

## **Purchasing and Procurement Policy**

### **Purpose**

The Board of Trustees of the James V. Brown Library has established this purchasing policy to govern the purchase of goods and services for the Library. The Library will make purchases that provide the greatest economic advantage. First consideration will be given to vendors within the library service area who offer competitive pricing and acceptable quality and service.

### **Purchasing Agent**

The Chief Executive Officer & Director shall be the chief purchasing agent of the Library. The Chief Executive Officer & Director is responsible for the library-wide purchasing function and shall have the authority to delegate powers to staff for purchasing items. The Programming and Youth Services Director has the authority to make purchases for programming and a portion of the summer reading budget.

### **Purchasing Guidelines**

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:

#### *Library Materials:*

Books, magazines, audio visual, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a contract discount program. The Chief Executive Officer & Director may redirect expenditures between the collection spending categories or to new categories within the established collection budget for collection expenses up to \$5000 without prior consultation with the board.

#### *Capital and One-Time Purchases:*

The following schedule is related to capital or one-time purchases of non-library materials (i.e. equipment, furniture, etc.) where individual items are at the stated prices and for which there are sufficient budget appropriations.

The Chief Executive Officer & Director may expend up to \$5,000 for goods/services that have not been budgeted as a line item expenditure for the good of the Library, with all appropriate receipt documentation. The Chief Financial Officer will maintain a journal of these purchases for board review. Expenditures of less than \$5000 will generally be expensed in the year of expense.

All public work contracts in excess of \$35,000 and all purchase contracts in excess of \$10,000 shall be subject to competitive bidding. All purchases over \$5,000.00 will have board approval.

For all materials and services not subject to competitive bidding, the Library will solicit at least three competitive quotations when possible for all projects. Such price quotes will be written and based on the following criteria:

The Chief Executive Officer & Director shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Preference will be given to purchasing from local businesses when the total cost, quality, and timeliness of delivery are comparable.

The Chief Executive Officer & Director or Chief Financial Officer are authorized to establish credit cards and charge accounts with businesses from which the Library will make purchases on a continuing basis.

The Chief Executive Officer & Director, Chief Financial Officer, Administrators, Information Technology, Facility Professionals, Outreach Professionals, and District Consultants are authorized to maintain credit cards for making library purchases.

Major library vendors that are supplying computer hardware and software, books, audio-visual materials, and periodical subscription vendors are exempt from the restrictions of this policy. Price should be one of the factors in the evaluation of responses. However, the Library is not required to take the lowest price unless required by grant guidelines. Awards shall be made to the bidder whose bid is responsive to the solicitation and is most advantageous to the Library. (Price, quality, availability, etc.).

If the Chief Executive Officer & Director expects a purchase of non-emergent goods/services to exceed \$5,000, then 3 or more competitive bids will be required.

When Competitive Bidding is not required:

- a) Where the goods or services to be procured are economically procurable from only one source
- b) Where the services required are for professional skills. Professional services such as an auditor,
- c) attorney, architect, or engineer, which involve specialized expertise, use of professional judgment,
- d) and/or a high degree of creativity.
- e) In emergencies involving public health, public safety, or where immediate expenditure is necessary
- f) Contracts for the maintenance or servicing of equipment which are made with the manufacturers or
- g) authorized service agents of that equipment
- h) Where the goods or services are procured from another governmental agency or through a library
- i) cooperative program in which prices have been previously determined by competitive bidding
- j) Purchases and contracts for the use, purchase, or installation of proprietary software
- k) Contracts which by their nature are not adapted to award by competitive bidding, contracts for utility services such as water, light, or heat.

The Chief Executive Officer & Director, or the Chief Financial Officer in the Chief Executive Officer & Director's absence, is the authorized signer for all contracts on behalf of the James V. Brown Library except for purchases less than \$500. Any contract below the \$500 threshold may be signed by the purchasing administrator responsible for those accounts.

**Emergency Purchases:**

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action where the failure to do so would be a detriment to the safety of the Library, its employees, and patrons. If a situation impinges on library services or facilities and an emergency purchase contravening the policy statements above is deemed necessary, the Chief Executive Officer & Director and/or the Chief Financial Officer may authorize up to \$5000 for the purpose of addressing an emergency purchase of goods or services without prior board action.

Established procedures will be followed as much as is practicable under the circumstances. A written justification of the nature of the emergency and the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for the purchase.

The Purchasing and Procurement Policy shall be reviewed every three years by the Board of Trustees.

Approved by the James V. Brown Library Board of Trustees on October 19, 2023.