



OPERATING POLICY

EMERGENCY EXPENDITURES APPROVAL

The Library Director is authorized to make any expenditures necessary for the day-to-day operations of the Library, within the annual budget as approved by the Board of Trustees. Expenditures above \$20,000 must be put out for bid, as per state law.

In the event of an emergency, the following spending limits, above and beyond what has been authorized in the annual budget, apply. An emergency is defined as an unforeseen event that threatens the safety of the public, staff, or building.

Limits are as follows:

Library Director	\$5,000
Building & Grounds Committee	\$5,000 (in addition to Director's limit)

1. The total \$10,000 emergency limit is subject to approval by Chairman of the Building & Grounds or a designated Building & Grounds Committee member.
2. Use of emergency funds requires written notification to the Board in a timely manner.
3. Expenditures above \$10,000 are subject to the approval of the Board of Trustees.

Note: Where possible, competitive price quotes should be obtained.