



<b>DELEGATION OF AUTHORITY AND BUDGET ALLOCATION POLICY</b>		
<b>Policy #</b>		<b>Effective Date</b>
1001		June 7, 2022

**I. POLICY STATEMENT:**

Under the Joint Powers Authority, the Library Commission has fiscal responsibility for the Library. The Commission has the power to delegate to the staff decision making for identified purposes and levels of spending. The purpose of this policy is to define the level of expenditures that the Library Commission delegates to The Library Director and other Library staff for the purchase of goods and services for the Sonoma County Library. The goal of this policy is to streamline operations, expedite approvals and allow for decisions to be made at the most appropriate staff level.

**II. POLICY:**

All purchases of goods and services must be:

- Approved at the appropriate staff level or by the Library Commission;
- Within the scope of the Library’s current approved budget; and
- Carried out in a manner consistent with the Library’s purchasing policy and procedures.

**A. Responsibilities:**

The Library Director is responsible for ensuring that:

- Purchasing methods are consistent with the Library's purchasing policies;
- All purchases are consistent with the current budget approved by the Library Commission;
- Each management report notifies the Library Commission of single purchases that exceed \$50,000 as well as contracts executed since the last meeting that span more than one fiscal year;
- All contracts that span fiscal years include a termination clause that gives the Library the ability to cancel the agreement if funds are not available in the Library’s budget.

## **Regulations**

Procurement of goods and services within the scope of the current fiscal years budgeted expenditures will be delegated as follows:

<b><u>Type of Purchase:</u></b>	<b><u>Delegation (minimum level):</u></b>
Purchase of goods, services, maintenance and repair up to \$500	Branch Managers
Purchase of goods, services, maintenance and repair up to \$3,000.	Youth Services Administrator Adult Services Administrator
Purchase of goods, services, maintenance and repair up to \$5,000	Division Managers, Human Resources Manager, Communications Manager, Facilities Manager Information Technology Manager
Purchase of goods, services, maintenance and repair up to \$10,000	Chief Financial Officer
Purchase of goods, services, maintenance and repair up to \$50,000	Deputy Library Director
Purchase of goods, services, maintenance and repair up to \$75,000	Library Director
Capital expenses up to \$10,000 for construction projects, including IT projects, previously approved by the Library Commission	Facilities Manager Information Technology Manager
Capital expenses up to \$150,000 for construction projects previously approved by the Library Commission	Library Director
Leases, other than building leases, with a term of not greater than 36 months and total lease payments not to exceed \$75,000, over the term of the lease.	Library Director

*Note: For reference, County of Sonoma guidelines allow services contracts up to \$100,000 and construction contracts up to \$200,000 with the Board of Supervisors' advance approval, as long as purchasing guidelines are followed.*

### **III. REVISION HISTORY:**

<b>Policy #</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Approved By</b>	<b>Previous Policy # and Date</b>
	4/5/10		Commission	
	8/1/16		Commission	
	6/4/18		Commission	
1001	7/12/21	Increase in authorization expense limits	Commission	
1001	6/7/2022	Increase authorization expense limits for Youth Services Administrator and Adult Services Administrator. Add IT Manager and IT projects to Capital expenses.	Commission	1001 - 7/12/21