Exeter Community Library
Purchasing Policy

1. Purpose

To ensure the efficient and responsible financial operation of the Exeter Library Association, the Board of Trustees establishes this Purchasing Policy to guide the Executive Director and authorized staff in daily spending decisions for the Exeter Community Library.

This policy entrusts the Executive Director, and staff authorized by the Executive Director, with the responsibility of:

- Understanding budget limitations.
- Determining when Board of Trustees approval is required for purchases.
- Following spending authority levels as outlined in this policy.

The Board of Trustees encourages staff to prioritize purchases from local businesses when financially and operationally beneficial to the library.

2. Purchase Definitions

For the purpose of this policy, the terms “purchase” and “purchases” refer to the acquisition of goods and services for the Exeter Community Library, exclusive of:

- Payroll expenses.
- Taxes.
- Library collection acquisitions (books, digital materials, subscriptions, etc.)

3. Purchase Limits and Procedures

All purchases shall adhere to the limits of the annual budget established by the Board of Trustees. The Executive Director is responsible for monitoring expenses and ensuring compliance with this policy. The Executive Director shall collaborate with the Board of Trustees-appointed Bookkeeper to maintain accurate financial records. Monthly financial reports shall be provided to the Executive Director and Board of Trustees by the Bookkeeper.

Purchases made at the discretion of the Executive Director shall meet the following criteria:

- Individual purchases shall not exceed $5,000.00.
- Purchases shall not create credit obligations exceeding normal trade payable terms (generally 30 days or less).

- Purchases shall remain within the limits of the approved annual budget.
- Purchases shall be necessary and in the ordinary course of business.
- Any work that exceeds routine maintenance, defined as repairs or services over $10,000 require at least three competitive bids before Board approval.

4. Emergency Purchases

The Executive Director may authorize emergency purchases with approval from the President of the Board of Trustees (rather than the full Board of Trustees). Emergency purchases refer to goods and services that shall be obtained immediately to prevent a threat to:

- Life, health, or safety;
- Exeter Community Library property; or
- The welfare of Exeter Community Library patrons.

In such cases, the emergency purchase shall be reported by the Executive Director to the full Board of Trustees for ratification at the next scheduled Board of Trustees meeting.

5. Invoice Authorization

All invoices exceeding $5,000 need to be authorized by the Board of Trustees prior to payment.

- The responsible party shall initial and date the invoice before submitting it to the Bookkeeper appointed by the Board of Trustees.
- If an invoice lacks proper authorization, the Bookkeeper shall return it for approval before processing payment.
- No payment shall be made unless an invoice has been properly authorized and submitted to the Bookkeeper.

6. Credit Cards

The Exeter Community Library shall maintain a bank-issued credit card account solely for the purchase of goods or services necessary for official library business. Authorized card holders include the following:

- Executive Director
- Youth Services Librarian
- One designated Library Assistant responsible for purchasing supplies

The credit card is to be used exclusively for authorized purchases and may not be used for cash advances or personal expenses. The card should remain on Exeter Community

Library premises unless temporarily needed for an offsite purchase. In such cases, it shall be returned to the Exeter Community Library immediately following the purchase. All purchases shall be supported by receipt documentation, which shall include:

- Description of goods or services purchased
- Cost of the items
- Date of purchase

The Executive Director is responsible for safeguarding the credit card. If the card is lost or stolen, the Executive Director shall immediately notify the issuing financial institution. All credit card purchases shall be verified and reviewed monthly by the Executive Director in their report to the treasurer for payment of bills.

Unauthorized use of the credit card shall result in disciplinary action consistent with applicable law and the policies of the Exeter Community Library Board of Trustees.

7. Policy Review & Approval

This policy was reviewed and approved by the Exeter Library Association Board of Trustees. It shall be reviewed periodically to ensure continued compliance with best financial practices.

Effective November 16, 2017
Revised October 18, 2018
Revised August 12, 2019
Reviewed December 14, 2020
Revised April 14, 2025