Reddick Public Library District
Authority to Spend Policy

The Reddick Public Library District Director and designees are allowed to order books and publications up to the amount approved by the Reddick Public Library District Board of Trustees in the annual Budget and Appropriations Ordinance.

With the exception of books and publications, Director is authorized to spend up to $5,000 on any single item without prior board approval.

The Reddick Public Library District may spend in excess of $25,000 only after completing the formal bid process as described in Illinois Law.

In case of emergency, the Director may spend over $5,000 up to $25,000 with the approval of the two Board Trustees so long as the amount does not exceed the threshold requiring a formal bidding process.

All expenditures must be reported to the Board of Trustees and either pre-approved for payment by the Board, or ratified if they have already been paid at the time of the report.

Adopted by Library Board of Trustees 11/14/05; amended 11/09/09; 10/12/2026