

Sarah Hull Hallock Free Library Purchasing Policy

Each year the Library Director, with input from the Board Chief Financial Officer and Library Treasurer, drafts an annual operating budget. The Board of Trustees of Sarah Hull Hallock Free Library discusses and revises the draft, and then votes to approve this annual budget. In addition, the Board votes on the annual Library Facility Plan and Technology Plan, which prioritizes improvements. These documents guide purchases throughout the fiscal/calendar year.

Ongoing Purchases/Payment of Services

- The Director purchases lending materials, technology and programming services for the library at his/her discretion.
- The Director also approves purchases of supplies, maintenance services, necessary equipment, etc., as planned for in the approved annual operating budget.
- The Director is also able to make purchases as defined by awarded grants.

The Director will consult with the Board of Trustees and seek a vote, when:

- A one-time purchase of a necessary service or piece of equipment costs more than \$500 and is not planned for in the annual budget.
- Budget line allocations are insufficient to cover needed purchases (e.g., more funds needed for electronic books) during the course of the fiscal year.
- The purchase/service will dramatically alter the appearance or operation of the library for the foreseeable future (e.g., removal of specimen plantings, purchase of large furnishings).

Special Project Purchases/Payment of Services

The Board of Trustees will discuss and vote on funding improvements to the physical plant when these expenses are not covered by the Library's annual operating budget. These purchases will be noted in the Treasurer's quarterly and annual reports as Special Board Projects.

Purchase Procedure

- Purchases \$500 and under at the discretion of the Director.
- Purchases from \$501 to \$2,000 Director consults with Treasurer and President.
- Purchases from \$2,100 to \$5,000 Director and/or purchasing agent (appointed by the Board) make a concerted effort to obtain three verbal quotes. The Board approves funds based on quality, cost and availability (of contractor).
- Purchases from \$5,100 and up Director and/or purchasing agent (appointed by the Board) will obtain three written quotes. If one of the bids is delayed due to the negligence of the vendor(s), the choice will be made from the bids obtained from interested vendors. The Board approves funds based on quality, cost and availability (of contractor).

Emergency Purchases

In the case of an emergency, the most expedient route to mitigating damage to the library must be taken.

1. Any staff or Board member who is present at the library at the time of an emergency - broken pipe, etc. - should immediately call one of our trusted vendors that has been used by the library in the past.
2. The Director or an Officer of the Board of Trustees (or any member of the board or the office manager if they cannot be located) should be informed of this action as soon as possible, and the cost of urgent response accepted.
3. The initial emergency and first response will be communicated to the entire Board of Trustees and Director, and the library's insurance agent.
4. Repairs, measures preventing further damage, and replacements (for instance, in the case of flooding) should be discussed and prioritized by the Board Officers and Director and presented to the Board of Trustees as quickly as possible. Those non-urgent purchases that lie outside the annual budget's allocations will follow a regular purchase procedure.

Use of Accounts and Credit Cards for Purchases

Two M&T Bank Visa credit cards are issued: one to the Library Director and one to the Office Manager. Receipts must be submitted promptly, noting the budget line that is to be charged.

Petty Cash Funds

The library maintains a petty cash bank box of \$100 on site. Petty cash from this box may be used if a staff member needs to make an *immediate* library purchase for under \$100 (and credit cards/accounts and checks cannot be used at that time). Prior permission is needed either from the Director or Office Manager. Receipts must be submitted promptly, noting the budget line that is to be charged.

Reimbursement Procedure

Please note that the library does not expect or require staff members to use their own funds or credit to make *approved* library purchases. If staff opts to do so, they must submit a receipt to the Director or Office Manager for review before reimbursement by check (i.e., not petty cash).



Rosemary Wein,
President, Board of Trustees

1/25/2023
Date