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POLICY

PURCHASING **Effective May 24, 2017**

In order to operate the Library in an efficient manner the Mifflin Community Library (MCL) Board of Trustees hereby establishes this Purchasing Policy to direct the Library Director (a/k/a "Director") and his or her authorized staff, in daily fiscal decisions. By establishing this policy the Board of Trustees entrusts the Director, and his or her authorized staff, with the responsibility of knowing and managing fiscal budget limits, as approved by Board of Trustees, and spending authority levels, as defined by this policy. For purposes of this policy, the Library Director and authorized staff shall also be known as "Mifflin Community Library Staff."

No MCL employee, member of the employee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the employee or a member of the employee's family will be allowed to sell goods or services to the MCL without the prior written consent of the Library Director. Any proposed transaction exceeding a cumulative total of \$10,000 per fiscal year shall be disclosed to the Library Board Treasurer and President immediately.

In accordance with the MCL Conflict of Interest Policy which is incorporated by reference herein, no member of the Board ("Trustee") who is affiliated with any vendor of goods or services to the MCL shall participate in the consideration or administration of any contract or agreement with that vendor. (See Mifflin Community Library Conflict of Interest Policy, as updated January 2023.)

No MCL employee or trustee may accept a fee, gift, other valuable item, or service for personal use from any person or organization when such fee, gift, valuable item, or service is given with the expectation of receiving preferential treatment over others wishing to do business with the MCL.

Employees who have access to library funds must follow the prescribed procedures for recording, handling, and protecting money. Fraud and dishonesty will not be tolerated. If employees become aware of any evidence of fraud or dishonesty, they should immediately advise their supervisor so that the situation may be investigated. Any employee found to have engaged in misappropriation of funds will be subject to termination of employment.

When an employee's position requires spending library funds or incurring any reimbursable personal expenses, that individual must use sound business judgment on the library's behalf to ensure that good value is received for every expenditure.

The Board encourages the staff to make library purchases from local businesses so long as it is within a 5% difference in the quoted price and the local business can provide services equal to or greater than its bidding competitors.

The terms "purchase" and "purchases" means the acquisition of goods and services for the Library exclusive of (1) payroll, (2) taxes, and (3) collection acquisitions

All purchases are to be made within the limits of the annual budget as established by the Board of Trustees. The responsibility for monitoring these expenses rests with the Library Director. The Director will work with the Board appointed Bookkeeper to ensure accurate financial records. Monthly financial reports will be sent to the Director and Board Treasurer by the Bookkeeper. The Director will subsequently forward monthly financial reports to the entire Board of Trustees on a timely basis.

Purchase Process

All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart. Purchases cannot be split in order to avoid the approval process. Bulk items (i.e., 50 chairs) should be applied to the chart below using the total cost.

Annual Purchase Limits	Documentation Required	Approval Level
\$0.01-\$50.00	Petty cash request, Prof. Staff credit card purchase. Quotes not required.	Prof. Staff
\$50.01- \$500.00	Manager credit card purchase. Quotes not required.	Prof. Staff
\$500.01-\$3,000	At least 2 quotes if possible	Prof. Staff and Director
\$3,000.01- \$9,000	Three quotes.	Prof. Staff and Director
\$9,000.01-\$100,000	Published RFP.	Library Board
\$100,000.01	Published RFP. Formal Sealed bid.	Library Board

Quotes not required \$1000.01 - \$3,000

- MCL staff can use written, catalog, or telephone quotations.

Quotes \$3,000.01- \$9,000

- MCL staff can invite quotes from persons, firms, or corporations.
- Quotes will be in writing on company letterhead.
- MCL staff will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. MCL staff reserves the right to reject any quote and to accept the proposal that is in its best interest.

Requests for Proposals (RFPs) \$9,000.01 - \$100,000

- MCL staff can invite RFPs from persons, firms, or corporations.
- An RFP will be published on the MCL website, and once in a newspaper of general circulation within the district’s boundaries for all contracts for services or materials or both of \$30,000.01 - \$100,000.
- MCL will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. MCL reserves the right to reject any proposal and to accept the proposal that is in its best interest.

Competitive Bidding \$100,000.01+

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to Mifflin Community Library’s business and that all purchasing actions are conducted fairly and impartially.

- Major operational items, including capital items and construction projects expected to cost \$100,000.01 or more each, shall be purchased via a competitive bidding process.
- The Library Director, or delegated staff may request bids/RFPs from persons, firms, or corporations not otherwise prohibited by this policy.
- An invitation to bid/RFP shall be published one time in a newspaper of general circulation within the district boundaries for all contracts for services or materials or both of at least \$100,000.01
- All bids shall be sealed and opened in the presence of witnesses.
- MCL will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. MCL reserves the right to reject any proposal and to accept the proposal that is in its best interest. All formal proposals will be a matter of public

record.

- The Library Director has the discretion to reject all bids and repeat the entire bidding process as described above..

The Library Director or his or her designee shall analyze all acceptable bids received and recommend the vendor who has submitted the bid that is in the best interests of the library district to the Board. Final decision to purchase shall be made based on the approval level in the Purchase Process chart. The Board reserves the right to reject any or all bids, and to waive any technicalities or formalities.

When Competitive Bidding is not Required

- Library materials (e.g., books, periodicals, audiovisual materials, e-materials), printing services, computing and networking, etc., may be sourced by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the Mifflin Community Library's best interests. Purchase may then be made on the basis of prices established by negotiation.
- Mifflin Community Library is eligible to purchase commodities under existing contracts negotiated by federal, state, local and cooperative systems.
- Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
- Where proposed equipment and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.
- Mifflin Community Library may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of Mifflin Community Library to do so.

Emergency Purchases

Emergency purchases are goods and services which must be purchased immediately if an unreasonable delay threatens the life, health, safety, property or welfare of the MCL or its patrons. In such circumstance, the Library Director shall need only the approval from the President of the Board of Trustees or the Treasurer. Such emergency purchases will be presented to the Board of Trustees for ratification at the next regularly scheduled Board of Trustees meeting.

Credit Card Usage

The MCL credit card may be used only by authorized users for the purchase of goods or services for official MCL business. Authorized users include the following: Library Director, Youth Services Librarian and one designated Library Assistant in charge of purchasing supplies. Supporting receipt documentation must be submitted detailing the goods or services purchased, cost and date of purchase. Usage is limited to purchases and does not allow cash advances.

The Library Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen. The credit card should remain in the library unless it is needed offsite for a purchase and then must be returned following the purchase.

The Mifflin Community Library Board will use disciplinary measures consistent with the current law for unauthorized use.

*Policy reviewed & approved on June 29, 2023 by the Mifflin Community Library Trustees
Revised from January 27, 2021 version*