



Purchasing & Expenditures Policy Wiggin Memorial Library

PURPOSE

This policy is designed to provide uniform procedures for the purchasing activities of the Wiggin Memorial Library. The intent of the policy is to encourage maximum competition through fair and equal opportunity and to insure that public funds are spent in the most prudent fashion. Price, quality, warranty, service, availability, past performance and available references shall be some of the factors considered when making purchasing decisions. This policy shall apply to the staff and Trustees of the Wiggin Memorial Library.

FOR PURCHASES:

Under \$5,000: Staff and Trustees should use their best judgment as to the source and number of quotes obtained. All purchases \$1,000 or more require prior authorization from the Library Director.

\$5,000 – \$9,999: Informal bids/quotes from at least three sources must be obtained. Quotes via telephone (with notes taken), fax and email are accepted. This documentation should be attached to the invoice.

\$10,000 or more: Purchases in excess of \$10,000 require Board of Trustees approval. Purchases from Capital Improvement Plan (CIP) funds in any amount require prior authorization by the Stratham Select Board.

A sealed bid process must be used for major purchases. Any invitation to bid must be publicly advertised by posting in two public places, distribution to prescreened vendors as may be appropriate, advertising in local news media and/or such means as may be appropriate at least ten (10) business days prior to the time set for submittal of sealed bids. Sealed bids must be received by a posted deadline. All bids shall be opened on a date designated in the bid request. The Board of Trustees may solicit recommendations and/or expert advice when considering bids. The Board of Trustees may reject any bid deemed insufficient or inadequate, or as a result of factors such as quality, warranty, service, availability, past performance and available references. The Board of Trustees reserves the right to reject all bids.

CASES EXEMPT FROM THE BIDDING PROCEDURE

The Board of Trustees may approve a major purchase without a bid under the following conditions:

- a. The item to be purchased under State or Federal Bid Lists
- b. There is only one known source of purchase and/or there is no comparable substitute
- c. An item or service is required on an emergency basis

Where possible, the library will consider the use of State and Cooperative purchasing contracts for goods and services as such contracts and purchases may provide savings to the community.

EMERGENCY PROCUREMENTS

Emergency procurements may be made when a threat to staff and/or patron health, welfare or safety exists. In the instance of an emergency, the Board of Trustees authorizes the staff to approve such emergency purchases. The Board of Trustees shall be notified as soon as possible as to the emergency and the associated expenses.

CREDIT CARD USE

The Wiggin Memorial Library Board of Trustees will make all decisions regarding credit card issuance and controls. The library director will manage staff use of the credit card and enforce controls on use. The maximum credit limit allowable by the Board of Trustees is \$5,000.

- A. The Board of Trustees can cancel or suspend an employee's library credit card at any time.
- B. The Library Director, who assumes appropriate use and whose name appears on the card, can authorize other employees to make purchases. Employees utilizing the credit card are responsible for the security of the credit card and for the confidentiality of the credit card number, expiration dates, security codes, etc.
- C. Library credit card is to be used for budgeted, Wiggin Memorial Library purchases only. Cash advances of any kind are prohibited. Travelers' checks and money order purchases are also prohibited. Examples of common types of purchases include:
 - a. Collection materials and processing supplies
 - b. Program supplies & refreshments
 - c. Digital media (ebooks, etc.) for library-owned devices
 - d. Professional memberships
 - e. Conference/workshop registration and related travel expenses
 - f. Office equipment and supplies
 - g. Hardware and software
- D. Library credit card is not to be used for personal purchases or expenses of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Wiggin Memorial Library is prohibited.
- E. Any misuse of a Wiggin Memorial Library credit card by an employee may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination of employment. In addition, the employee will be required to reimburse the library for any improper credit card purchases.

Procedures, Oversight, and Audit:

- A. Library credit card will be established in the name of the Wiggin Memorial Library and issued in the Library Director's name.
- B. Prior to the initial receipt of a library credit card, the Library Director and all employees authorized to use the card must agree to and sign the Credit Card Policy Employee Acknowledgement document.

- C. Library credit card is the property of the library and must be returned to the Trustees upon termination of employment with the library.
- D. Each time the library credit card is used, the customer copy of the receipt or order payment is to be submitted to the Library Director for prompt payment processing. All submitted receipts should clearly show the items purchased and include a notation of the budget category for each item.
- E. It is the responsibility of the cardholder and/or authorized user to notify the bank immediately if the credit card is lost, stolen or fraudulently used. The Chair or Treasurer of the Board of Trustees should also be notified.
- F. It is the responsibility of the authorized user to notify the Library Director as soon as possible in the event that a personal purchase is made accidentally using the library credit card (see Policy section E for potential disciplinary action related to personal purchased made using the library credit card).

Signatures of the Board of Trustees indicate adoption of this policy.

Adrianne R. Sherry, Trustee

Date: 4/17/2023

Véronique G. Lefebvre, Trustee

Date: 4/17/2023

Arum M. K. Bati, Trustee

Date: 4/17/2023

Connie G. Selman, Trustee

Date: 4/17/2023

Susan E. Wilbur, Trustee

Date: 4/17/23