

PURCHASING AND EXPENDITURES POLICY

PURPOSE:

The Albany Public Library establishes this purchasing and expenditures 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.

POLICY:

General

1. Only the Executive Director, members of the Library's management staff (administration and department supervisors), 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 supervisor, supported by the Library administration, 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 Executive 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 supervisor making the purchasing request must submit a written justification for an exemption to the Executive Director and the Chief Fiscal Officer, who will review the request and determine whether to allow such an exemption. 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 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 \$4,999	Up to \$7,499	Discretion of Appropriate Staff
\$5,000-9,999	\$7,500-9,999	Minimum of three, documented oral
\$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

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

Claims

All invoices and pre-payments shall be paid in accordance with procedures established by the Board of Trustees.

Check Signing

The Board Treasurer will sign all checks after approval of the Check Register by the Board of Trustees. Checks for payments in an amount over \$10,000, and any check made payable to the Treasurer as payee, shall require a second signature by either the Executive Director or their designee(s) or the Board President.

Use of Procurement Cards

The staff of the Library may use Library-assigned procurement cards to facilitate cost-effective purchases for the Library. Cards will be assigned at the discretion of the Executive Director and Budget Manager. Cardholders and their authorized designees may use the procurement card only to pay for goods or services for official business of the Library and consistent with library policy, including this policy. Personal charges of any type are prohibited.

Documentation detailing the goods and services purchased and the business need for the purchase shall be maintained by the cardholder and submitted to the Business Office. Purchases using a Library procurement card must be for budgeted expenditures or expenditures approved by the Executive Director or their designee. Cardholders are responsible for the protection of procurement cards issued

to them and are required to immediately notify the financial institution issuing the card and the Library's Business Office if the card is lost or stolen. Cardholders must immediately surrender the procurement card upon leaving the employ of the Library.

All balances due on procurement card and business charge accounts will be paid within the payment period indicated on the monthly statement. The Library accepts full responsibility for authorized debt incurred on these accounts. The Executive Director or their designee(s) shall maintain procedures to ensure the objectives of this policy are achieved.

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.

Library policies are posted on the Albany Public Library web site and are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

RESPONSIBILITY:

The Executive Director and Chief Financial Officer are responsible for compliance with this policy.

APPROVED/REVIEWED:

Adopted: August 2012
Reviewed: May 2015
Reviewed: November 2017
Amended: March 2021