

# Portland Library

20 Freestone Avenue

Portland, CT 06480

860-342-6770

## Portland Library Memorial Fund Rules and Regulations

1. Expenditures of \$500.00 or less may be made from the Library Memorial Fund without Library Board approval. Such expenditures must, however, have the prior approval of the Chairperson of the Library Board.
2. Expenditures of more than \$500.000 from the Library Memorial Fund shall require prior approval of the Library Board.
3. The Library Director may make the following expenditures from the Library Memorial Fund without prior approval of the Library Board or its Chairperson:
  - A) Copier lease payments, supplies and service payments for the public copier.
  - B) Videos, CD ROMS and DVDs in an amount not to exceed the revenue generated from fines.
  - C) Books in an amount not to exceed the revenue generated from the Request Club, the Best Seller Club or other monies received for the purchase of books other than by way of donations.
4. All Memorial Fund payment requisitions shall be approved by the chairperson and Library Director or his/her designees. Any reimbursement to the Board Chairperson must be countersigned by the Board's Vice Chairperson.
5. All expenditures shall be made in accordance with the Town Purchasing Rules and Regulations, Town Charter as amended and applicable state and local laws.
6. When donations are made to the Library Memorial Fund, a thank you note will be sent to the donor and an acknowledgement will be sent to the person of the donor's request. Donations will be acknowledged in compliance with IRS regulations. Any restrictions or requests by the donor shall be

considered by the Board. If approved, the gift shall be accepted and expenditures made for the proposed purposes, following these rules.

7. The Library Board shall have the right to amend these rules and regulations at any time and may waive any of these rules and regulations when deemed to be in the best interests of the Library.

Approved by the Portland Library Board of Directors 10/1/2009