

LEMONT PUBLIC LIBRARY DISTRICT

AUTHORITY TO SPEND

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 \$1,000 on any single item without prior board approval.

The Library Director of the Lemont Public Library is authorized to spend up to \$2,500 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 is authorized to spend over \$2,500 on any single item only with the approval of the full Board of Trustees.

The Lemont Public Library may spend in excess of \$20,000 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, and expenditure of funds designated as restricted gifts.

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, 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
November 12, 2009**