

ITEM NUMBER: 7.45
CHAPTER 7: Administrative
Management
Policy
CODE: Policy
COMPUTER ID: AMFIS-6

Title: Fund Raising Policy
Effective Date: 6/25/84
Authorized By: Library Board of Trustees
Date of Last Revision: 3/2009

Marathon County Public Library welcomes and is appreciative of receiving gifts, donations, and memorials from individuals or groups. Once accepted, the Library Board will exercise all power, responsibility, and authority over the donation.

Fundraising for the library can only be accomplished in the following ways:

1. Friends of the Library fundraising activities

Examples:

- a. Book sales
- b. Sales of specific items such as book bags

2. Library Foundation fundraising activities

Examples:

- a. Solicitation mailings
- b. Donations from individuals, foundations, or corporations
- c. Profits from events

3. Requests by staff

Staff may request specific items or funding from local businesses or other sources after receiving approval from the Library Director. In some cases, approval will also be necessary from the Library and Foundation Boards before proceeding.

Examples:

- a. Retail stores for specific items to give as incentives
- b. Restaurants for gift certificates
- c. Gift certificates from service companies
- d. Funding for a project

If a community group wants to specifically do a fundraising project for the Library and wishes to use the Library's name in their publicity, prior approval from the Library Board is required. Fundraising projects will be accepted from established non-profit organizations and service groups.