

ROSEVILLE PUBLIC LIBRARY

Purchasing Policy

This Policy is intended to clarify and expand the Library's protocol for the procurement of goods and services by the Roseville Public Library consistent with 1877 PA 164 and Michigan law.

I. Purchases.

All purchases of goods or services over \$2,500, or any non-routine purchases without appropriation in the current budget, shall be submitted to the Roseville Public Library Board ("Library Board") for approval prior to purchase, except as required under Section III, Emergency Purchases; Section IV, Specifically Authorized Purchases; or Section V, Reoccurring Routine Purchases. The purchase request shall outline the need and provide justification for goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing. The Library Board may require a budget amendment before approval of the purchase.

II. Minor Purchases.

Any purchases of goods or services \$2,500 or under, when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, may be completed after submittal to the Library Director, with documentation being provided to the Library Board within a forty-five (45) day period.

III. Emergency Purchases.

In an emergency endangering the public peace, health, safety or property of the Library, the Library Director or his or her designee may purchase supplies, materials, equipment or services that are deemed immediately necessary to respond to and alleviate the emergency. A full report shall be filed by the Library Director with the Library Board within a thirty (30) day period of such action.

IV. Specifically Authorized Purchases.

The Library Board specifically authorizes the Library Director to make the following purchases that may exceed \$500:

- A. Payments for Shared Technology Services: The Library Board recognizes that at times the quarterly payments due to the Suburban Library Cooperative, may exceed \$500. The Library Director is authorized to purchase library cooperative services that exceed \$500 (on a quarterly basis) provided that (1) the Library Board has authorized the purchase of the cooperative library services generally from the Suburban Library Cooperative and (2) the specific

appropriation has been included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year.

- B. Books and Materials for Library Collection: The Library Board recognizes that Library collection material orders may exceed \$2,500. If any single item for the collection exceeds \$500, then the Library board must approve that purchase. Otherwise, if the individual items do not exceed \$500, the Director may make the purchase even if the total items ordered for a single purchase exceed \$2,500.
- C. Annual Digital Resource Purchases.

V. Re-Occurring Routine Payments/Purchases; Authorizing Procedure.

The following payments shall be considered authorized and do not require prior Board approval pursuant to this Policy:

- A. Payroll
- B. Utilities
- C. Annual building lease payment.
- D. Insurance
- E. Communications
- F. Administrative services
- G. Invoice or bills with penalties or discounts that would be incurred if payment is not received prior to the Board Meeting at which such invoices or bills will be approved.
- H. Other routine, monthly bills.

However, all invoices and bills preapproved pursuant to this Section shall be post audited at the next Board meeting. The post audit shall indicate that the invoices and bills were preauthorized by policy.

VI. Purchasing Agent.

The Library Director shall act as purchasing agent of the Library, unless he/she shall designate another officer or Library employee to act as purchasing agent. Every purchase order shall be approved by the purchasing agent before being issued. The purchasing agent may adopt rules regulating requisitions and purchase orders.

VII. Requisitions and Estimates.

All departments of the Library shall file with the purchasing agent detailed estimates of their requirements in supplies, materials, equipment and contractual services in such manner, at such times, and for such future periods as the Library Director shall prescribe. The requirement for preparing estimates shall not prohibit any department from filing with the purchasing agent at any time a requisition for any supplies, materials, equipment or contractual services the need for which was not foreseen when the detailed estimates were filed.

VIII. Conflict of Interest.

No employee or Board member shall participate in any purchase or procurement when such participation is considered a conflict of interest under Michigan law. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with legal counsel and/or the Board shall determine whether the employee or Board member should participate.

IX. Quotes.

Purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any such purchase shall be based on at least three competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library.

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