

Introduction

Effective and efficient use of funds provided through taxes is essential in the administration of a public entity such as South New Berlin Free Library. This purchasing policy applies to all materials, equipment, supplies and services for use by the Library. It blends efficient business practices and governing policies and is intended to satisfy federal and state operating and audit requirements.

Policy

1. The Library Director is authorized by the Board of Trustees to procure all needed equipment and supplies, within the restrictions of the budget. Invoices will be presented at the following Board meeting for approval and entry into the accounting system.
2. Petty cash is used to pay for customary library expenses up to \$50.00. Examples may include ice melt, snacks for movie night, decorations, DVDs, etc. This list is not limited to those examples cited. Petty Cash documentation will include the following details:
 - Date
 - Name of employee to be reimbursed
 - Amount
 - Details of expense and budget line
 - Copy of receipt
 - Signature of Library Director
3. Single items over \$200.00 must be Board-approved by vote at a board meeting, regardless of whether these items have been included in the approved budget. The Board may request additional quotes.
 - a. Community Room Construction-Related Purchases: The library Director has authorization to approve change orders, not to exceed \$2,000 per order, to a maximum of \$6,000 or 5 orders between meetings, whichever comes first. This clause terminates at the completion of this project.
4. All purchases over \$20,000, and public works contracts over \$35,000 should be put out to bid in the local print media and require three written, sealed bids. Sealed bids for these items shall remain sealed and be opened only by the Board of Trustees. Contracts will be awarded only upon approval of the Board of Trustees.
5. Surplus and second-hand items, including supplies, materials or equipment may be purchased without competitive bidding from federal and state government, or from any political subdivision or district, upon approval of the Board of Trustees.

6. In case of a public emergency resulting from an accident or other unforeseen occurrence, whereby circumstances affecting buildings, public property, or the life, health or safety of employees or the general public require immediate action which cannot await competitive bidding, contracts for work or the purchase of supplies, materials or equipment may be awarded with approval from the Board of Trustees.
7. The purchasing procedures employed shall comply with all applicable laws and regulations of the New York State Education Department.
8. No Board member, officer or employee of this library, or their families, shall be interested financially in any contract entered into by the Board. Financial interest shall mean ownership of, director or trustee of, or investor in a business, but shall not include an hourly or salaried employee unless such employee would derive a bonus from the proposed purchase.
9. Competitive bidding is not required for the procurement of professional services which involve specialized skill, training and expertise, or the use of professional judgement. The Board of Trustees will make the final decision as to acceptance of a provider.
10. Specific items listed and approved in the annual budget (i.e. computers, furniture, etc.) are listed for planning purposes only. A request for the purchase of these items must be presented to and approved by the Trustees prior to ordering the items.

Trustee Initials: _____

Date: _____