



Spending Policy

The Fruitport District Library (FDLB) is responsible for approving the expenditure of all library funds. Every reasonable effort shall be made so that the purchases are being made in a manner to ensure that the library is receiving the best value for the expense. The Library Board of Trustees and Library Director is authorized and directed to take such action with respect to the expenditure or commitment of library funds as may be defined by the spending policy set forth below;

1. **Formal Bids between \$1,000 - \$5,000** - The Library Director and/or the Board of Trustees shall secure three (3) formal price quotations from vendors, suppliers and contractors when an expenditure for a single item of equipment or service is expected to be over \$1,000.00 but less than \$5,000.00. Such quote shall be submitted to the Board of Trustees to consider for action and shall be covered within the budget amounts.
2. **Formal Bids over \$5,000** - The Library Director and the Board of Trustees shall secure three (3) formal bids from vendors, suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed \$5,000.00 unless purchased through a governmental purchasing program. Such bids shall be submitted to the Board of Trustees to consider for action.
3. **Day to Day Purchases** - The Library Director and the Board President is authorized to make purchases of supplies, materials, library resources as well as other necessary purchases without prior approval from the Board of Trustees as long as the purchases are covered within budgeted amounts and they do not exceed \$100.00. Expenditures over that amount must be discussed and approved between no less than two other Board of Trustees members. Receipts must be kept and provided to the Treasurer.
4. **Normal Recurring Purchases** - Normal recurring items such as utilities and payroll shall be paid, as necessary, without prior Board of Trustees approval so long as these purchases are covered within budgeted amounts. Invoices that may incur charges if not paid by, or invoices that may allow a savings if paid advance of due date may also be paid if the expense is covered within the budget line account.
5. **Equipment Purchases** - The Library Director and the Board President is further authorized to approve equipment repairs up to \$1,000.00 with consent of no less than two other Board of Trustees member's approval so long as these are covered within budgeted amounts. The Board of Trustees will approve payment of all invoices, prepaid or those waiting for payment, at their monthly meeting.
6. **Contract for Services** - The Library Director or any single Board of Trustees member shall not enter into any contract for services without appropriate Board of Trustees discussion. The Board of Trustees will act on the contract and expenditure of funds at the next appropriate meeting.

7. **Emergency Expenditures** - The Library Director and the Board President is authorized to obligate the library for expenses in excess of \$1,000.00 for emergency repairs and equipment with consent of no less than two other Board of Trustees member's approval so long as it can be covered within budgeted amounts. Emergency expenditures can only be made with the written approval of the Library Director and the Board President. The Library Board of Trustees will act on the expenditure at the next appropriate meeting.

CERTIFICATION OF SPENDING POLICY ADOPTION

I, the undersigned duly qualified Secretary of Fruitport District Library Board, Muskegon County, Michigan do hereby certify that the foregoing is a true and complete policy duly adopted by the Library Board of Trustees of the Fruitport District Library, County of Muskegon, Michigan at a regular meeting held on May 17, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting: President Rose Dillon, Secretary Mary Weimer, Treasurer Lorri Essenberg, Trustee Donna Pope, Trustee Laura Oldt, Trustee Joshua Datte, and Trustee Chuck Koon.

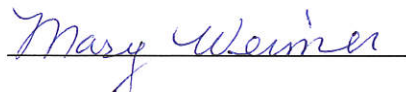
And that the following Members were absent: None

A vote on the foregoing policy was as follows:

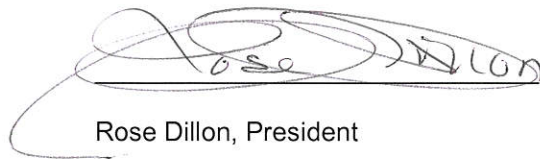
Ayes: Rose J. Dillon, Mary Weimer, Lorri Essenberg, Donna Pope, Laura Oldt, Joshua Datte, Chuck Koon.

Nayes: None

Policy Adoption Declared: May 18, 2017



Mary Weimer, Secretary



Rose Dillon, President