

**Section I: Management Policies**

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**TITLE: Authority to Spend****Last Revised: December 10, 2018**

The Library Director is authorized to sign contracts on behalf of the Library District and/or is authorized to spend Library District funds provided that the commitment is within the budget and provided that the commitment does not exceed \$25,000.

The Library Director shall follow the purchasing and bid process as described in Illinois State Law for capital improvements or purchases in excess of \$25,000 for a single project or item.

For professional services or items that would not be subject to Illinois State Law for capital improvements or purchases in excess of \$25,000, (i.e. change orders during the building construction project) expenditures in excess of \$25,000 can be approved by the Library Director with the approval of either the Board President or Treasurer and are subject to the Board being informed subsequently, but no later than the next scheduled Board meeting.

The Library Director shall establish all staff salaries within the framework of the salary schedule established by the board.

**Date Adopted: October 10, 2000**