



Mifflin Community Library

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POLICY

PURCHASING **Effective May 24, 2017**

In order to operate the Library in an efficient manner on a day to day basis the Mifflin Community Library Board of Trustees hereby establishes this Purchasing Policy to direct the Library Director and other staff, as authorized by the Library Director, in daily spending decisions. By establishing this policy the Board of Trustees is entrusting the Library Director, and staff authorized by Library Director, with the responsibility of knowing budget limits, as approved by Board of Trustees, and spending authority levels, as defined by this policy.

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. The Library Director will work with the Board appointed Bookkeeper to ensure accurate financial records. Monthly financial reports will be sent to the Library Director and Board Treasurer by the Bookkeeper. The Library Director will subsequently forward monthly financial reports to the entire Board of Trustees on a timely basis.

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 shall not create credit obligations which exceed normal trade payable terms, generally ≤ 30 days
3. purchases must remain within the limits of the annual budget, and
4. purchases must be necessary and in the ordinary course of business.

In addition, emergency purchases are goods and services which must be purchased 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 needs to be made, the Library Director shall need only the approval from the President of the Board of Trustees or the Treasurer and the Library Director shall not need the approval from the entire Board of Trustees. Such emergency purchases will be presented to the Board of Trustees for ratification at the next regularly scheduled Board of Trustees meeting.

Credit Card Usage

The credit card may be used only by authorized users for the purchase of goods or services for the official business of the Mifflin Community Library. Authorized users include: Library Director, Youth Services Librarian and one designated Library Assistant in charge of purchasing supplies. Supporting receipt documentation must be submitted detailing the goods or services purchased, cost and date of purchase. Usage is limited to purchases and does not allow cash advances.

The Library Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen. The credit card should remain in the library unless it is needed offsite for a purchase and then must be returned following the purchase.

The Mifflin Community Library Board will use disciplinary measures consistent with the current law for unauthorized use.

Policy reviewed & approved on January 27, 2021 by the Mifflin Community Library Board of Directors.