Responsibilities

All investment policies and procedures of the Maywood Public Library District should be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

## Objectives and Guidelines

In selecting financial institutions and investment instruments to be used, the following general investment objectives and guidelines should be considered:

1. Safety  
Library funds may be invested only in those authorized investments set forth in the Illinois Public Funds Investment Act.
2. Maintenance of sufficient liquidity to meet current obligations  
In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
3. Return on investment  
Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds should be placed in investments or kept in interest bearing deposit accounts at all times.
4. Simplicity of management  
The time required by Library administrative staff to manage investments should be kept to a minimum.

## Outstanding Check Policy

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The Library will contact payees of uncashed checks after 60 days outstanding. If the payee lost or misplaced the Library's check, the Library will instruct the bank to stop payment or void the uncashed check and will issue a replacement check, deducting any stop payment fee charged by the bank.

If a check is not cleared after six (6) months, the Library as holder of unclaimed property first must exhaust all options to locate the property's rightful owner through a process of due diligence before determining in which state to report the abandoned property. When a check is outstanding for more than six (6) months the Library's Treasurer, or their designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The letter will indicate that the payee will have 30 days to claim the outstanding check, after which the funds may be transferred to the custody of the State Treasurer.

At least once each year, the Library's Treasurer, or their designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months for which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Frankfort Public Library District's unclaimed liability account. At the end of each fiscal year, the Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding funds are from checks dated three (3) years or older, and will be sent to the State of Illinois, Unclaimed Property Division, per 765 ILCS 1026/ Revised Uniform Unclaimed Property Act.

## Petty Cash Policy

Approved 08/2023

Petty cash shall be established for the Maywood Public Library for the purchase of materials, supplies, or services under conditions requiring immediate payment.

Petty cash reserves are kept in a secure location in the Library's Administrative office. Petty cash is counted and reconciled at the end of each month. In the event that the balance of Petty cash is getting low, the Business Manager shall prepare a reconciliation of the petty cash fund providing a count of cash currently in the secure location as well as a detailed listing of petty cash reimbursement slips received. Any discrepancies must be documented and reported to the Library Director. Upon approval, a check will be cut to increase the petty cash box to its designated balance.

All requests for petty cash reimbursement must be submitted to the Library Director on an approved petty cash reimbursement form and include appropriate receipts and documentation supporting the amount of the request. All requested information must be completed prior to making any disbursements including date of request, payee, account to be charged, amount due, authorized approval and a description of the nature of the expense.

## Public Bidding Policy

Approved 08/2023

### Advertisements for Bids

In conformance with 75 ILCS 16/40-45 for projects involving expenditures of over \$25,000 the project shall be advertised in a local English language newspaper of general circulation published in the Library District, 30 days in advance of the date announced for the receiving of bids, in an attempt to obtain competitive bids. The advertisement for bids shall be posted in a readily accessible place in the Library.

For projects involving expenditures of \$25,000 or less, the Library Director shall negotiate the best price possible and, whenever reasonably possible, obtain three (3) quotes on the project.

Advertisements for bids shall describe the character of the proposed contract or agreement in sufficient detail to enable the bidders thereon to know what their obligations will be, either in the advertisement itself, or by reference to detailed plans and specifications on file at the time of the publication of the announcement. Such advertisement shall also state the date, time, and place assigned for the opening of bids, and no bids shall be received at any time subsequent to the time indicated in the announcement.

### Exemptions from Bidding

Bidding is not required in the following cases, as defined in 30 ILCS 105/20, 500/1-1, 525/0-01, and related statutes, unless otherwise required by 75 ILCS 16/40-45:

1. Where the goods or services to be procured are economically procurable from only one source, such as contracts for telephone service, electrical energy, and other public utility services, books, pamphlets and periodicals, and specially designed business and research equipment and related supplies.
2. Where the services required are for professional or artistic skills pursuant to a written contract. Where applicable, compliance shall be made with Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et.seq.
3. In emergencies involving public health, public safety, or where immediate expenditure is necessary for repairs to Library property in order to protect against further loss of, or damage to, Library property, to prevent or minimize serious disruption in Library services or to insure the integrity of Library records. However, if said emergency expenditure of funds exceeds \$25,000 the Library Director must contact the Library Board President immediately for approval. An emergency board meeting may be called for further approval.
4. Contracts for repairs, maintenance, remodeling, renovation, or construction of a single project involving expenditure not to exceed \$25,000 and not involving a change or increase in the size, type or extent of an existing facility.



5. Contracts for repairs, maintenance, or any other services not specifically exempt from bidding- where expenditures for such services do not exceed \$25,000 for the same type of service at the same location during any fiscal year.
6. Purchases of commodities and equipment where individual orders do not exceed \$25,000.
7. Contracts for the maintenance or servicing of, or provision of repair parts for equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or authorized service agent or such a contract would be otherwise advantageous to the Library.
8. Where the goods or services are procured from another governmental agency.
9. Purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and inter connect equipment, software and services.
10. Purchases of, and contracts for, office equipment and associated supplies when such contracts provide for prices that are equal to or lower than Federal General services administration contracts and when such contracts or pricing result in economic advantage to the Library.

### Opening of Bids

All sealed bids shall be publicly opened by a Trustee or authorized employee of the Library, and all such bids shall be open to public inspection in the Library business office for a period of at least 48 hours before award is made.

An extension of time may be granted for the opening of bids upon publication in a local English language newspaper of general circulation, of the date to which the bid opening has been extended. The time of the bid extension opening shall not be less than 5 days after the publication thereof, Sundays and legal holidays excluded.

### Rejection of Bids/Readvertisement

Any and all bids may be rejected by the Board if the bidder is not deemed responsible, or the character or quality of the services, supplies, materials, equipment or labor does not conform to requirements or if the public interest may otherwise be served thereby.

When all bids are rejected, a re-advertisement for bids thereof shall be published in the same manner as the original advertisement. Proposals shall be publicly opened at the day, hour, and place specified in the solicitation for bids, or any extension thereof in accordance with this policy.

## Awarding of Contracts

All purchases, contracts, and expenditures shall be awarded by the Board to the lowest responsible bidder.

In determining the lowest responsible bidder, in addition to price, the Board shall consider:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- B. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The quality of performance of previous contracts or services;
- E. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract or service;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
- H. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- I. The number and scope of conditions attached to the bid;
- J. Such other factors as the Board shall deem appropriate.

Contracts must be awarded only on the basis of criteria which are publicly disseminated. The Library will not respond to requests to bidders or communicate with them in any way other than through the invitation to bid, written specifications, and pre bid conference, the date and time of which must be advertised in the invitation to bid.

Tie bids.

- A. Local Vendors. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
- B. Outside Vendors. Where subsection A is not in effect, the Board shall award the contract to one of the tie bidders by drawing lots in public.

## Contracts

General conditions of the contract for construction, etc., and detailed procedures will be according to the recommendation and advice of the Library's attorney and consulting architect or engineer.

## Specifications

In case of contracts for the construction of buildings, or for other construction work in or about buildings and grounds, where the entire estimated cost of such work exceeds \$100,000 prospective bidders, as well as architects and engineers employed in connection with such project, must be pre-qualified to determine their responsibility. Separate specifications must be prepared for all equipment, labor and materials in connection with the following 5 subdivisions of the work to be performed:

1. Plumbing
2. Heating, piping, refrigeration and automatic temperature control systems, including the testing and balancing of such systems.
3. Ventilating and distribution systems for conditioned air, including the testing and balancing of such systems.
4. Electric wiring.
5. General contract work.

Such specifications shall be so drawn as to permit separate and independent bidding upon each of the above 5 subdivisions of work; provided, however, if the total estimated cost of all such work is less than \$100,000, such separate and independent specifications and bidding shall not be required. All contracts awarded for any part thereof shall award the 5 subdivisions of such work separately to responsible and reliable persons, firms, or corporations engaged in these classes of work. Such contracts, at the discretion of the Library Board, may be assigned to the successful bidder on the general contract work, or to the successful bidder on the subdivision of work designated by the Library Board prior to bidding as the prime subdivision of work; provided that all payments will be made directly to the contractors for the 5 subdivisions of such work upon compliance with the conditions of the contract. A contract may be let for one or more buildings in any project to the same contractor. The specifications shall require, however, that unless the buildings are identical, a separate price shall be submitted for each building. The contract may be awarded to the lowest responsible bidder for each or all of the buildings included in the specifications.

## Architects/Certificates of Payment

Any contract entered into or expenditure of funds by the Library for the remodeling, renovation or construction, involving an expenditure in excess of \$25,000, shall be subject to the supervision of a licensed architect or engineer and no payment shall be paid for such remodeling, renovation or construction unless the vouchers or invoice for such work is accompanied by a written certificate of such licensed architect or engineer that the payment represents work satisfactorily completed; labor; or materials incorporated in or stored at the site of such work; provided, periodic payments can be made during the course of such work upon a certificate of such licensed architect or engineer and indicating the proportionate amount of the total work satisfactorily completed.

## Requirements of Bidders

### Sworn Statements

Each bidder shall accompany his bid with a sworn statement, or otherwise swear or affirm, that he has not been a party to collusion among bidders, in the form prescribed by 65 ILCS 5/8 10 8.

Every bid submitted to and contract executed by the Library shall contain a certification (a "no violation" certificate) by the contractor that the contractor is not barred from bidding on the contract as a result of a violation of either Section 33E 3 or 33E 4 of 720 ILCS 5133 E. The Library shall provide a form for such certification.

### Bid Bonds

Cash, cashier's check, a certified check, or a bid bond, in a reasonable amount, but not in excess of 10% of the contract amount, may be required of each bidder by the Library on all bids involving amounts in excess of \$25,000 and, if so required, the advertisement for bids shall so specify.

### Performance/Payment Bonds

Every contractor engaged by the Library for contracts exceeding \$25,000 shall be required to furnish, supply and deliver a bond to the Library. Performance and payment bonds will be required each in the amount of 100% of the contract price, or as fixed by the Library Board. Such bond, among other conditions, shall be conditioned for the completion of the contract, for the payment of material used in such work, and for all labor performed in such work, whether by subcontractor or otherwise. Each bond will contain the following provisions, in substance:

"The principal and sureties on this bond agree that all the undertakings, covenants, terms, conditions, and agreements of the contract or contracts entered into between the principal and the Library will be performed and fulfilled and to pay all persons, firms, and corporations having contracts with the principal or with subcontractors, all just claims due them under the provisions of such contracts for labor performed or materials furnished in the performance of the contract on account of which this bond is given, after final settlement between the Library and the principal has been made."

The bond may be acquired from the company, agent, or broker of the contractor's choice. The bond and sureties shall be subject to the right of reasonable approval or disapproval, including suspension, by the Library. (Public Construction Bond Act, 30 ILCS 550/0.01 et seq.).

Whenever any contract entered into by the Library for the repair, remodeling, renovation, or construction of a building or structure, provides for retention of a percentage of the contract price until final completion and acceptance of the work, upon the request of the contractor and

with the approval of the Library Board the amount so retained may be deposited under a trust agreement with an Illinois bank of the contractor's choice and subject to the approval of the Library. The contractor shall receive any interest thereon. Upon application of the contractor, the trust agreement must contain, as a minimum, the following provisions:

1. The amount to be deposited subject to the trust;
2. The terms and conditions of payment in case of default of the contractor;
3. The termination of the trust agreement upon completion of the contract;
4. The contractor shall be responsible for obtaining the written consent of the bank trustee, and any costs or service fees shall be borne by the contractor.

The trust agreement may, at the discretion of the Library and upon request of the contractor, become operative at the time of the first partial payment.

### Prevailing Wages

In accordance with 820 ILCS 130/1 et. seq., contractors engaged by the Library must pay their laborers, mechanics, and other workers the prevailing wage. The prevailing rate of wages means the hourly cash wages paid generally in Cook County to employees engaged in work of a similar character on public works.

The requirement to pay prevailing wages does not apply to maintenance work. "Maintenance work" means the repair of existing facilities when the size, type, or extent of such existing facilities is not changed or increased. EXCEPTIONS: Contracts for janitorial cleaning services, window washing, and security services must be paid prevailing wages.

The Library will list the most current prevailing wage rates available in each bid specification pursuant to The Illinois Department of Labor rates as supplied to each County Clerk at the first of each month as required by law.

### Certificates of Insurance

A certificate of insurance shall be required of every bidder and every contractor. Contractors shall be insured for the following minimum amounts by insurance companies with a minimum Best's rating of A

Worker's compensation: \$100,000 each occurrence, \$100,000 each employee; \$500,000 policy limit  
General Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate; Automobile Liability: \$500,000 each accident; \$1,000,000 combined

### Change Orders

Change orders which authorize or necessitate an increase or decrease in either the cost of a contract by \$10,000, or more, or the time of completion by 30 days or more, must be approved

by the library director. Any changes orders over \$10,000 and/or completion over 30 days must be presented to the Library Board for approval.

A determination in writing is required stating that the circumstances requiring the change order: (1) were not reasonably foreseeable when the contract was signed; or (2) were not contemplated by the contract as signed; or (3) are in the best interests of the Library District. Change order determinations shall be kept in a permanent contract file open to the public and shall otherwise meet the requirements of 720 ILCS 5/33 E-9 et. Seq

### Authorized Expenditures by Library Director

No commitment for expenditures of Library District monies, except from the petty cash fund, shall be made without authorization or a purchase order issued according to the following conditions:

1. \$5,000 or More:  
All expenditures of \$5,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board policy.
2. Less than \$5,000 – More than \$1,000:  
All expenditures of less than \$5,000 but more than \$1,000 shall be made only with prior Board approval (approval includes budgeted items approved by the Board). Staff shall obtain at least three documented quotations.
3. Less than \$1,000:  
Expenditures of less than \$1,000 for approved budget items or budget contingency items may be made at the discretion of the Director without bids or quotations.
4. Emergency Expenditures:  
Emergency (unbudgeted) expenditures over \$1,000 can be made only by the Director upon approval of the Board President and approved by majority of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.

Emergency (unbudgeted) expenditures under \$1,000 may be made by the Director in consultation with the Board President and shall be reported at the next Board meeting.

### 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. Personal 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. Personal property having a current unit value of up to \$1,000, may, at the discretion of the Director, be discarded, turned in on 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. In all other cases, the Board shall dispose of real and personal property in accordance with the Illinois District Library Act (75 ILCS 16.30-55.40).

### Miscellaneous

1. The Library Board of Trustees reserves the right at any time to modify or waive compliance with the terms of this Public Bidding Policy.
2. In the event of any conflict between the terms of the Public Bidding Policy and applicable statutes, the statutes control.

See also: *Surplus Property Policy*

## Surplus Property Policy

Approved 08/2023

Surplus property, which in the judgment of the Library Director and involved staff members, as agents for the Library Board, is deemed no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Surplus property of any value may be donated or sold to other tax supported libraries library systems, school districts or other tax supported agencies as the Director, as agent for the Library Board, may determine.
2. Books and non-print materials from the Library's collections may be donated for sale by the Maywood Public Library Foundation, given to other libraries or charitable organizations, or discarded.
3. Whenever possible, property should be discarded in an ecologically sound manner.
4. Surplus property having an estimated value of less than \$1,000.00 may be discarded as determined by the Library Director.
5. Surplus property having an estimated value of more than \$1,000.00 and less than \$2,500.00 may, at the Director's discretion, be displayed at the library and a public notice of sale will be posted with dates and terms.
6. In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 5/4-16.