

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

B-5. Policy on Authority to Spend. Adopted by the Library Board of Trustees, October 21, 2014

The Library Director is authorized to spend any amount specified in the Working Budget or Committed Funds without further Board approval, within the guidelines of bid requirements in the Bylaws.

The Library may spend in excess of \$20,000 only after completing the formal bid process as described in Illinois Law.

If the Director becomes aware that a budgeted account in the Working Budget will be overspent, the Director is to notify the Board of Trustees at the next regular meeting.

The decision as to whether or not to bid outsourced goods and services shall be at the discretion of the Director.

The Board does not pre-approve individual payments before the checks are distributed, 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 department heads.