

# DELEGATION OF AUTHORITY

## RUTLAND FREE LIBRARY

### **Purpose**

The Delegation of Authority Policy is a policy that has been established by the Board of Directors of the Rutland Free Library to specify as needed the roles and responsibilities as outlined by the Vermont Department of Libraries for the Library Director, Trustees and Friends of the Library. More information on the role of Library Trustees can be found in the Vermont Department of Libraries Manual for Vermont Library Trustees.

### **Expenditure and Personnel Approval Policy**

Board approval is required for

- All union negotiations and anything covered by the contract - pay, benefits, job descriptions, etc.
- Annual budget
- Individual changes to the annual budget in excess of \$5,000 , and multiple expenses under \$5K in a recurring fashion. (ie: \$4,999 unbudgeted items to the same vendor for more than 1 month per year).
- Decisions regarding invested funds
- Unanticipated withdrawal of funds in excess of \$5,000

The process for approving changes within the budget, keeping the bottom line the same, is:

- The Director and/or fiscal officer discusses the reasons for the change with the Finance Committee
- The Finance Committee approves the change
- If the amount is greater than \$5,000, the Finance Committee reports that change to the full board.

In an emergency situation, if there is the need to withdraw significant funds not otherwise approved, the Library Director shall consult the Fiscal Officer regarding funds availability and seek approval by the Board President or, if not available, the Vice President.

### **Reporting by Management to the Board**

Management provides Profit & Loss statements and budget statements showing actual expenditures vs. the budget on a monthly basis, first to the Finance Committee then to the Board for approval.

Management should also report to the Board in a timely fashion serious occurrences, human resource issues and patron complaints that may put the library at risk.

Rev. February 2023