

# Procurement Policy

## Purpose and Scope

This policy establishes fair, transparent, and accountable procedures for acquiring goods and services while avoiding conflicts of interest.

## Policy

- All procurement must support library operations and be consistent with the approved budget.
- Purchases must be reasonable, necessary, and documented.
- No trustee or employee may personally benefit from library procurement. This rule is consistent with the library's Conflict of Interest Policy.

## Spending thresholds and approval requirements:

- Up to \$1,000: Library Director approval with documentation. These purchases must still go through the monthly claims auditing and Board approval process.
- \$1,001 to \$9,999: Board approval with at least three quotes when feasible.
- \$10,000 or more: Formal Board approval with written bids.

## Emergency purchases:

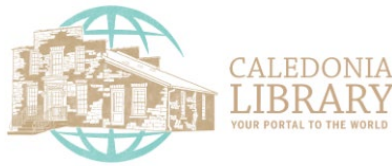
- The Director may approve emergency purchases up to \$3,000 beyond the standard limit, with approval from the Treasurer and Board President.
- Emergency purchases must be reported in writing to the Board at the next meeting.

## Documentation and recordkeeping:

- All purchases must include documentation such as purpose, vendor, cost, and supporting quotes or bids.
- Records will be maintained for Board review and audits.

## Vendor selection:

- Vendors will be selected based on quality, cost, reliability, and service.
- Vendors must provide proof of insurance.
- Competition is required whenever possible.



## Authority and Oversight

The Board has ultimate authority over procurement. The Director manages day-to-day purchasing. The Treasurer verifies compliance.

*Approved 5/26/15, Amended 2/23/16, Amended 6-30-20,  
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