

SHELBY AREA DISTRICT LIBRARY PURCHASING POLICY

1. Authority and responsibility for procurement for the Shelby Area District Library shall be under the direction of the Library Director. The Library Director shall oversee all purchasing activities of designated employees.
2. The Shelby Area District Library Board of Trustees (“Board”) recognizes that legal, accounting, actuarial, auditing, and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.
3. The general purchasing policies for other Goods and Services are as follows:
 - a. All purchases with an estimated total cost of \$15,000 or more require formal competitive sealed bids. The bid shall be awarded by the Board. All sealed bid solicitations shall be advertised publicly at least once in a newspaper of general circulation at fourteen days in advance of the date announced for the opening of the bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between \$5,000 and \$15,000 require written quotations from at least three (3) prospective bidders, if available. The bid shall be awarded by the Board.
 - c. All purchases under \$5,000 are to be purchased using the best judgement of the Library Director.
 - d. All purchases made under a cooperative program with another entity, such as a library cooperative, are by their nature exempt from competitive bidding requirements as the bidding process has been previously completed.
 - e. All purchases must be contained within the budget approved by the Board. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board’s discretion when there is only one known supplier, such as equipment/software supporting the Library’s automated computer system.
 - g. When there exists a threat to public health, safety, or welfare, the Library Director may make emergency procurement. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board and shall become part of the record for that purchase.

***APPROVED BY THE SHELBY AREA DISTRICT LIBRARY BOARD AT THE MAY
23, 2017 LIBRARY BOARD OF TRUSTEES MEETING.***