



Emma S. Clark Memorial Library

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"The Heart of the Three Village Community"

PURCHASING POLICY

Emma S. Clark Memorial Library, a free association library in New York State, adopts the following procurement procedures and controls to ensure prudent and economical use of funds in purchasing goods and services. As a private nonprofit entity, the Library is not subject to New York State General Municipal Law Section 103 competitive bidding requirements but establishes these guidelines to promote transparency, accountability, and fiscal responsibility.

1. General Procurement Guidelines

The Director is responsible for approval of orders; the Director may delegate portions of that duty to appropriate staff. The Director is responsible for signing contracts. Expenditures exceeding \$10,000 require approval by the Board of Trustees unless pre-approved in the budget or part of an emergency purchase. Checks over \$10,000 require two authorized signatures.

2. Procurement Procedures

To ensure cost-efficiency, the Library encourages obtaining multiple quotes where feasible, though this is not legally mandated. The following guidelines apply:

Dollar Range	Recommended Procedure
\$1 - \$1,499	Discretion of Library Director or authorized staff
\$1,500 - \$4,999	At least 1 verbal or written quote
\$5,000 - \$9,999	At least 2 written quotes (if available)
\$10,000 and above	At least 3 written quotes (if available)

Exceptions:

- If fewer than the recommended quotes are obtainable after a good faith effort, the Library Director must document the attempts made.
- Quotes are not required for professional services (unless changes in providers or fees occur), sole source suppliers (e.g., patented goods or utilities), or purchases under cooperative contracts (e.g., Suffolk Cooperative Library System, state, or county agreements).

3. Emergency Purchases

Definition:

An emergency is an unexpected occurrence requiring immediate action to:

- a. Protect library buildings and property from imminent damage,
- b. Ensure the safety, health, or welfare of patrons and staff, or
- c. Restore essential library services.

Procedure:

- An emergency may be declared by the Library Director.
- The Library Director or Director's designee may authorize purchase(s) to remedy or mitigate the emergency, up to \$50,000, with written approval (e.g., email) from 2 Board members, preferably including the President, or Treasurer, or a Building Committee member.
- The Board may ratify the purchase(s) at the next meeting.
- Quotes should be sought if time permits, with documentation provided post-emergency.

Adopted by the Emma S. Clark Memorial Library Board of Trustees: 3/19/2025