

**SONOMA COUNTY LIBRARY  
DELEGATION OF AUTHORITY POLICY  
Adopted August 1, 2016**

**Purpose**

The purpose of this policy is 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.

**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.

**Responsibility**

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 \$25,000 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:

**Type of Purchase:**

**Delegation (minimum level):**

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|--------------------------------------|--|
| A. Purchases up to \$500,            | Branch Managers  |
| B. Purchases up to \$1,000,          | Facilities Manager/Human Resources Manager/<br>Collections Coordinator, Youth Services<br>Administrator and Adult Services Administrator |
| C. Purchases up to \$5,000.          | Division Managers  |
| D. Purchases of \$5,000 to \$50,000. | Library Director   |

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| E. | Leases, other than building leases, with a term of not greater than 36 months and total lease payments not to exceed \$50,000 over the term of the lease  | Library Director                        |
| F. | All purchases exceeding \$50,000.   | Majority vote of the Library Commission |
| G. | Blanket orders for large projects within the scope of the current fiscal year budget for multiple contracts, such as building refreshes. Staff may execute contracts within the scope of the Blanket purchase order and will provide monthly updates to the Library Commission of purchase orders executed and the status of the project. | Majority vote of the Library Commission |
| H. | Building leases and other leases with a term of greater than 36 months, regardless of the dollar sum of the total lease payments.   | Majority vote of the Library Commission |