

## HELEN PLUM LIBRARY

### **B-5 Authority to Spend**

Approved by the Library Board of Trustees July 19, 2022.

The Working Budget is viewed by the Board as the financial plan for the Helen M. Plum Memorial Public Library District ("Library"), and approval of the budget by the Board provides authority for the Library Executive Director ("Director") to manage the Library's finances with Board approval. As such, the Director is authorized to spend any amount specified in the Working Budget or Committed Funds without further Board approval, provided said expenditure is made within the guidelines of public bidding requirements in the Bylaws, 75 ILCS 16/40-45 (the Illinois Public Library District of 1991 public bid statute), and this Authority to Spend Policy.

For all applicable expenses and purchases over \$25,000, the Library may spend and contract, with Board approval, as outlined in 75 ILCS 16/40-45 (the Illinois Public Library District of 1991 public bid statute), 30 ILCS 525/et seq. (the Illinois Joint Purchasing Act), 5 ILCS 220/et seq. (the Illinois Intergovernmental Cooperation Act) or other applicable Illinois law.

For all expenditures under \$25,000, the Director may spend and contract at his/her reasonable discretion. Solicitation of proposals from at least three (3) vendors for such expenditures is encouraged but not required.

All Emergency Expenditures shall be made consistent with the Illinois Public Library District Act of 1991 (75 ILCS 16/et seq.).

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, department managers, and designated employees.