

Disbursements

This policy defines authority, methods and responsibilities for budgeting and disbursing money from the Library District's funds.

Section 1: Authority

The Board of Library Trustees of the Indian Trails Public Library District makes cash disbursements as necessary for the provision of public library services and programs; library collection development; construction, purchase, maintenance and repair of the library facilities and equipment; the appointment and maintenance of a competent library director and staff; and other expenditures necessary for the operation of a public library, as authorized by the Illinois Compiled Statutes 75 ILCS 16/30-55.

Section 1.1: Board Authority

Board policies involving Annual Budget and Appropriation and Levy Ordinances, authorized signatures, imprest fund, and voting on expenditures are identified in Article 6 of the Library District's By-Laws.

Section 1.2: Treasurer Authority

Responsibilities of the Treasurer are identified in the above referenced statute, 75 ILCS16/30-45(d), (e), (f) and in Article 3, section 7 of the Library District's By-Laws.

Section 1.3: Director Authority

The Library Director is authorized to sign contracts on behalf of the Library District and/or is authorized to spend Library District funds provided that the commitment is within the budget and provided that the commitment does not exceed \$20,000.

Section 1.4: Staff Authority

Management and staff members are authorized to spend Library District funds within budget and Director's direction to meet Library objectives.

Section 2: Budgeting

A tentative Budget and Appropriation Ordinance is prepared by the Director and staff, and reviewed by the Treasurer.

The Director will present the tentative ordinance to the Trustees at a regularly scheduled public meeting in June of each year. The tentative ordinance will be adjusted to reflect accurate tax extensions before adoption of the final budget by the Library Board in September. The adopted ordinance will be posted for public inspection as legally required.

After adoption of the Budget and Appropriation Ordinance, the Director may make purchases according to the spending plan indicated in the budget without specific approval for each purchase, providing the

expenditures are within allowable limits of this policy. Payment is authorized by warrant(s) showing account number and name, vendor and amount to be paid. The warrant is prepared by the Library's Business Office and presented by the Director to the Library Board for approval at each regular meeting.

After approval by the Library Board, checks are prepared by the Business Office. Signature stamps are held by the Director and released for stamping the approved checks. The Director will verify the number of checks stamped with the approved list of bills to be paid.

Section 3: Competitive Bidding

Contracts for construction, remodeling, repairing or improving of a library building or facilities are offered for competitive bidding as required by 75 ILSC 16/40-45. Architectural engineering or land surveying services are governed by Illinois Public Act 85-854.

Generally, bidding is not required:

1. Where the purchase is less than \$20,000.
2. Where goods and services can be procured from only one source, such as:
 - Public utility services,
 - OCLC,
 - Library utility services or other specially designed library databases,
 - Business and research equipment and related supplies,
 - Artistic or professional skills other than architectural, engineering or land surveying services.
 - For emergency repair to library property
 - For employee salaries
 - For maintenance contracts except for maintenance of plumbing, piping, HVAC or electrical systems.
 - For purchases of library materials, supplies, goods and services from another governmental agency or through consortia of agencies.

Other purchases of goods and services will be offered for competitive bidding unless the Board determines otherwise.

Section 4: Gift Funds

The Board may act as special trustee of gift funds to be used for specific library purposes.

Section 5: Sale of property

The sale or disposition of Library District property shall conform to 75 ILSC 16/30-55.30 and 30-55.32.