

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-23
Policy Title: Procurement of Goods and Services	Policy Approval Date: 11/14/23
Chairperson: V. Duke	Policy Review Date: 10/27

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) is responsible to ensure that funds, including grants and donations from government, corporate and private sources are spent in a way that provides the best value for the Muskoka Lakes Public Library (hereinafter referred to as the Library) while balancing quality, cost and effective and efficient processes. This policy covers the procurement and disposal of all goods and services by the Board, CEO and employees on behalf of the Library.

Regulations:

The procurement of goods and services 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 (PLA)*. The *Memorandum of Understanding* with the Township of Muskoka Lakes (hereinafter referred to as the MOU) outlines which goods and services will be provided to the Library by the Township.

Procedures:**Scope:**

This policy covers the purchase of all goods and services by the Board, CEO and employees 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

Specific details regarding which services the Township will provide to the Library are outlined in the MOU.

This procurement policy does not include the following:

- a) utilities such as water, hydro
- b) training and education such as conferences, registration, courses, and workshops
- c) refundable employee expenses such as travel, mileage, accommodation
- d) general expenses such as licenses, postage
- e) petty cash items less than \$50

Guiding Principles:

When procuring goods and services the Library will:

- a) attempt to procure goods and services from responsible suppliers who follow ethical standards
- b) encourage suppliers to supply “green” products
- c) use an open, accountable, fair, effective and efficient procurement process
- d) have a Board member or Library employee who has a direct or indirect pecuniary interest in any proposal, contract, tender or quotations for the supply of goods and/or services declare his/her pecuniary interest in said work or project.

Responsibility

The Board authorizes the CEO to act for the Library in the procurement of goods and services.

The CEO will exercise due diligence to make the best choice of goods and services considering cost, quality and suitability by:

- a) determining the needs for Library operations and services
- b) delegating authority for procurement, depending on the scope and value of a purchase or contract
- c) following defined spending authority levels and approvals
 - i. CEO or designate – purchase of items up to \$5,000 on the corporate credit card
 - ii. CEO - approval of purchase of everyday items up to a value of \$5,000
 - iii. CEO or designate - approval of contracts up to \$5,000. Contracts over \$5,000 are awarded based on recommendations to and approval by the Library Board
- d) establishing procurement procedures which include,
 - i. developing a standard approach for conducting the process
 - ii. finding reliable and effective sourcing for products
 - iii. obtaining comparative pricing, when possible. 2 written quotes for goods and services between \$5,000 and \$20,000 and 3 written quotes for goods and services between \$20,000 and \$50,000 are required
 - iv. maintaining records of the procurement process
- e) proceeding with formal agreements and contracts on behalf of the Library
- f) proceeding with procurement subject to the availability of sufficient funds within the approved Library budget.
- g) notifying the Board and seeking approval for additional funds if a project exceeds, or is anticipated to exceed, the approved contingency threshold
- e) approving all payables before payment by the Township Finance Department

The CEO may ask the Board for assistance in the following circumstances:

- a) to approve-in-principle the purchase of an item with a price to be determined
- b) to authorize research for an item in regard to price and suitability
- c) to assist the CEO in finding a suitable source for a desired item
- d) in any other way the CEO requests

Disposal of goods

1. **Library materials** – The process for the disposal of physical collections materials (including books and DVDs) is outlined in the Collection Development Policy OP-24.
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 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 all surplus Library materials and shall determine the appropriate method of disposal to best meet the Library's needs.
 - c. Arrangements may be made for the disposal of the goods in a way that is likely to provide the highest return to the Library including, but not limited to:
 - Trade-in as part of the procurement of other similar goods being acquired by the Library
 - Donating to another community organization or library
 - Selling the goods for a nominal fee
 - Public auction
 - Classifying as waste and recycling, dismantling, destroying and/or disposing

Related Documents:

Public Libraries Act

Municipal Act

Accessibility for Ontarians with Disabilities Act

Memorandum of Understanding with Township of Muskoka lakes

MLPL GOV-04 Board/CEO Partnership

MLPL GOV-06 Financial Control and Oversight

MLPL OP-24 Collection Development