

## Purchasing Policy

Galway Public Library purchasing policy was created in order to comply with generally accepted auditing standards and cost containment. 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:

1. **Library Materials:** Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.
2. **Capital and One-Time Purchases:** The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.

### **Purchase Amount Policy**

- Up to \$1000 - Discretion of the Library Director
- \$1000 - \$3,000 - Minimum of three documented telephone quotes approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees
- \$3,000 - \$25,000 - Minimum of three written quotes approved by the Board of Trustees
- Over \$25,000 - Formal bid process approved by the Board of Trustees

3. **Ongoing Expenditures:** The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

### **Purchases Public Works Policy**

- Up to \$2,000 - Discretion of the Library Director
- \$2,000 - \$5,000 - Minimum of three documented verbal quotes or a documented reasonable alternative approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees
- \$5,000 - \$25,000 - Minimum of three written quotes or a reasonable documented alternative approved by the Board of Trustees

\$25,000 or more - Formal bid process approved by the Board of Trustees

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

5. **Emergencies:** In the event of an emergency over \$1,000, the Director will obtain three verbal quotes if possible. Either the Treasurer or the President will approve the expense.

1. **Items Not Subject to Bid** are as follows:

- a. Professional services which involve specialized expertise, use of professional judgment, and/or a high degree of creativity, such as:

1. Attorney

2. Architect
  3. Engineer, and
  4. Land surveyor
- b. Emergencies arising from
    1. an accident or other unforeseen occurrence
    2. a situation in which public buildings, property, or residents are at risk, or
    3. immediate action is required that cannot await competitive bidding
  - c. State contracts which are regulated by the Office of General Services
  - d. Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest
  - e. A memo to the file should be made which details why the procurement is not subject to competitive bidding.

I certify that our Board of Trustees adopted the above at a meeting held on 4/17/13.

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Susan Y. Stewart, Board President