

NORELIUS COMMUNITY LIBRARY

PROCUREMENT POLICY

Purposes

The purpose of this procurement policy is to enact guidelines for the Board of Trustees, Library Director and Library staff in furtherance of the City of Denison's procurement policy which was established on March 5, 2019. The Board always has the authority to alter these policies and procedures during any lawfully-called meeting but absent unusual circumstances, it is determined by the Board to be in the best interests of the citizens that the below guidelines be followed.

Purchasing Policy

1. The Library Director is authorized to make any and all purchases necessary and incident to running the library so long as the total amount of the purchases does not exceed the amount allocated to any particular line item in the budget in that budget year. For example, the 2019-2020 budget provides \$500.00 for "dues and subscriptions". The Director may spend all \$500.00 of this amount without seeking the Board's pre-approval.
2. The Library Director may authorize any staff member to complete purchases on behalf of the Library, in the ordinary course of business.
3. If the financial allocation made in any line-item of the approved budget is insufficient, the Library Director shall consult with the Board before using funds from one line item to pay for items that should be allocated to another line item. For example, the 2019-2020 budget lists "Binding" as an expense and has allocated \$1,000.00 for this expense. If it is perceived by the Director that some or all of the "binding" money will not be needed for binding that year and can instead be better used to cover an added "technology" expense, or other line item expenses, the Director will bring this to the Board's attention at the monthly meeting prior to exceeding the budgeted line-item for "technology". If the Board approves movement of funds from one line-item to another, when said funds are spent, they shall be tracked and logged by the Library Director and placed into the budgeted line-item expense category most appropriate for the actual use of the funds rather than the budgeted use of the funds. Accordingly, if the "binding" money is all spent on "technology" the expense shall be logged as "technology" so that the Director, Board, and city have a better idea of the actual, ongoing needs of the library for the next budget year.

Prohibited purchases

The following purchases cannot be made from Library funds:

1. The purchase of any illegal substance or services
2. Gambling related purchases
3. Purchases made for personal benefit with no value to the Library
4. Any purchase not done in accord with state or federal law

General Procurement Guidelines

1. Any one-time purchase which is anticipated to exceed \$5,000.00 must be approved by the Board in advance of the expenditure except payroll expenses.
2. All improvements that are \$25,000, or more, will require a performance bond, per city code. The Director shall coordinate with the City Manager for these types of larger expenses.
3. Purchases over \$5,000 will require at least two price quotes or estimates, in writing. If the Library is unable to obtain more than one quote or estimate because the goods are services are special or unique or due to lack of interest, the Board and Director shall make special note of that fact in the Minutes for the meeting during which any quote or estimate is approved.

No Preferences or Discrimination

The Library will not discriminate against any person or entity due to their geographic location when determining whether or not to accept any quotes, bids, or estimates for purchases over \$5,000.00. The Library Director is authorized to contact any supplier/provider of which the Library Director is aware whether via the Director's own knowledge, or upon advice of the Board, Library Friends, colleagues, staff, or other individuals. No preference shall be automatically given to any person or entity.

In determining whether or not to accept any bids or quotes or estimates, the Director and Board may, but are not required to, consider: the provider/supplier's written or oral references, the provider/supplier's history of good or bad performance, the time-frame in which the provider/supplier can perform the work, the amount of the bid compared to others, whether the provider is insured, whether the provider/supplier has any warranties or guarantees, or any other legitimate factor, but no illegal factors such as age, race, gender, sexual orientation, national origin, religion, or geographic location. No factor is dispositive nor more or less important than any other factor.