**EJ Cottrell Memorial Library**

**Capital Fund Policy**

This Capital/Building Fund policy is established in response to the library’s need for an adequate physical facility and to ensure the accessibility and safety of library space and the continuity of library operations.

The capital fund account will hold funds for the purpose of building maintenance and repair, building improvements, and building expansion or construction in the event the library is afforded the opportunity to expand its physical building space. This includes the acquisition of land and property. Capital funds may also be used for the purchase of furniture, fixtures, technology and physical plant equipment.

Capital/Building funds will be placed in a savings or money market account locally until they can be expended. The board authorizes up to $5,000 per year of taxes raised to be transferred into the capital fund, and sets the allowable maximum capital fund balance at $250,000 for current and future building projects.

Donations received or fundraising contributions may also be designated to the Capital Fund. If the total in the Capital Fund reaches $250,000, a cap will be imposed and funds will be spent down for the above-mentioned capital projects as they are needed.

Adopted by the EJ Cottrell Memorial Library Board of Trustees on 07/17/2025