

3C | Spending Authority**Revised:** 8/14/19**Purpose**

The purpose of this policy is to set a spending threshold enabling the Executive Director to approve expenditures and ensure the Library's operating needs and obligations are met without unnecessary delay.

Spending Limit

The Executive Director is authorized to spend up to \$15,000 on any single item within the parameters of the Board-approved working budget.

In emergency circumstances, this threshold may be exceeded with written approval from at least two trustees, provided the expenditure is brought to the next regular Board meeting for approval from the full Board of Trustees.

For expenditures related to construction, repair of or improvements to Library facilities, erecting an addition to the existing Library building, purchasing necessary equipment: the amount spent may not exceed the legal limit set forth by state statute without a formal public bid process.

Related Policies:

[Budget and Finance](#)

Reviewed/Revised: 3/13/19, 2/20/13, 10/13/10

Adopted: 9/13/00

