

Authority to Spend and Related Procedures

The Library Director is authorized to spend any amount specified in the annual Budget approved by the Board without any further approval but must comply with the mandatory bid guidelines contained in the State of Illinois statutes (generally an expense in excess of \$20,000 for any one item or service).

The decision to obtain quotes for outsourced goods or services which fall below the mandatory statutory requirements, or the presentation of those quotes to the Board for approval shall be at the sole discretion of the Library Director.

The Board has authorized the use of credit cards for Library business purchases by the Library Director, Assistant Director, and Department Heads.

In the absence of the Library Director all of their spending related authorizations shall be relegated to the Assistant Director.

The Board does not pre-approve any individual check payments distributed or credit card charges. At each Board meeting separate reports of check payments and credit card charges which occur between Board meetings will be provided for Board review. Any Board member questions about individual expenditures will be discussed, appropriately resolved, or designated for follow-up by the Library Director if necessary. The Board will conduct a retroactive approval vote for all expenditures at each Board meeting.

The Library Director shall notify the Board immediately if they determine that the annual expenditures budget for either the General Fund or the Building & Maintenance Fun is at risk of being overspent so the Board can begin assessing the need for action expeditiously. Individual line item variances within the annual budget are not as critical but the Library Director, at their discretion, may propose reallocations within the approved annual budget totals for Board approval to maintain meaningful line item comparisons of actual revenue or expenses to budget on the monthly financial statements.