
PURCHASING POLICY

In accordance with section 43.58 of the Wisconsin statutes, “the library board shall have exclusive control of the expenditures of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.”

PURPOSE

The purpose of this policy is to provide guidance and procedures to be followed for the procurement of goods and services for the library, and to provide safeguards for maintaining a procurement system of quality and integrity which includes paying bills in a timely manner.

BUDGETED & RECURRING CHARGES

Village staff will continue to pay these expenses on behalf of the library without requiring pre-approval from the Hartland Public Library Board. Routine expenditures, such as insurance and payroll, which received prior board approval and authorization, will automatically be charged by the Finance Director. Ongoing utility expenditures such as electricity, natural gas, and phone services will be paid in a timely manner and reported to the library board at the monthly meeting.

NON-BUDGETED ITEMS

Invoices submitted for payment by the library must be approved by the Library Director who shall indicate which account the invoice is to be paid from. A list of invoices will be presented at the monthly library board meeting.

Amounts up to \$2,000 shall be approved by the Library Director. Any purchases above \$2,000 shall be approved by the library board before the purchase is made.

Approved 4/14/2022