



## **Authority to Spend**

Adopted: 3/27/2002

Revised: 10/26/2005, 8/22/2007

Reviewed and approved: 6/22/2011, 8/23/2017, 10/25/2017, 8/23/2023

The Library Director is authorized to spend up to \$10,000 on any single item without prior approval of the Board of Library Trustees. The Library Director is authorized to spend over \$10,000.00 on any single item only with the approval of the Board.

The Library Director is authorized to pay all budgeted expenditures (invoices, warrants and personnel expenses) and all grant expenditures and invoices for contracts and agreements previously approved by the Library Board.

The Library may spend in excess of \$25,000.00 only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the Library Director may spend \$7,500 in addition to \$10,000 with the approval of any two members of the Library Board, so long as the amount does not exceed the threshold requiring a formal bidding process.