

ADMINISTRATION

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EXPENDITURES

POLICY:

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. However, the Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules of the Board.

RULES:

1. The Library Director shall secure informal written proposals from suppliers and contractors when an expenditure for a single item of equipment or service is expected to be over \$5,000.00 but less than \$20,000.00. Such proposals shall be submitted to the Board for action through the appropriate committee.
2. The Library Director shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed \$20,000.00. Such bids shall be submitted to the Board for action through the appropriate committee.
3. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts. The Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.
4. The Library Director is authorized to obligate the Library for expenses in excess of \$5,000.00 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting.
5. The Library Director shall not enter into any contract for services for a period exceeding one year or for an amount exceeding \$5,000.00 without appropriate Board committee discussion. The Board of Trustees will act on the contract and expenditure of funds at the next appropriate Committee meeting.

Revised May 18, 2010
Approved Mar 13, 1979