Authority to Spend

- The library director of the Peotone Public Library District is authorized to spend up to $5,000 on any single item without prior board approval within the pre-approved budget.

- The library director has the authority to approve and sign routine operating and ongoing maintenance contracts up to $10,000.

- The library director of the Peotone Public Library District is authorized to spend up to $10,000 on any single item with the approval of at least two library board officers. For example, when the plumbing backs up and the Library needs to call in an emergency plumber, the Director may spend up to $10,000 to resolve the issue with two board officers' approval.

- Contracts outside routine operations, such as capital improvements or planning, must be approved by the Board, no matter the cost. The Board may give the library director approval to negotiate and sign the contract documents as long as the Board has approved the service provider and not-to-exceed amount.

- The Peotone Public Library District may spend in excess of $25,000.00 only after completing the formal bid process as described in Illinois Law.

- In case of extreme emergency (such as a natural disaster), the library director of the Peotone Public Library District may spend $20,000 with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the board (75 ILCS 16/40-45).

Authority to Sign Checks

As per the Library Board's By-Laws:
A. Authorization
    a. The Treasurer or other authorized Officer of the Board may sign checks.

B. Special Authorization for Payroll Checks
    a. The Library Director and the District's Business Manager are authorized to affix the signature stamp of the Treasurer on paychecks and other regular bills within the pre-approved budget and with the Treasurer's approval.

Authority to Spend Approved   Jun 17, 2025