

# Professional Services

Professional Services shall be approved by the District and or Board of Trustees within the following spending parameters:

1. The Director shall approve all spending requests approved within operating budgets which do not exceed \$1,500 per project.
2. The Director shall approve all spending requests within operating budget, greater than \$1,000 which does not exceed \$3,000, provided the Board shall be informed of any such expenditure within thirty days.
3. The Director shall approve all spending requests approved within operating budgets, greater than \$3,000, and which do not exceed \$5,000, provided that separate approval is required of the President of the Board, and that the Board shall be informed of any such expenditure within thirty days.
4. All spending requests, approved within operating budgets which exceed \$5,000 shall be approved only upon motion of the Board.
5. Documentation of such expenditures approval shall normally be approved during board meetings and noted in the board minutes. An over budget report will be approved by the board of trustees at the end of the fiscal year.

***Approved by Library Board of Trustees on May 11, 2017***

