

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

September 19, 2023

**RESOLUTION DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO  
EXECUTE CONTRACTS AND AGREEMENTS AND AUTHORIZING BLANKET  
PURCHASE ORDERS**

- WHEREAS, On April 18, 1996, the Board of Library Trustees delegated to the Clerk Treasurer (now known as the Fiscal Officer) the authority to issue purchase orders for goods and services excluding construction in amounts up to and including \$25,000 without additional Board approval; and
- WHEREAS, On May 16, 2002, this Board delegated to the Executive Director, CEO, or his designee the authority to enter into all contracts, agreements, documents, and other instruments necessary to conduct the routine business of the Library for amounts up to and including \$25,000; and
- WHEREAS, On November 15, 2018, this Board authorized the Fiscal Officer to issue annual blanket purchase orders in amounts in excess of \$25,000 for purchases of utilities, postage/freight, fuel, and telecommunications for the 2018 calendar year and each year thereafter; and
- WHEREAS, In 1996, when this Board delegated to the Clerk Treasurer the authority to issue purchase orders for amounts not exceeding \$25,000, Section 3375.41 of the Ohio Revised Code required competitive bidding for all Library construction and improvement projects exceeding \$15,000 in cost; and
- WHEREAS, A new statute, Ohio Revised Code Section 9.17, will take effect on October 3, 2023 and will set the threshold for competitive bidding at \$75,000, which represents a \$25,000 increase from its current limit at \$50,000; and
- WHEREAS, Under Ohio Revised Code Section 9.17, the threshold for competitive bidding will increase annually beginning in calendar year 2025 by three percent as determined and published by the Ohio Director of Commerce; and
- WHEREAS, In order to better align with the statutory bidding thresholds taking effect and today's market and economic conditions, the Library Administration recommends that this Board delegate to the Executive Director, CEO, or his or her designee the authority to enter into contracts and other agreements for amounts up to and including the amount set forth by Ohio Revised Code Section 9.17, which amount is subject to annual revision by the Ohio Director of Commerce; and
- WHEREAS, The Library Administration further recommends that this Board authorize the Fiscal Officer to issue blanket purchase orders in excess of \$75,000 to various vendors for utilities, postage/freight, fuel, and telecommunications commencing with the current calendar year and continuing each year thereafter; now therefore be it

## **EXHIBIT 8**

- RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his or her designee to execute on behalf of the Board of Library Trustees all contracts, agreements, documents, and other instruments necessary to conduct the routine business of the Library for amounts up to and including the amount set forth by Ohio Revised Code Section 9.17, which amount is subject to annual revision by the Ohio Director of Commerce and which contracts, agreements, documents, and other instruments shall be subject to the approval of the Library's Director of Legal Affairs; and be it further
- RESOLVED, That the Board of Library Trustees authorizes the Fiscal Officer to issue blanket purchase orders not-to-exceed the amount set forth in the paragraph above for repeat purchases of goods or services (excluding utilities, postage/freight, fuel, and telecommunications) throughout a given calendar year; and be it further
- RESOLVED, That the Board of Library Trustees authorizes the Fiscal Officer to issue blanket purchase orders in excess of \$75,000 for purchases of utilities, postage/freight, fuel, and telecommunications for the current calendar year and each year thereafter; and be it further
- RESOLVED, That the Board of Library Trustees does not intend, by adoption of this Resolution, to alter in any way the authority granted to the Director by this Board on December 17, 1987 regarding expenditures for CLEVNET nor the authority granted to the Director by this Board on May 16, 2002 regarding the purchase of Library Materials in excess of \$25,000.