

## **PURCHASING**

Staff is authorized to purchase books and other materials for the public, standard supplies and replacements of custom fixtures as outlined in the annual budget.

Administrative staff is authorized to enter into routine repair and maintenance contracts as permitted by the budget without prior Board approval.

Administrative staff also is authorized to approve routine Library purchases up to \$2,500 as permitted by the budget without prior Board approval. However, the amount over budget may never exceed \$500 without Board approval.

### Purchases under \$20,000

Whenever practical, Library staff should obtain at least three estimates before purchasing services, equipment or materials for the Library. A purchase contract should be awarded to the lowest qualified bidder with the approval of the Board of Trustees as necessary.

### Purchases over \$20,000

Specifications and a contract must be prepared for expenditures estimated to exceed \$20,000. A one-time legal notice should be placed in a local newspaper of general circulation inviting bids. Specifications and instructions to bidders should be distributed to those firms identified as appropriate, and any firms which request specifications and instructions. A closing time and date shall be specified for all bids which will be publicly opened and read at that time. All instructions to bidders should note that the Board reserves the right to reject any or all bids, and may waive irregularities.

Staff should refer all bids to the Board with an analysis and a recommendation for acceptance or rejection.

### Insurance

All companies bidding on insurance coverage for the Library shall have an A.M. Best Co. rating of at least A- or the equivalent.