WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 1.6	ADOPTED 6/16/15
PURCHASING POLICY	

PURCHASING POLICY

This policy governs all purchases of goods, supplies, and services for the Waukee Public Library.

It is the policy of the Waukee Public Library that all goods, supplies, and services purchased on behalf of the library shall be obtained at the lowest cost possible consistent with the quality required to maintain efficient and effective operation of the library.

The Board of Trustees shall have exclusive and final authority and control over the expenditures of all portions of the municipal enterprises fund allocated for library purposes by the Waukee City Council, and of all money available by gift, or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including fines and rental collected under the rules of the board.

Under the direction of the Board of Trustees, the Library Director shall have the authority to purchase or lease products or services and to manage the operating budget of the library to meet the goals and priorities of the library, subject to the following:

1. CAPITAL PROJECTS AND PUBLIC IMPROVEMENTS. All capital projects and public improvements shall be conducted according to state law and the City of Waukee's ordinances and procedures governing public bidding.

2. RECURRING PURCHASES. The Library Director is authorized to make purchases of normal recurring items such as library resources, supplies, materials, utilities, building maintenance, and other similar items without prior Board approval so long as these purchases are covered within budgeted amounts. If a purchase will exceed the amount budgeted for such expense line of the budget, the Library Director shall obtain Board approval prior to making the purchase.

3. NON-RECURRING PURCHASES. For non-recurring purchases, the Library Director shall obtain prior Board approval before (1) entering into a contract for services for a period exceeding one year, (2) obligating the library for expenses in excess of $2,000, or (3) making a purchase which will exceed the amount budgeted for such expense line of the budget. In addition, for purchases which exceed $2,000, quotations shall be sought from at least two, and if possible, three vendors. If an item is a proprietary product or there is only one source for the required goods or services, this price quotation requirement shall be waived. Once a quotation is

taken on an item, no new quotations need to be sought for re-orders unless more than one year has elapsed since the last quotations were received from the several possible vendors.

4. EMERGENCY PURCHASES. The Library Director is authorized to obligate the library for expenses in excess of $2,000 for emergency repairs, services, goods, or equipment without prior Board approval. If possible, the Library Director shall first consult with the Board President, Vice-President, or Treasurer before making any emergency expenditure. The Board of Trustees will act on the emergency expenditure at the next appropriate meeting.

5. COLLECTION MATERIALS. Library collection materials shall be selected and purchased according to the Waukee Public Library's Collection Development Policy.

6. DELEGATION. The Library Director may assign routine purchasing duties for supplies, equipment, and services to other library staff members.