

Portland Library
20 Freestone Avenue
Portland, CT 06480

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 \$500.00 from the Library Memorial Fund shall require prior approval of the Library Board.
3. The Library Director or their designee 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. Funds for projects, materials, fixtures, etc. as requested by the Library Director or their designee which have been pre-approved for reimbursement by the Board of the Friends of the Portland Library.
 - c. Circulating Materials in an amount not to exceed the revenue generated from the Adopt an Author Club or other monies received for the purchase of materials other than by way of donations.
4. All Memorial Fund payment requisitions shall be approved by the Board Chairperson and Library Director or their designees. Any reimbursement to the Board Chairperson must be countersigned by the Board's Vice Chairperson.
5. 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.

6. When donations are made to the Library Memorial Fund, any restrictions or requests by the donor are subject to review by the library director and may need to 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

October 1, 2009

Revised May 16, 2024