



143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ avonfreelibrary.org

PURCHASE AND PROCUREMENT POLICY

The Avon Free Library (“Library”) has established this policy to govern the purchase and procurement of goods and services needed for the operations and capital improvement of the Library.

Purchases under \$2,500:

The Library Director can make purchases under \$2,500 when the appropriate budget line has an adequate balance to cover the cost and is in accordance with the annual budget.

Purchases between \$2,500-5,000:

The Library Director must consult the Treasurer to make purchases between \$2,500 and \$5,000 (i.e., purchases of furniture, equipment, etc.). Purchases should not be made if the appropriate budget line does not have an adequate balance to cover the cost.

Purchases over \$5,000:

Whenever possible, New York State Contract pricing should be used. If state contract is not available:

1. Library Director and/or Treasurer creates spec sheet on work or purchase.
2. The Library Director and/or Treasurer must make a concerted effort to obtain three written bids. If one of the bids is delayed due to the negligence of the vendor, the Library Director and/or Treasurer should choose from the two bids obtained.
3. The Library Director and/or Treasurer evaluates each of the bids submitted, if available, based on quality, cost and availability (of contractor).
4. The Library Director and/or Treasurer brings recommendation to the Board of Trustees (“Board”) for approval of funds. The project report will briefly reflect estimates received and choice made.
5. All estimates are filed in project folder.
6. The Board approves or disapproves.
7. If project is disapproved, the Board will advise the next steps.

8. No purchase of goods or services shall be made from any vendor in which elected officials of the Library (i.e., the Board of Trustees), or the Library administration (i.e., the Library Director) hold a full or partial interest, or where a conflict of interest could reasonably be construed.

Adopted by the Board of Trustees: September 27, 2021

Amended by the Board of Trustees on January 27th, 2025