

Geauga County Public Library  
Operating Policy Manual

SECTION: EXECUTION OF CONTRACTS  
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The director, as chief administrative officer of the library, or the assistant director, in the absence of the director, shall have the authority to purchase items of equipment or any supplies needed for the routine and normal operation of the library for which funds have been appropriated.

Furthermore, the director, or the assistant director, in the absence of the director, shall have the authority to sign, approve, and otherwise endorse service agreements, contracts for the lease of circulating materials and subscriptions along with such other operating and maintenance agreements necessary for the safety and protection of the library, its property, staff and the general public for which funds have been appropriated.

Board approval shall be required for contracts and change orders, if such approval is required by law or if the contract represents an agreement extending beyond one year and for contracts and change orders exceeding a value of \$25,000. The director shall report monthly to the board the nature and cost, if any, of any agreements or contracts entered into on behalf of the library in the previous month.

Revised October 20, 2015  
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