

Policy: Purchasing**Approved: 4/17/08****Amended: 12/15/16****Reviewed: 12/15/16, 1/17/19**

The operation of the Library depends on securing materials and services in order to meet library service objectives. To operate effectively, every program of the Library depends on the timely and efficient acquisition of these materials, or on the provision of these services. Among the kinds of things that must be acquired or provided are:

- Library materials in a wide variety of formats
- Periodicals
- Databases
- Catalog records
- Supplies for story hours
- Office supplies
- Computer hardware and software
- Copiers and printers
- Technical support
- Utilities
- Communications services
- Custodial service
- Landscaping
- Security service
- Insurance
- Building systems maintenance
- Equipment maintenance

The Library Board determines overall Library priorities and provides for an annual budget to meet the expected costs of the Library operation, including the anticipated costs of goods and services to be used by the Library.

The Library Director is entrusted with the responsibility of implementing the budget by administering a program of procurement. It is the Library Director's responsibility to see that the criteria of appropriate quality, cost-effectiveness, timeliness, efficiency, and performance are applied both to the selection of service providers and to their retention.

The Library Director is responsible for keeping the Library Board informed of purchasing activities and their impact on the budget by presenting financial reports on current expenditures. The Library Board shall monitor the purchasing process to assure that resources are managed effectively and efficiently. As part of this monitoring

responsibility, the Finance Committee of the Board will periodically review all contracts, particularly when preparing the annual budget.

The Library follows the small purchases procedure of the City of Bristol, VA, whereby

- Purchases that do not exceed \$2,500 are exempt from competitive practices and procedures;
- The procurement of goods or services expected to cost between \$2,500 and \$15,000 requires a minimum of three written quotes;
- The procurement of goods or services expected to cost between \$15,000 and \$50,000 requires a minimum of four written quotes;
- The procurement of goods or services expected to cost over \$50,000 shall require the solicitation of competitive sealed bids or proposals.
- Professional services that are expected to exceed \$30,000 shall require the solicitation of competitive sealed proposals.

All purchasing is governed by the Virginia Procurement Act.