



## Authority to Spend Policy

---

### Policy Statement

As treasurer of the East Moline Public Library Board of Trustees, the Library Director has the authority to authorize spending as specified in the Library Budget. Purchases must comply with State of Illinois statutes.

### Budget Management

The East Moline Public Library has a General Fund, Building Fund, and Library Capital Improvement Fund. The budget must be adopted by the Library Board of Trustees each year. Within each fund are multiple revenue and expenditure lines. Certain library staff are approved to make purchases on behalf of the library. All purchases will be reviewed by the Director. Purchase card expenditures and library bills paid require an approval vote by the Library Board of Trustees at each regular meeting.

The Library Director shall notify the Board if annual expenditures for any Fund are at risk of being overspent. The Library Director may propose reallocations for individual line-item variances within a Fund for Board approval.

The decision to obtain quotes for outsourced goods or services which fall below the mandatory statutory requirements shall be at the sole discretion of the Library Director.

In the absence of the Director, all spending related authorizations shall be relegated to the Acting Director.

### Purchasing Cards

At the Director's discretion and based on Library needs, an employee may be assigned a corporate purchasing card monitored by the City of East Moline. The Director will determine the purchasing limit and review all purchases made by the employee. The employee must follow the Guidelines for Purchasing as outlined in the Employee Handbook.

Approved by the Library Board of Trustees on April 28, 2025