

DANSVILLE PUBLIC LIBRARY

Budget and Procurement Policy

BUDGET

The Fiscal Year for Dansville Public Library is July 1- June 30.

The Annual budget is adopted for all Library funds except capital reserves. The Board of Trustees is responsible for approving a budget prepared by the Library Director and Treasurer. The Board of Trustees is responsible for the presentation of the library's fiscal needs to the Dansville Central School District residents for approval.

The timeline for preparation of the budget for each new fiscal year begins in January, and a preliminary spending plan is presented to the Board for discussion in March. Adoption of the proposed budget will take place no later than the April meeting of the Board of Trustees, and will be presented for public vote on the first Monday in May. Legal notice of the upcoming vote will be advertised per New York State Education Law.

The Dansville Central School District Business Manager is notified in writing of the results of the budget vote by June 1.

Funds for library operations are expended under the sole authority of the Library Board of Trustees per New York State Education Law Section 259. Revenues and Appropriations are monitored on a monthly basis via the Budget Report submitted by the bookkeeper. Reconciliations are submitted by the bookkeeper and monitored by the Board Treasurer. Bank Statements are reconciled monthly by the Treasurer. Recommendations for Budget Line Transfers are submitted for approval by the Board of Trustees on a quarterly basis.

The budget must be balanced for all budgeted funds. Total anticipated revenues should equal total estimated expenditures. In the event anticipated revenues are insufficient to fund anticipated essential expenditures at the close of the fiscal year, a portion of the unreserved fund balance must be used to fund the shortfall.

All budgets will be adopted and administered on a basis of accounting consistent with general accepted accounting principles and with the laws of the State of New York.

PURCHASING

The Library Director, Library Clerks, Children's Services Coordinator, Building Maintenance Person, and Part Time Clerk serve as purchasing agents for the library. Purchases made for the Dansville Public Library will be made in compliance with the Dansville Public Library's Procurement Policy and New York State General Municipal Law (GML) and Statutes. All purchases will be reviewed and authorized for payment by the Dansville Public Library Board of Trustees with regular monthly vouchers/abstracts. The Board may elect to authorize pre-payments of payroll, utilities, telephone, and postage at the Annual Meeting. All pre-payments will be reviewed by the Board with the regular monthly vouchers/abstracts.

Procurement Policy

It is the policy of the Dansville Public Library to obtain the maximum practical value when purchasing goods and services required for the effective operation of the library consistent with NYS GML and NYS statutes. Dansville Public Library requires competitive bids for certain items and services to keep costs at a minimum; to give interested qualified suppliers an equal opportunity to supply goods and services to the Dansville Public Library; and, to guard against favoritism, extravagance and fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable GML.

1. Procedures for Determining Whether Procurements are Subject to Bidding

Every purchase made will be reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known, or can reasonably be expected, that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following are not subject to competitive bidding pursuant to 103 of GML:

1. Purchase contracts under \$20,000 and public works contracts under \$35,000;
2. Emergency purchases;
3. Goods purchased from agencies for the blind or severely handicapped;
4. Goods purchased from correctional institutions;
5. Purchases under state and county contract;
6. Surplus and secondhand purchases from another government entity.

2. Methods of Competition to be Used for Non-Bid Procurements (Purchase Contracts or Public Works Contracts)

PURCHASE CONTRACTS:

The following method of purchase will be used in order to achieve the highest savings on non-bid procurements for any purchase under \$20,000:

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Director.
2. \$3,501 to \$5,000: Two (2) written quotes, or State contract, County contract or preferred source
3. \$5,001 to \$19,999: Three (3) written quotes, or State contract, County contract or preferred source or documented requests for a proposal

PUBLIC WORKS CONTRACTS (Construction)

The following method of purchase will be used for non-bid public works contracts under \$35,000.

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Director.
2. \$3,501 to \$9,999: Two written quotes (email, fax etc.)
3. \$10,000 to \$34,999: Three written quotes (email, fax, etc.)

A good faith effort shall be made to obtain the required number of alternate proposals. If the Library is unable to obtain the required number of alternate proposals, the Library will document the attempt made at obtaining the proposals, but in no event shall the failure to obtain proposals be a bar to the procurement.

3. Documentation Required

Documentation of compliance with this policy or GML bidding requirements will be maintained by the Library Director and in accordance with Records Retention Policy. Written quote documentation should include dates, description of items or services, price and name of contact. Written quotes should be provided to the Board of Trustees for the selection and approval of vendor services. Such documentation will be included with the Board minutes.

Purchase Orders will be created to formalize verbal purchases which will contain dates, vendor, the name of company contact, and price. Purchase orders will be retained with Vouchers and Abstracts and filed in accordance with established procedures.

4. Awards to Other than the Lowest Responsible Dollar Offer

Whenever any contract is awarded to other than the lowest responsible dollar offer, the reasons that such an award furthers the purpose of GML, section 104-b, as set forth herein above, shall be documented by including specific facts and details of prior history or other criteria used to determine that it was not in the public interest to award to the lowest offer.

5. Items Excepted from this Policy and Procedures by the Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in the sole discretion of this governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Dansville Public Library:

1. Services of an Attorney.
2. Technical Services of an engineer engaged to prepare plans, maps or estimates.
3. Securing insurance coverage or services of an insurance broker.
4. Services of a certified public accountant.
5. Investment management services.
6. Printing services involving extensive writing, editing or artwork.
7. Management of municipally owned property.
8. Computer software, services or equipment needed for specialized library software, server maintenance, data security or connectivity.

In addition, in the following situations, it is not in the best interests of the library to seek alternate proposals because of the time required and/or type of purchase:

1. Emergency purchases pursuant to 103 subdivision 4, of GML
2. Purchase of surplus and secondhand goods pursuant to 103 Subdivision 6 of GML
3. Purchases under \$3,500.

6. Staff Members Responsible for Purchasing and Receiving Goods and Services

The Library Director oversees all expenditures as identified in the Budget. This includes, but is not limited to, library materials of all types, office supplies, utilities, building supplies, equipment, building and equipment repairs, contracted services, etc. The Library Director is empowered to delegate appropriate purchasing duties to Library Staff below the threshold of \$1000. Staff members who may be authorized to make purchases in the area of books, audio visual materials, supplies, and building maintenance supplies are Library Clerks, Children's Services Coordinator, Building Maintenance Person, and Part Time Clerk.

All orders must be prepared for approval by the Library Director before purchase is made. Receipt of goods and services will be verified in writing by a person other than the originator of the purchase. To ensure compliance with purchase order requirements, goods and services received will be inspected or verified by the originator of the order and results documented on the purchase order.

7. Insufficient Appropriations

No individual responsible for purchasing should order any goods or services for which there are no available funds in the budget/appropriation line for such purchase. If a budget modification is deemed necessary by the Library Director to enable a purchase and it is submitted to the Board of Trustees for consideration, no order should be placed until the Board takes positive action on the budget modification request. The Board may decide not to take action on a requested budget modification in accordance with their authority and responsibility. Without adequate appropriations, there is no authority to make a purchase by ordering goods or services.

ANNUAL REVIEW

The Treasurer will be responsible for conducting an annual review of the effectiveness of the procurement policy as part of the ongoing oversight of all control procedures and for recommending Amendments. Also, the Treasurer will be responsible for reporting lapses in compliance or controls to the Board of Trustees.

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply fully with the provisions of GML section 104(b) will not be grounds to void action taken or give rise to a cause of action against the Dansville Public Library or any officer or employee thereof.

Adopted: *December 14, 2015*