



Authority to Close the Library During Normal Operating Hours

The Library Director or his or her designee may, at his or her discretion, may close the library to the public during normal operating hours for the purposes of: adverse weather, carpet cleaning, all-staff meetings, or during instances where the staff and public's safety would be endangered through their presence in the library building.

In the event of adverse weather, the Library Director (or designee) will determine whether the Smithton Public Library District will close early, open late, or close for the day.

Road conditions as reported by the Illinois State Police and/or closings of Smithton and Freeburg school districts will be taken in to consideration in adverse weather events.

In the event of closure or reduction of hours, all employees scheduled to work that day will be contacted by the Library Director (or designee). Local media will be contacted by the Library Director (or designee) to list the Library as closed and/or events cancelled. An employee who lives within Smithton may also be asked to go to the library to place a notice of closure "due to weather conditions" on the door if possible.

Authority to Spend

In carrying out the day-to-day operation of the Library, the Library Director expends funds in a judicious manner. The authority to spend tax monies is vested with the Board of Trustees through the Budget and Appropriations Ordinance, passed annually.

As such, the Library Director of the SPLD is authorized to spend up to \$500.00 on any single item without prior board approval.

The Library Director of the SPLD is authorized to spend up to \$1,500.00 on any single item with the approval of the finance committee.

The Library Director of the SPLD is authorized to spend up to \$20,000.00 on services, materials, equipment, or supplies only with the approval of the full board.

The SPLD may spend in excess of \$20,000 with a single vender only after completing the formal bid process as described in Illinois State Law.

In the case of extreme emergency, the Library Director of the SPLD may spend, with the approval of any two library board members, an amount not to exceed the threshold requiring a formal bidding process (\$20,000 as of 2011).