



Schuylerville Public Library Policy: Purchasing

The Schuylerville Public Library establishes this purchasing 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 Director, or another person designated by the Board of Trustees, may commit the Library to make purchases. 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 the 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 Library in a satisfactory manner.
3. It is the responsibility of each purchaser, supported by the Library Director and Board of Trustees, to secure the required quotes 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. The Library Director shall have the final authority on all purchase decisions.
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 program 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.
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 Director must submit a written justification for an exemption with the purchase. If such request is for a purchase in excess of \$20,000, 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, material, 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

52 Ferry Street · Schuylerville NY 12871 · 518-695-6641 · <http://schuylervillelibrary.sals.edu/>

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.

Purchases	Public Work	Requirement
Up to \$2,999	Up to \$4,999	Discretion of Appropriate Staff
\$3,000-9,999	\$5,000-9,999	Minimum of three, documented oral/phone/fax/email quotes
\$10,000-19,999	\$10,000-34,999	Minimum of three written quotes
\$20,000 and above	\$35,000 and above	Formal bid process approved by the Board of Trustees

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

Emergencies

In the event of an emergency over \$3,000, the Library Director will obtain three verbal quotes if possible. Either the President or the Vice President will approve the expense.

Tax Exemption

Amounts paid for sales tax will not be reimbursed; based upon the fact that the Library District is an exempt unit of local government.

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 Director at each monthly Board meeting and approved by a majority vote. Each check shall be signed by two trustees, with the exceptions of payroll and pre-approved utility bills, which are signed by the Treasurer.

Professional Service Contracts

The Library will conduct a formal Request for Proposal (RFP) process to secure any professional services expected to cost \$20,000 or more. 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 Director of the Schuylerville Public Library is authorized to establish a bank card in the name of the Library and the Director. All card statements and correspondence must be sent to the Library. The card limit will be determined by the Trustees. The bank card may not be used for personal expenses.

Library policies are posted on the Schuylerville Public Library web site:

(<http://schuylervillelibrary.sals.edu/>) and are available upon request. Requests should be directed to: Library Director, Schuylerville Public Library, 52 Ferry Street, Schuylerville, NY 12871, (518) 695-6641. Approved by the Board of Trustees Sept 13, 2016 Amendments Approved May 8, 2018

