



DELEGATION OF AUTHORITY AND BUDGET ALLOCATION POLICY

Policy # 1001

Effective Date: 11-13-25

I. POLICY STATEMENT.

The purpose of this Delegation of Authority and Budget Allocation 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. 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 goal of this policy is to streamline operations, expedite approvals and allow for decisions to be made at the most appropriate staff level.

II. DEFINITIONS.

The following definitions shall apply to this Policy, unless the use and context clearly indicates otherwise.

- A. "Policy" means this Delegation of Authority and Budget Allocation Policy approved by the Library Commission, and as may be amended from time to time.
- B. "Library Commission" means governing body responsible for fiscal oversight and policy direction.
- C. "Director" means the Director to the Sonoma County Public Library, or designee.
- D. "Fiscal Year" means July 1 through June 30.
- E. "Procurement" means the process of acquiring goods and services.

III. POLICY.

- A. **Scope.** This Policy shall apply to all purchases of goods and services. Purchases of goods and services must be:

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

- B. **Policy Standards.**

- i) **Responsibilities:** The Library Director is responsible for ensuring that:
 - (a) Purchasing methods are consistent with the Library's purchasing policies;
 - (b) All purchases are consistent with the current budget approved by the Library Commission;

- (c) 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;
- (d) 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.

ii) **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):

Purchase of goods, services, maintenance and repair up to \$500

Branch Managers

Purchase of goods, services, maintenance and repair up to \$3,000.

Children's Services Administrator
Teen Services Administrator
Adult Services Administrator

Purchase of goods, services, maintenance and repair up to \$5,000

Division Managers
Human Resources Director
Communications Director
Fund Development Director
Facilities Manager
Information Technology Manager
Accounting 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 of equipment and other personal property, not including leases of real property, 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.

C. Administrative Procedures.

This policy outlines the framework by which the Sonoma County Library Commission delegates clear purchasing authority to the Library Director as outlined in this policy.

Administrative process will include identifying a purchase need, approval request, review and compliance check, authorization, procurement and contracting, reporting, and ongoing monitoring.

- D. Library Director Authority.** The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

IV. APPLICABLE LAW AND REGULATIONS.

None

V. REVISION HISTORY.

Policy #: 1001

Effective Date: 11-13-25

Significant Changes: Template update and minor changes approved by Library Director including title changes to DOA per library commission approval, etc.

Policy #: 1001

Effective Date: 6-5-24

Significant Changes: Add Accounting Manager and Teen Services Administrator. Changed title of Youth to Children's Services Administrator.

Policy #: 1001

Effective Date: 6-7-22

Significant Changes: Increase authorization expense limits for Youth Services Administrator and Adult Services Administrator. Add IT Manager and IT projects to Capital expenses.

Policy #: 1001

Effective Date: 7-12-21

Significant Changes: Increase in authorization expense limits.

Policy #: 1001

Effective Date: 6-4-18

Significant Changes: N/A

Policy #: 1001

Effective Date: 8-1-16

Significant Changes: N/A

Policy #: 1001

Effective Date: 4-5-10

Significant Changes: N/A