



HEARTLAND LIBRARY COOPERATIVE  
319 W. Center Ave.  
Sebring, FL 33870  
863-402-6716  
www.myhlc.org

Heartland Library Cooperative Governing Board Meeting Agenda  
Wednesday, May 22, 2024

1. **Call to Order**
  - a. Invocation
  - b. Pledge
2. **Routine Business**
  - a. Notice of public meeting
  - b. Additions to the agenda
  - c. Approval of the agenda
  - d. Approval of the minutes of the previous meeting
3. **New Business**
  - a. **Presentation**
    - i. **CliftonLarsenAllen: Heartland Library Cooperative Audit Results**
  - b. **Consent Agenda**
    - i. **Approval of FY2023 Audit Package**
    - ii. **Approval of Long Range Plan: 2025-203**
    - iii. **Approval of Heartland Library Cooperative Purchasing Policy**
      1. Updates (Changes were made using the Highlands County Board of County Commissioners purchasing policy as a reference):
        - a. Changed the bidding/quotes lines:
          - i. Previously:
            1. \$10,000 to \$20,001 require two quotes, written or via phone
            2. \$20,000 and up require advertised, sealed bid process
          - ii. Proposed change:
            1. \$20,001 to \$50,000 require two quotes, written or via phone
            2. \$50,001 and up require advertised, sealed bid process
        - b. Changed the credit card limit lines:
          - i. Previously:
            1. \$10,000 to \$20,001 require two quotes, written or via phone
            2. \$20,000 and up require advertised, sealed bid process
          - ii. Proposed change:
            1. \$1 to \$2,500 may be approved by the Coordinator or Assistant Coordinator
            2. \$2,501 to \$5,000 may be approved by Board Chair or Treasurer
            3. \$5,001 and up may be approved by the Board Chair and Treasurer

- c. Action Agenda**
    - i. No Items
  - d. Informational Items**
    - i. Library Statistics
    - ii. Member updates
- 4. Adjournment**

Next Meeting is **Wednesday, August 21, 2024** at 10:30 a.m.