

**MT. ZION DISTRICT LIBRARY
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 Mt. Zion District Library.

The Library Director is authorized to spend up to \$1,000 on any single item without prior board approval.

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

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

The Mt. Zion District 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 emergencies, building and maintenance costs, and expenditure of funds designated as restricted gifts.

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

Approved by Library Board 12/8/2020