



**Grand Rapids Public Library  
Board of Library Commissioners  
Policy Manual**

**Policy 30-1  
Library Fees and Fines**

Library fees and fines shall be established from time to time by resolution of the Board of Library Commissioners. Each year during the preparation of the budget, the Library Director shall submit a schedule of suggested fees and fines, to be approved by the board. New fees and fines may be proposed at any time during the fiscal year, but no new fee or fine shall be implemented unless first approved by the Board of Commissioners.

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*Cross Reference: Rescinded Policy 91-1  
Adopted: November 20, 2012*



## **Grand Rapids Public Library Board of Library Commissioners Policy Manual**

### **Policy 30-2 Fundraising and Development**

The Grand Rapids Public Library is authorized to accept donations from members of the public, non-profit groups, corporations and others. The Library Director shall be responsible to account for such donations, and to implement and enforce a policy to ensure such accountability. The Library Director shall present to the Board of Library Commissioners a statement of such donations periodically, and shall not authorize any expenditure of such donations, except with the express approval of the board. Every donation received by the library shall be promptly acknowledged.

Any fundraising or development activities conducted by any Library employee shall be undertaken only at the direction of the Library Director, and shall be consistent with the Mission and Strategic Plan of the Grand Rapids Public Library.

The board authorizes and directs the Library Director to develop and implement guidelines consistent with this policy.

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*Cross Reference: Rescinded Policy 95-1  
Adopted: November 20, 2012*



# Grand Rapids Public Library Board of Library Commissioners Policy Manual

## Policy 30-3 Purchasing and Contracts

Notwithstanding the expenditure authority granted to the Library Director pursuant to Board Policy 10-4, the following policy authorizes the execution of contracts and purchases as follows:

1. Supply, equipment, furnishings and furniture expenditures (\$2,500 or less)
  - a. Prices shall be obtained from three (3) or more sources to determine price and availability. The Business Manager or his/her designated representative may approve purchase of the lowest priced best product, considering all costs for the expected life of the product.
  - b. Should there not be three (3) known sources of the supply or equipment needed, the Business Manager or his/her designated representative shall negotiate and obtain the best price for the product.
2. Supply, equipment, furnishings and furniture expenditures (\$2,500 or more)
  - a. Prices shall be obtained from three (3) or more sources to determine price and availability. The Library Director or, in his/her absence, the Business Manager with subsequent approval of the Director, may approve purchase of the lowest priced best product, considering all costs for the expected life of the product.
  - b. Should there not be three (3) known sources of the supply or equipment needed, the Business Manager or his/her designated representative shall negotiate and obtain the best price for the product and obtain approval from the Library Director.
3. Supply, equipment, furnishings, and furniture expenditures (\$10,000 or more)
  - a. Formal sealed bids are required for purchases in excess of \$10,000 when specifications of the product are exact. When specifications are not exact, a Request for Proposal (RFP) shall be obtained from three (3) or more sources. The Library Director or, in his/her absence, the Business Manager with subsequent approval of the Director, may approve purchase of the lowest priced best product, considering all costs for the expected life of the product.
  - b. Should it be in the best interests of the library to accept a bid other than the lowest of the best, approval for purchase shall be obtained from the Board of Library Commissioners. Such a request to the library board will be accompanied by supportive documentation.
  - c. Should there not be three (3) known sources of the supply or equipment needed, the Library Director or his/her designated representative shall negotiate and obtain the best price for the product and approval for purchase shall be obtained from the Board of Library Commissioners.
4. Repair work:
  - a. Prices for non-emergency repair and maintenance shall be obtained from three (3) or more sources to determine price and availability. The Library Director, Business Manager or his/her designated representative may approve purchase from the lowest of the best prices offered. If the Facilities Manager is the designated representative, subsequent approval of the Library Director or Business Manager shall be obtained.

- b. Should there not be three (3) known sources of the repair or maintenance, the Library Director or his/her designated representative shall negotiate and obtain the best price for the service. If there are not three (3) sources and the purchase exceeds \$10,000, approval from the Board of Library Commissioners shall be obtained. Such a request to the library board shall be accompanied by supportive documentation.
  - c. When repair work is determined to be an emergency, the Library Director, Business Manager or his/her designated representative may approve purchase of the service from a reliable source. When possible, such purchase shall be made from a source recently determined to have offered the library the best price for a similar repair.
5. Contracts for professional and other services:
- a. Contracts Over \$10,000. Contracts anticipated to be over \$10,000 shall be identified as part of the annual budget package presented to and approved by the Board of Library Commissioners ("the board"). Without further consent or approval of the board, the Library Director and Business Manager are authorized to execute contracts for professional and other services on behalf of the board, provided that the contract amount does not exceed the budgeted amount approved by the board for the purpose specified.
  - b. Contracts Under \$10,000. Without consent or approval of the board, the Library Director is authorized to approve and execute contractual agreements in an amount not to exceed \$10,000 on behalf of the board. All contracts so executed will be reported at the first regular meeting of the board following execution of said contract.
  - c. Delegation of Authority. The Library Director is further authorized to delegate to the Business Manager the authority to execute contractual agreements in amounts up to \$5,000. Such contracts shall be reported at the first regular meeting of the board following execution of said contract.

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*Cross Reference: Rescinded Policy 81-2*  
*Adopted: November 20, 2012*