

**Commented [NN1]:** Change date after Board approves

3 PERSONNEL  
3.11 Purchasing Authority

The following staff positions may authorize a purchase of library materials, services, or equipment as follows. Purchases will conform to all applicable laws and library policy.

|  | <u>For Library<br/>Materials</u> | <u>For Services<br/>and Supplies</u> | <u>For Equipment</u> |
|--|----------------------------------|--------------------------------------|----------------------|
| Director (level 10)  | no dollar limit                  | no dollar limit                      | no dollar limit      |
| Assistant Director,<br>IT Manager (level 9),<br>Finance Manager (level 9)                    | no dollar limit                  | up to \$75,000                       | up to \$75,000       |
| Audiovisual, Children's,<br>Reference, Technical Services,<br>Young Adult Managers (level 8) | up to \$10,000                   | up to \$5,000                        | up to \$1,000        |
| Other Level 8 Managers   | up to \$1,000                    | up to \$5,000                        | up to \$1,000        |
| Level 7 Staff  | up to \$1,000                    | up to \$100                          | not authorized       |
| Administrative Assistant (level 6)   | not authorized                   | up to \$5,000                        | up to \$100          |
| Other Level 6 Staff  | up to \$1,000                    | up to \$100                          | not authorized       |
| Level 5 Staff  | not authorized                   | up to \$100                          | not authorized       |
| Grade Levels 1 and 3 Staff   | not authorized                   | not authorized                       | not authorized       |

**Commented [NN2]:** Change to level 11

**Commented [NN3]:** Delete

**Commented [NN4]:** Change to level 10 – all 3 positions are level 10

**Commented [NN5]:** Change to level 9

**Commented [NN6]:** Change to level 9

**Commented [NN7]:** Change to level 8 and level 7