

## **Hardin County Public Library Purchasing Policy**

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. **Library Materials:** Books, magazines, AV, and other such materials intended for patron use including programming supplies are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.
2. **Capital and One-Time Purchases:** The following schedule is related to capital and or one-time purchases on non-library materials where individual items are at stated prices and for which there are sufficient budget appropriations.

### **Purchase Amount Policy**

- Up to \$1,000 – Discretion of the Director
  - \$1,000 - \$3,000 – Minimum of three documented telephone, online or catalog comparisons approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees
  - \$3,000 - \$25,000 – Minimum of three written quotes approved by the Board of Trustees
  - Over \$25,000 – Formal bid process approved by the Board of Trustees
3. **Ongoing Expenditures:** The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

### **Purchases Public Works Policy**

- Up to \$2,000 – Discretion of the Director
  - \$2,000 - \$5,000 – Minimum of three documented telephone or online, quotes approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees
  - \$5,000 - \$25,000 – Minimum of three written quotes approved by the Board of Trustees
  - Over \$25,000 – Formal bid process approved by the Board of Trustees
4. The Library will comply with all Kentucky State requirements for public works projects.
  5. **Emergencies:** In the event of an emergency over \$1,000, the Director will obtain three verbal quotes, if possible. Either the Treasurer or the President will approve the expense.
  6. **Library Credit Card:** The credit card has a limit of \$2,000 and must be signed out prior to use. The director must approve, in advance, all uses of the card by other employees. The banking debit cards have a limit of \$1,000 for the director and \$500 for the administrative assistant.

Approved by the Board of Trustees, April 14, 2011