



The current BDL Purchasing Policy (available at https://www.branchdistrictlibrary.org/purchasing_policy) says, in part (Section II.2):

2. It is the responsibility of the Library Director to approve purchases and contracts up to the amounts established in the approved budget or other amounts approved by the Board. For purchases and contracts using general fund monies: up to \$5,000; for purchases and contracts using capital fund monies: up to \$2,000.

This policy makes no mention of endowment fund monies. Donations, for example for the Summer Reading Program, go to the endowment fund and then get paid from this fund for their intended purpose. Often, these are small dollar amounts: \$50 for program supplies, \$100 for a program presenter, etc. Recommend that the policy wording be changed to include endowment fund in a similar fashion to what is already present for the capital and general funds:

2. It is the responsibility of the Library Director to approve purchases and contracts up to the amounts established in the approved budget or other amounts approved by the Board. For purchases and contracts using general fund monies: up to \$5,000; for purchases and contracts using capital fund monies: up to \$2,000; **for purchases and contracts using endowment fund monies: up to \$X, provided any applicable restrictions are followed.**