

Rockwell Falls Public Library Purchasing and Expenditures Policy

The Rockwell Falls Public Library establishes this purchasing and expenditures policy in order to comply with the General Municipal Law of the State of New York, generally accepted auditing standards, and the principles of responsible fiscal management.

General

1. Only the Library Manager, or another person designated by the Rockwell Falls Board of Trustees, may commit the Library to make purchases. Purchases of goods and/or services in excess of \$1,500 are subject to approval of the Library Board of Trustees. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of employees or the public, all purchases require advanced planning and adherence to the processes outlined in this policy.

2. Materials, equipment, supplies, and services purchased by the Library shall be of a quality and quantity required to serve the functions of the Rockwell Falls Public Library in a satisfactory manner.

3. It is the responsibility of the Library Manager to secure the required quotes and/or bids, or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing quotes and/or bids is further described in this policy.

4. Every effort will be made to obtain the lowest cost for materials and services purchased by the Library. Purchases that can be made using New York State approved contract pricing and/or discount programs or BOCES group purchasing programs constitute an exception to local competitive bidding requirements and do not require additional quotes or bids. In the event that pricing and/or discount programs can be found that result in greater cost savings to the Library than a comparable State contract, that pricing and/or discount program may be used. The Library will attempt to obtain quotes and/or bids from local vendors whenever feasible.

5. In the event that the Library needs to make a purchase from a specific vendor (i.e., a sole source supplier) such that competitive quotes and/or bids are not practical, the Library Manager must submit a written justification for an exemption with the purchase. If such a request is for a purchase in excess of \$1,500.00, the exemption must also be approved by the Board of Trustees. A written copy of the request and the decision will be included in the documentation of the purchase.

6. Surplus or second-hand supplies, materials, or equipment may be purchased from the federal government, the State, or another municipality without the necessity of obtaining quotes or bids.

Requirements for Obtaining Quotes and Bids

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. Library Materials : Books, magazines, A/V, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a State contract discount program. Materials available only from the publisher are generally purchased with little or no discount. Unless a vendor is providing materials pursuant to a State contract, or an exemption from competitive bidding has been approved, the Library shall submit for bid, annually, any category of library material purchase which is anticipated to exceed \$20,000 in the aggregate (i.e., audio books, electronic media, etc.).

2. Purchasing and Public Work Purchasing Limits: The below schedule establishes the requirement for various purchasing requirements for purchasing and or public work procurement by the Library.

<u>Purchases</u>	<u>Public Work</u>	<u>Requirement</u>
Up to \$1,500.00	Up to \$2,500.00	Discretion of Library Manager
\$1,501.00- \$9,999.00	\$2,501.00- \$9,999.00	Minimum of three documented oral quotes and purchase must be approved by the Board of Trustees or documentation of best effort to obtain three quotes.
\$10,000- 19,999	\$10,000- 34,999	Minimum of three written quotes and purchase must be approved by the Board of Trustees
\$20,000 and above	\$35,000 and above	Formal bid process and purchase must be approved by the Board of Trustees

The Library will comply with all New York State requirements for public works projects.

Emergencies

In the event an emergency purchase in excess of \$1,500.00 is required, the Library Manager will obtain three verbal quotes if possible. The purchase is subject to approval by either the Library Board President or the Vice President.

Tax Exemption

The Library District is an exempt unit of local government and its purchases are not subject to sales tax.

Claims

All invoices and pre-payments shall be paid in accordance with procedures established by the Board of Trustees. A warrant or abstract of claims shall be presented by the Library Manager at each monthly Board meeting for Board approval by a majority vote.

Check Signing

Checks other than payroll checks must be signed by two Trustees, one of which is the Vice President of Finance.

Professional Service Contracts

The Library must conduct a formal Request for Proposal (RFP) process to secure any professional services expected to cost \$20,000 or more. The Library may conduct an RFP to secure professional services expected to cost less than \$20,000. For multi-year services (i.e., legal counsel, auditing service, insurance broker/consultant, etc.) the Library will complete an RFP process for the service at least every 5 years.

Credit Card

The Library Manager of the Rockwell Falls Public Library is authorized to establish a credit card in the name of the Rockwell Falls Public Library and the Manager. All credit card **itemized receipts, descriptions of the goods and services purchased, and the need or purpose of the purchase** must be included with the monthly statement for the Board to review. The credit card limit shall not exceed \$5,000.00. The credit card may be used only to pay for goods or services for official business of the Library and consistent with Library policy, including this policy. The credit card shall not be used for personal expenses.

All balances due on the credit card will be paid within the payment period indicated on the monthly statement. The Library accepts full responsibility for debt incurred on these accounts.