

Brookfield Public Library

Authority to Spend

Adopted: 03/27/2002

Revised: 10/26/2005, 8/22/2007

Reviewed and approved: 06/22/2011

The Library Director of the Brookfield Public Library is authorized to spend up to \$5,000 on any single item without prior approval of the Board of Library Trustees.

The Library Director of the Brookfield Public Library is authorized to spend \$5,000 to 10,000 on any single item with the approval of the Board's Finance Committee.

The Library Director of the Brookfield Public Library is authorized to over \$10,000.00 on any single item only with the approval of the full Board.

The Brookfield Public Library may spend in excess of \$20,000.00 only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the Library Director of the Brookfield Public Library may spend \$7,500.00 in addition to \$5,000.00 with the approval of any two members of the Library Board, so long as the amount does not exceed the threshold requiring a formal bidding process.