
Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-14**

Policy Title: **Purchasing**

Policy Approval Date:
May 17, 2022

Last Review Date:

The Smiths Falls Public Library Board recognizes the purchasing of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the library while balancing quality, cost, and effective and efficient processes.

Scope

This policy covers purchases of all goods and services by the Smiths Falls Public Library Board, the CEO and all employees of the Smiths Falls Public Library on behalf of the Library including, but not limited to, the following:

- a) Goods – collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, construction and building materials
- b) Professional Services – financial, strategic planning, engineering, information technology, human resource management
- c) Facility Services – construction, building cleaning, building system maintenance, landscaping, snow plow service

Assumptions and Guiding Principles

The Smiths Falls Public Library will be led by these guiding principles:

- a) The Library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
- b) The Library will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply green products.

- c) Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the *Municipal Act*, *Accessibility for Ontarians with Disabilities Act (AODA)*, and the *Public Libraries Act*.
- d) Purchasing decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

Accountability

The Smiths Falls Public Library Board authorizes the CEO to act for the Smiths Falls Public Library in the purchasing of goods and services.

- i. The CEO is authorized to proceed with formal agreements and contracts on behalf of the Smiths Falls Public Library
- ii. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Smiths Falls Public Library budget.
- iii. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Library Board must be notified to approve additional funds.

The Board gives authority to the CEO to establish purchasing procedures required to enact the policy, including, but not limited to, sourcing levels and approvals.

Conflict of interest

A member of the Smiths Falls Public Library Board or an employee of the Smiths Falls Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Library, should he or she have direct or indirect interest in said work or project.

Spending Limits

Purchases up to \$1,999:

The CEO or designate is permitted to make small purchases without Board approval.

Purchases between \$2,000 and \$9,999:

The Board will approve purchases in this category. When practicable more than one quotation will be obtained.

Purchases between \$10,000 and \$24,999:

These purchases shall be approved by the board after reviewing at least three quotations. Should it not be possible to obtain three quotations or should a higher-priced quotation be selected, an explanation shall be kept on file.

Purchases of \$25,000 or more:

Purchases in this category are subject to a request for proposals (RFP). The Board will review submitted RFPs and will file a written explanation should a higher-priced proposal be selected.

All spending limits are exclusive of any applicable taxes.

Emergency Purchases

The CEO may make purchases in emergency circumstances that do not conform to the usual provisions of this policy. Emergency purchases are defined as purchases that are necessary to prevent imminent damage to the building or imminent injuries to people, or that are required to prevent disruption of essential library services. Emergency purchases are to be reported to the Board as soon as possible.

Exclusions

This purchasing policy includes the purchase of all goods and services for the library except for the following:

- i. Utilities such as water, hydro
- ii. Material purchases such as databases
- iii. Training and education such as conferences, registration, courses, and workshops
- iv. Refundable employee expenses such as travel, mileage, accommodation
- v. General expenses such as licenses, postage
- vi. Petty cash items less than \$50

Disposal of goods purchased

1. **Library materials** - The disposal of physical library materials is recognized as a continuous activity. Materials in good condition will be sold in the library or given to the Friends of the Library for their annual book sale subject to available storage space. Materials in poor condition and materials that cannot be stored due to space limitations will be recycled.
2. **Surplus Goods**
 - a. Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or no longer being useful for the library or any of the branch locations, a list of such goods shall be created for inventory and tracking purposes.
 - b. The CEO or designate shall be responsible for the handling of surplus of all library materials and shall determine the appropriate method of conveyance to best meet the Library's needs.
 - c. Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the library including, but not limited to:
 - i. Trade-in as part of the procurement of other similar goods being acquired by the library
 - ii. Donating to another community organization or neighbouring library

- iii. Selling the goods for a nominal fee
- iv. Public auction or
- v. Classifying as waste and recycling, dismantling, destroying and/or disposing.