

Lyons Regional Library District Capital Project Financial Policy

Purpose:

This policy will establish fiscal responsibilities for Lyons Regional Library District (LRLD) Board members for the distribution of capital funds.

Process:

During the capital budgeting process the LRLD Board as a whole will vote and approve the overall budget/expected expenditures and project scope. This will fully encompass the project and will include input and recommendations from the owner's representative as well as the construction manager. In addition, the LRLD Board will ensure there is adequate appropriated funds for this approved overall budget and that the capital budget includes a contingency line-item for necessary change-orders.

Once the overall budget is approved, any change orders will have the recommendation of the owner's representative as well as the construction manager and will be presented to the Building Committee Chairperson. If the Chair is unavailable the change order can be presented to the Board President. The change will then be discussed with a second member of the Executive Building Committee; this discussion will include consideration of the project schedule and contingency funds remaining as well as careful consideration that it will not materially adversely affect the value of the library or how it's used. Following this consultation, any change order up to \$20,000 can be approved by the LRLD Board President, Treasurer or Building Committee Chairperson. Any change orders in excess of \$20,000 must be voted on and approved by a quorum of LRLB members.

Adopted: September 19, 2017

Revised: October 17, 2017