



Type:	System
Authority:	Board
Resolution No.:	BMPL 2018-130 on 6-21-18; POL-SYS.2018.90
Associated Documents:	The Town of The Blue Mountains Procurement Policy [POLICY FS.08.08] The Town of The Blue Mountains Disposal of Physical Assets [POLICY FS.08.07]

SYS.2018.90.1 Guiding Principles

1. The Blue Mountains Public Library will:
 - 1.1. Comply 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*.
 - 1.2. Use an open, accountable, fair and efficient process for procurement.
 - 1.3. Procure goods and services from responsible suppliers who follow ethical standards and who supply “green” products.
2. Board members and employees must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Library, whenever there may be a direct or indirect interest in said work or project.

SYS.2018.90.2 Use of Town Procurement

1. The Board accepts The Town of The Blue Mountains Procurement Policy [POLICY FS.08.08] for the acquisition of all goods and services when the Town is procuring on the Library’s behalf.
2. The CEO may request the Manager of Purchasing to assist procedurally on any purchase. In this case the Library shall accept The Town of The Blue Mountains Procurement Policy [POLICY FS.08.08].
3. In all cases when the Library does not follow clause 1 or 2 above, the Blue Mountains Public Library Procurement procedure shall be followed. See Section 3.

SYS.2018.90.3 Procurement by the Library

1. Competitive Process
 - 1.1. All items over \$5,000 shall be subject to a competitive process unless approved by the Board according to clause 2 (Sole Sourcing and Single Sourcing) above. Competitive process includes Request for Proposals (RFP) or Bid and Tender.
 - 1.2. An RFP shall include set criteria for the proponents to respond to and shall be publicized for no less than two (2) weeks via the Library website. The closed envelope evaluation process shall include a committee to screen, independently evaluate, and consensus rank the proposals according to the criteria. The lowest bidder need not be awarded. The proponent who scores the highest shall be awarded, based on the criteria set in the proposal. The binding party shall be the CEO or Board, depending on Section 4 Authority to Award.
 - 1.3. Bid and Tender are requests for a closed envelope bid. The lowest complete bid to address the complete needs as set out within the posting shall be selected.
 - 1.4. No contract or purchase may be divided to avoid any requirements of this procedure.

2. Rotational Rosters: The Library may use any member of the Town’s Rotational Roster without conducting its own competition or may choose to run its own competition.
3. Sole Sourcing and Single Sourcing may occur when items are within the range of \$5,000-24,999, providing the CEO gives notice to the Board at the next regularly scheduled meeting following the purchase. For approval of items of \$25,000 and above, a request, with rationale, must be submitted to the Board prior to making any purchase.
4. A Vendor of Record (VoR) list may be developed by the Library via a competitive process.
 - 4.1. Such VoR arrangements may not exceed a three year commitment but may be renewed following a subsequent competitive process.
 - 4.2. The Library may also select a vendor from pre-selected VoR lists provided by the Ontario Government, the Ontario Library Services (OLSs), Grey County, and/or The Town of The Blue Mountains.

SYS.2018.90.4 Authority to Award and Bind

1. Following the procurement process:
 - 1.1. The CEO shall authorize payments for any item or expense within approved budget lines.
 - 1.2. The CEO shall award and bind any contracts under \$25,000 or any contracts selected through an RFP process up to \$250,000.
 - 1.3. The Board shall award and bind any contracts above \$250,000.
2. Managers of the Library and Museum have a \$1,500 purchasing limit within budget lines. The CEO may authorize a manager to make larger purchases via corporate purchasing card (P-Card).
3. Committees of the Board which have been provided with a budget may authorize and award up to \$25,000 without Board resolution and/or CEO approval. The CEO shall be involved as a procedural resource and may require specific procedures be maintained by the Committee.

SYS.2018.90.5 Financial Authority

1. The Board Chair, Board Vice Chair, and CEO shall be signing officers on all Board held bank accounts. Two of three signatories are required for transactions.
2. The CEO shall authorize payment of all invoices and payroll within budgets up to a maximum as referenced in Section 4.
3. The CEO may make any electronic funds transfer (EFT) on behalf of the Board, within budgetary allowances.
4. The CEO may apply for and bind any grants deemed appropriate for the operations of the Library, Museum and Gallery.
5. The CEO may accept donations of cash, in-kind, or materials to support the operations of the Library. (See Section 9)
6. The CEO shall submit a copy of the audited financial statement to the Ministry of Tourism, Culture, and Sport as part of the requirements to complete the Ontario Public Libraries Annual Survey.
7. The CEO shall be the signing officer for contracts with vendors and granting agencies.

SYS.2018.90.6 Reallocation of Budget

The CEO shall have the authority to reallocate approved budgets with the following exceptions:

1. Board Resolution is required for Operational or Salary Reallocation over 10% of the budget and may not impact the bottom line.
2. Board Resolution is required for Capital Reallocation over 10% of the budget and TBM Director of Finance approval.
3. Reallocation or adjustments which impact the bottom line of any individual budgets (e.g. operational, capital, minor capital, or employment) require Board resolution and TBM Director of Finance approval.

SYS.2018.90.7 P-Card Use

The CEO may authorize employees to obtain a Purchasing Card (P-Card) with the Town.

1. Monthly statements shall be submitted to the CEO, following itemization by account. The CEO shall approve by signature, each P-Card prior to submission to Finance.
2. The CEO's Monthly statement shall be authorized by the Chair or Vice Chair prior to submission to Finance.

SYS.2018.90.8 Reimbursement of Expenses

The CEO shall reimburse pre-approved expenses upon submission of original itemized receipts.

SYS.2018.90.9 Cash on Site

1. As a safety to the staff, BMPL shall not hold large quantities of cash on site.
2. A \$100.00 till float shall be made available to each Circulation Desk, and placed in a safe during off-hours.
3. A \$100.00 petty cash float shall be made available to each location and kept in the safe.
 - 3.1. Petty cash slips shall be completed by two (2) employees and be accompanied by the original itemized receipt.
4. Cash should be removed to the safe at least one time per shift, or as large purchases are made.
5. Donations in excess of \$500 cash may not be accepted at the desk. Larger amounts may be accepted in cash by the CEO only [See Donations Policy XXX].
6. Deposits shall be made regularly by the CEO or designate in order to ensure the safety of staff and revenue.

SYS.2018.90.10 Disposal of Assets

1. The Board accepts The Town of The Blue Mountains Disposal of Physical Assets [POLICY FS.08.07].
 - 1.1. Items held on the TBM ledgers shall be turned over to the Town for disposition.
 - 1.2. Items expensed under Library budgets shall be held on the Library ledger, and therefore funds from the sale of disposed assets shall be returned to the Library.
2. The CEO may determine from time to time what items will be considered surplus.
3. Museum artifacts shall follow de-acquisition protocols as defined in *POL-ADM.2018.xx Museum Collections* and shall be determined by the CEO in consultation with the Curator.

4. Library materials are exempt from this policy and will follow *POL-ADM.2018.xx Collection Management*.

SYS.2018.90.11 Lotteries and Contests

1. Board members, employees and members of their immediate families are not eligible to win contests sponsored by the Library.
2. Board members, employees and members of their immediate families may participate in raffles, as these are games of chance.
3. Lottery and contest rules shall be published on the Library website and available in print to those by request. Rules must follow all relevant legislation.

SYS.2018.90.12 Whistleblower Statement

Any personnel who has knowledge of deficiency in, or non-compliance with, library policy shall report with impunity to the CEO or Board Chair.

SYS.2018.90.13 Review Cycle

This policy will be reviewed at least once per Board cycle.

Original Approval: 6-21-2018

Amended On: _____