

Library Expenditure Policy

The Library Director shall be authorized to expend or encumber funds without the prior approval of the Board of Trustees in the following manner:

Up to \$5,000.00 (Five thousand dollars) for a single service or individual item.

From \$5,000.00 (Five thousand dollars) to \$10,000.00 (Ten thousand dollars) for a single service or individual item with approval from both the City and the District Board Chairs.

Expenditures over \$10,000.00 (Ten thousand dollars) for a single service or individual item shall be authorized by the combined Board of Trustees. The Library Director shall provide a written and/or oral report on expenditure and encumbrance of funds at each regularly scheduled Board Meeting. Invoices and purchase orders shall be made available to Board Members upon request.

Revised: 3-6-17

Policy Committee: 11-5-18

Board Approved: 12-3-18