

Wead Library Financial Policy and Procedures (2024)  
**Adopted:** June 17, 2024

The Board of Trustees recognizes their responsibility to the residents of the Malone Central School District taxpayers, to assure that the library (along with the school district treasurer) maintains an accounting system that protects the library's financial resources. The Board of Trustees will serve in an advisory and oversight role so as to ensure that the library's finances remain unimpeachable.

Annual Budget Schedule

The Wead Library has a July-June fiscal year. During the month of January of the prior year, the Director or the designee and the Board of Trustees budget committee shall draft a preliminary operating budget for the subsequent year. The Board of Trustees will review the proposed budget at the regularly scheduled February meeting. The Board of Trustees will approve the subsequent year's budget by vote at the regularly scheduled March meeting. The public will vote on the budget at the Annual Meeting in April. If approved, the budget will be adopted for the next fiscal year. If not approved, the budget will return to the Board of Trustees for changes.

The Director or designee will present to the Board of Trustees a monthly financial report that will include:

1. Bills paid
2. Account cash balances
3. Year to date budget report

Gifts and Donations

The Wead Library welcomes financial and material donations. All financial gifts will be used at the library's discretion unless the donor requests a special usage agreement. For donations of \$5,000 or less, this agreement can be made between the donor and the Library Director or designee. For gifts of more than \$5,000 the Board of Trustees must approve the agreement.

For material donations, the library will choose to accept materials based on the condition and usefulness of the item. The library retains full control over all donated materials. No agreement will be made to waive this control. Deliveries of donations must be arranged with the Director or designee.

The library will acknowledge any donations in writing. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the library.

Petty Cash

The library will establish an amount of \$75.00 to be used for small purchases made with the director or the designee's approval. Sales tax will not be included in the reimbursement. Tax exempt forms will be available for staff to use. Receipts will be retained for all petty cash

purposes, and the fund replenished as needed and be reported on the bills submitted for approval.

Purchasing Procedure

The Director or the designee shall be responsible for establishing and updating procedures for the proper and cost-effective documentation of purchases. Materials, equipment, supplies, and services purchased by the Library shall be of a quality and quantity required to serve the functions of the Library in a satisfactory manner. It is the responsibility of the Director, or another person designated by the Board of Trustees to secure the required bids or to investigate alternative suppliers to ensure the most economical purchase of required items.

**Library Materials:**

Purchases of library materials are generally not subject to competitive bidding regulations. Books, magazine subscriptions, audio and video and other library materials are generally purchased from vendors offering a state contract or volume discounts. Materials or database subscriptions available only from publisher or sold exclusively by one vendor are generally purchased with little or no discount.

**Non-budgeted Items:**

All requested expenditures should be provided for in the current budget. However, purchases that have not been provided for in the current budget will require Board of Trustees approval. If non-budgeted expenditures will require a budget adjustment, purchases will require school district treasurer approval and Board of Trustees action will be taken to provide corresponding budget transfers. The Library Director or designee should notify the Library Board President and provide written documentation regarding the expenditure.

**Other purchases:** The following schedule is to be used for purchasing involving the acquisitions of commodities, supplies, or equipment for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under a state contract and the price is equal or less than the state contract price, no quotes are required.

\$1-\$300	At the discretion of the Senior Library Clerk.
\$301- \$2,000	At the discretion of the Director or designee
\$2,001 - \$6,000	Documented verbal quotes from at least 2 separate vendors (if available). Purchase reported to the Board of Trustees.
\$6,001 - \$9,999	Written quotes from at least 3 separate vendors (if available). Purchase reported to the Board of Trustees.

\$10,000 - \$19,999	Formal written quotes from at least 3 separate vendors approved by the Board of Trustees (if available).
\$20,000 and up	Sealed bids in conformance with Municipal Law § 103 The Director or designee will determine the time and date of bid opening of sealed bids. Board approval required.

In accordance with Municipal Law § 103, the Wead Library will retain proper documentation when the quote or bid is not awarded to the vendor giving the lowest price or in the event when the quota of minimum of three vendors is not met. Usually quotes and/or bids will be awarded to the lowest responsible and responsive vendor.

- Items not subject to bid:
  - Professional Services such as an auditor, attorney, architect, or engineer, which involve specialized expertise, use of professional judgment, and/or a high degree of creativity.
  - Emergencies arising from an accident or other unforeseen occurrence, a situation in which public buildings, property, or residents are at risk, or immediate action is required that cannot await competitive bidding.
- Any contract awarded to other than the lowest responsible dollar bid shall require justification and documentation, setting forth the reasons such an award furthers the purpose of Section 104-b of General Municipal Law.
- The Library will comply with all New York State requirements for public works projects.
- Documentation shall include written quotations, specifications, and awarding resolutions.
- Sole-source purchases may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to serve patron needs.

Documentation for Non-Bid Purchases:

- Written Quotations: Vendors should provide the date of the quotation, description of items or details of service, price, and name of contact.
- Requests for Proposals: The Wead Library shall award contracts for professional services only after an appropriate number of professionals are contacted directly asking for submission of written proposals. Requests for proposals and evaluations will consider price and other options such as experience, staffing and suitability and may include negotiations on a fair and equal basis.

Requirements for Obtaining Quotes and Bids

Formal bidding is required by the General Municipal Law 103 when purchases of a single commodity, or “like” commodities, can reasonably be expected in the aggregate amount to

exceed \$20,000.00, or when the aggregate amount to be spent on a single public works contract will exceed \$35,000.00 in the 12 months from the date of the purchase.

#### Receipt and Deposit of Funds

If cash is received by any staff member, it will be recorded in the cash receipts log (containing amount received and whether for copies, fines, lost card, or donations.) All checks and cash received will be given to the Senior Library Clerk, Director or the designee for a deposit. The Senior Library Clerk will deposit all funds received into the checking account once a week. At that time, the Senior Library Clerk reconciles the cash receipt log with the funds, noting the date and their initials. A second staff person repeats the process and initials it. A copy of the deposit slip is given to the school district treasurer for their records, and the library keeps a copy for our records.

#### **Resources**

Bidding and Procurement Policy [Review of Bidding and Procurement Policy]. Geneva Public Library.

[https://www.genevapubliclibrary.net/uploads/4/9/7/8/49788875/bidding\\_and\\_procurement\\_policy.pdf](https://www.genevapubliclibrary.net/uploads/4/9/7/8/49788875/bidding_and_procurement_policy.pdf)

Purchasing Policy - East Greenbush Community Library. (2022, March 4). Eglibrary.org.

<https://eglibrary.org/purchasing-policy/>