

Spring Township Library Association

Purchasing and Procurement Policy

In order to operate the Library in an efficient manner on a day to day basis the Spring Township Library Association Board of Trustees hereby establishes this Purchasing Policy to direct the Library Director, Branch Manager and other staff in their daily spending decisions. By establishing this policy the Board of Trustees is entrusting the members of the Library staff with the responsibility of knowing their respective individual budget limits as well as their respective individual level of spending authority.

The Board encourages the staff to make Library purchases from local businesses if possible and when the purchase makes the best economic sense for the Library.

The terms “purchase” and “purchases” means the acquisition of goods and services for the Library exclusive of (1) payroll, (2) taxes, and (3) collection acquisitions.

All purchases are to be made within the limits of the annual budget as established by the Board of Trustees.

The responsibility for monitoring these expenses rests with the Library Director and Branch Manager respectively. The Library Director and the Branch Manager will work with the Board appointed Bookkeeper to ensure accurate financial records. Monthly financial reports will be sent to the Board by the Bookkeeper.

Purchases at the Library Director’s direction and discretion shall follow the following criteria:

1. purchases shall not be in excess of \$1,000.00,
2. purchases must remain within the limits of the annual budget,
3. purchases must be necessary and in the ordinary course of business,
and
4. purchases shall be reported to the Board through such processes as the Board shall from time to time establish.

Emergency purchases are purchases of goods and services which must be made immediately if a delay threatens the life, health, safety, property or welfare of the Library or the patrons of the Library. If an emergency purchase must be made, the Library Director shall need only the approval from the President or the

Adopted at a regular and open meeting of the Board of Directors of the Spring Township Library Association on February 11, 2021. Reviewed June 13, 2024, 11/13/2025

Vice President of the Board of Trustees and the Library Director shall not need the approval from the entire Board of Trustees.

Absent an emergency, purchases of goods and services in excess of \$1,000 shall follow the following criteria:

1. Purchases in excess of \$1,000 but not in excess of \$5,000: where possible, the Library Director shall obtain at least three (3) informal telephonic or written competitive quotes which shall be presented for selection to the President of the Board of Trustees or if the President of the Board of Trustees shall be unavailable, to the Vice President of the Board of Trustees. In each instance, the Board of Trustees shall be advised of the purchase at the next meeting of the Board.
2. Purchases in excess of \$5,000: where possible, the Library Director shall obtain formal written competitive bids in conformity with a bidding process and documentation as are approved by the Library's Solicitor, which competitive bids shall be submitted and subject to the approval of the Board of Trustees.

Notwithstanding anything to the contrary, absent an emergency as referred to above, all purchases of goods and services which are not within the limits of the annual budget established by the Board of Trustees, shall be subject to approval of the Board of Trustees.

17F414602

Adopted at a regular and open meeting of the Board of Directors of the Spring Township Library Association on February 11, 2021. Reviewed June 13, 2024, 11/13/2025