

Library Finance and Purchasing Policy

The Cedar Rapids Public Library balances its role as a department of the City of Cedar Rapids and an independent entity governed by a Board of Trustees with policy making and fiduciary responsibility. The Library Board of Trustees affirms and follows the City of Cedar Rapids Financial policy, with the following exceptions:

All purchases equal to or greater than \$5,000 require the respective **Library Department Manager's** approval.

Purchase orders for projects equal to or greater than \$5,000 and less than \$50,000 are approved by the **Department Manager and Library Director**.

The **Library Director** is hereby authorized to execute contracts, agreements and renewals thereof for the acquisition of equipment, services and supplies in amounts not exceeding \$50,000 provided that the **Library Director** determines that in all other respects the City's purchasing policy and procedure, and all other policies with respect to such matters, have been followed, and that any such purchases are included in the current fiscal year budget. The **Library Director** is hereby authorized to approve contract change orders and amendments so long as the aggregate amount for any one contract does not exceed 10% of the original contract amount up to a maximum of \$50,000 per contract, whichever is less, and provided that the **Library Director** determines that such change orders or amendments are appropriate and justified and supported by the appropriate documentation and other facts and circumstances.

Purchases equal to or greater than \$50,000 require approval by **Library Board of Trustees**. For projects equal to or greater than \$50,000, the **Library Board of Trustees** shall consider a resolution awarding the contract and authorizing the **Library Director** to sign the Agreement on behalf of the **Library**.

Adopted: 10/30/2014

Revised: 11/10/2014; 10/1/2015; 10/5/2023

Reviewed: 12/04/2025