



Purchasing Policy

In order to ensure responsible stewardship of Library resources, the Board of Trustees is guided by the following policy regarding library purchasing.

Tax Exempt

As a registered 501c3, York Public Library is tax-exempt. All library purchases are tax exempt, and in all cases they should be processed as such. Exceptions can be made for minor purchases made with petty cash.

Purchasing Agent/Authority for Budgeted Purchases

The Executive Director shall be the chief purchasing agent of the Library. S/he is responsible for library-wide purchasing functions and has the authority to delegate powers to other staff when necessary. Purchases are subject to the procurement table below.

If funds are budgeted for:

- Department Heads may initiate purchases up to \$500.
- If purchase is over \$500, Department Heads must obtain approval from the Executive Director or the Assistant Director in her/his absence.
- Executive Director may solicit quotes and initiate spending up to \$10,000.
- Purchases in excess of \$10,000 require Executive Director to solicit quotes and obtain approval from the Executive Board.
- Purchases \$10,000+ that are *not* budgeted for require approval from the full Board.

Prior to making any purchases, the vendor or company should be provided proof of our tax exempt status so as not to tax the purchase.

Sustainable Purchasing

The Library is committed to addressing climate change and doing our part to preserve the natural environment. Toward that end, the Library shall endeavor to purchase and use sustainable and environmentally friendly services, supplies, goods, and equipment whenever available and practical to do so. We will encourage but not require contractors and suppliers to meet our standards of environmental performance. The following factors will be considered when making purchasing decisions. In no particular order:

- Environmental attributes of product and company.
- Price and performance.

- Pollution prevention throughout the purchasing process including transit, packaging and Multiple environmental attributes throughout a product's lifecycle (manufacture through use and disposal) including whether the product contains or produces toxics and the ability of an item to be repaired or repurposed.

Nothing in this policy shall prohibit the Library from considering a product or vendor more suitable and/or available at a more competitive price even if it does not meet the above aspirational factors.

Cash Purchases

A balance of \$100 is kept in petty cash in order to support the minor costs of postage, emergency programming supplies, and unexpected needs. All anticipated materials should be purchased through standard channels and petty cash reserved for those unplanned or last minute purchases. Receipts for each transaction will be kept and submitted when the balance needs to be refreshed. All petty cash transactions require signing in and out the funds, which are kept in a locked closet.

Credit Card Purchases

Two credit cards exist for library purchases, one for the Executive Director and one for the Assistant Director. Both must remain under lock and key. The credit card may be used for purchases up to \$500 in support of library business if accounted for in our operating budget. Purchases over \$500 require the advance approval of the Executive Director or, in her/his absence, the Assistant Director. Prior to making any purchases the vendor should be provided proof of our tax exempt status so as not to tax the purchase.

Purchases Requiring Reimbursement

In those instances when an employee, Trustee, or volunteer (pertaining to a library committee or program), incur library related expenses up to \$100 they pay themselves with a reasonable expectation of reimbursement (ex. purchases at conferences, parking fees and tolls, incidentals for an art exhibit opening,) receipts must be attached to a requisition for reimbursement and submitted for payment. For amounts over \$100, purchases must be cleared by a supervisor.

Check Purchases

The vast majority of library purchases are invoiced and paid for by physical checks, issued by the YPL bookkeeper on a bi-weekly basis. Authorized signatories are the Executive Director, Board President, Board Vice President, and Treasurer. For checks in excess of \$10,000, two signatures are required to issue payment. In an emergency, the Executive Director has the authority to issue a check in excess of \$10,000 but less than \$25,000 *after notifying the Executive Committee.*

Procurement Table

Dollar Value	Petty Cash	Credit Card	Quotes Required	Level of Approval
\$0 - \$99.99	X	X		Department Head
\$100 - \$499.99		X		Department Head
\$500 - \$9,999.99			recommended if \$5,000+	Director
\$10,000 - \$24,999.99			X	Executive Committee
\$25,000+			X	Board of Trustees

Approved by the York Public Library Board of Trustees August 10, 2023