



LEMONT PUBLIC LIBRARY DISTRICT

AUTHORITY TO SPEND POLICY

The procurement of materials, services and equipment shall be a direct responsibility of the Library Director who is authorized to enter into contracts on behalf of the District.

The Library Director of the Lemont Public Library District is authorized to spend up to \$3,000 on any single item without prior board approval.

The Library Director of the Lemont Public Library District is authorized to spend up to \$5,000 on any single item with the approval of the Library Board President or the Chair of the appropriate Board Committee.

The Library Director of the Lemont Public Library District is authorized to spend over \$5,000 on any single item only with the approval of the full Library Board of Trustees.

The Lemont Public Library may spend in excess of \$25,000 only after completing the formal bid process as described in Illinois Law (75 ILCS 16/40-45). Procurement shall not be split to circumvent the requirement for bidding.

Exceptions to the above spending limits include extreme emergencies, building and maintenance costs, expenditure of funds designated as restricted gifts, and any planned and approved renovation/expansion projects.

With respect to any Library renovation/expansion and/or building projects, the Library Director of the Lemont Public Library District is authorized to execute change orders of up to \$19,500 with the approval of the Library Board President and Chair of the Building Committee.

Expenditures related to the maintenance and repair of the library buildings and grounds are outlined in the Building Maintenance Plan.

In case of extreme emergency, the Library Director of the Lemont Public Library District, with the approval of the Library Board President, is authorized to spend necessary funds, so long as the amount does not exceed the threshold requiring a formal bidding process.

Approved – Library Board of Trustees

10/08/2020