

## **Authority to Spend**

The Library Director or staff designated by the Library Director shall have the authority to make purchases consistent with the Board approved budget without further Board approval. As such, the Library Director is authorized to purchase materials for public use, standard supplies, and replacement of fixtures as outlined in the approved annual budget. The Library Director is further authorized to enter into routine repair and maintenance contracts as permitted by the approved budget. The Library Director is authorized to sign these contracts on behalf of the Library.

Purchases and services should be made with attention to the lowest possible cost, consistent with the needs of the Library with regard to durability, performance, prior experience, delivery, and service capability. Whenever practical, Library staff should obtain at least three estimates before purchasing services, equipment, or materials for the Library.

The Board does not pre-approve individual payments before checks are printed, but does vote to confirm them at the next monthly Board meeting. If the Board has concerns about how the money was spent, the Board will have the Director address the problem, which may include requesting a refund.

The Board authorizes the use of credit cards for Library business by the Director and Deputy Director as specified in the Credit Card Policy

### **Spending Limits**

The Director is authorized to spend up to \$4,999 on any single item not accounted for in the budget, up to a maximum of \$9,999 per fiscal year.

The Director must seek Board approval for the authority to spend \$5,000 or more on any single item not accounted for in the budget, or to spend more than \$10,000 total per fiscal year on items not accounted for in the budget.

The Library Director is authorized to spend up to \$24,999 on any single item without further Board approval provided the item is accounted for in the Library's working budget for the current Fiscal Year.

Any single item costing \$25,000 or more must be approved by the Board of Trustees, and only after completing the formal bid process, if required, as described in Illinois Law (75ILCS 5/5-5, 16/40-45).

Contracts for the services of individuals possessing a high degree of professional skill, where ability and fitness of the individual plays an important part, such as consulting services, may be made by obtaining written proposals, instead of competitive bidding. When such written

proposals exceed \$25,000 within a fiscal year, the Board can be asked to waive bids and approval to enter into a formal contract.

Contracts for materials, utilities, emergency services, or other goods and services that are only available from a single source, which is therefore not adaptable to award by competitive bidding, shall not be subject to the competitive bidding policy. However, such contracts in excess of \$25,000 shall be presented to the Board requesting approval to waive bids and enter into a formal contract.

### **Emergencies**

In a bona fide emergency, such as a condition that threatens the safety of the public, staff, or the integrity of the Library's building or other major property, the Library Director may make purchases over \$5,000 per vendor to restore stability to the situation. The Library Director will confer with two Board officers, to include the Board President and either the Vice President or Treasurer, when making such a purchase of goods or services. The Library Director will document the circumstances surrounding the emergency and the response.