



Brunswick Community Library

Purchasing Policy

Created October 21, 2025

General:

1. Only the Library Director, or another agent designated by the Board of Trustees, may authorize Library purchases. The Library Director may delegate ordering routine recurring purchases such as Library materials and supplies.
2. 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.
3. It is the responsibility of the Library Director, supported by the Library administration, to secure the required quotes or bids, or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing quotes and/or bids is further described in this policy.
4. Every effort will be made to obtain the lowest cost for materials and services purchased by the Library. Purchases that can be made using New York State approved contract pricing and/or discount programs or BOCES group purchasing programs constitute an exception to local competitive bidding requirements and do not require additional quotes or bids. In the event that pricing and/or discount program can be found that result in greater cost savings to the Library than a comparable State contract, that pricing and/or discount program may be used.
5. Surplus or second-hand supplies, material, or equipment may be purchased from the federal government, the State, or another municipality without the necessity of obtaining quotes or bids.
6. With a few exceptions and for purchases requiring action to secure the immediate safety of the staff and public, all purchases require planning and the proper preparation of a purchase order.
7. All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and the Library Director will document those transfers.

Purchasing Rules: The following schedule is for purchases involving the acquisition of materials, supplies, or equipment for which there are stated prices and sufficient budget appropriations, as well as public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects

Catalogues 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 to or less than the state contract price, no quotes are required.

Purchases	Public Work	Requirement
Up to \$2,500	Up to \$10,000	Discretion of Library Director
\$2,501 and above	\$10,001 and above	Minimum of three documented oral quotes
\$5,001-\$10,000	\$15,001-20,000	Minimum of three written quotes
\$10,001 and above	\$20,001 and above	Formal bid process approved by the Board

Formal Bids:

Awards to Other than the Lowest Responsible Bidder: Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will explain how the award is of best value or other benefit to the community.

Items Not Subject to Bid:

Professional services that involve specialized expertise, use of professional judgment, and a high degree of creativity, such as an attorney, architect, engineer, and land surveyor.

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.

State contracts are regulated by the New York State Office of General Services.

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 the public interest. A memo to the file should be made which details why the procurement is not subject to competitive bidding.

Unintentional Failure to Comply: The unintentional failure to fully comply with the provisions of General Municipal Law § 104-b shall not be grounds to void the action taken or give rise to a

cause of action against the Brunswick Community Library or any officer or employee thereof.