

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 IN EXCESS OF \$75,000**

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, As of October 3, 2023, the threshold for competitive bidding under Revised Code Section 3375.41 will increase from \$50,000 to \$75,000 and will increase by three percent each year thereafter beginning in 2025; 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 \$75,000; 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

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 \$75,000, 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

EXHIBIT 8

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 authorizes the Fiscal Officer to issue blanket purchase orders not-to-exceed \$75,000 for all other repeat purchases of goods or services throughout a given calendar year; 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.