



OPERATING POLICY

FUNDRAISING AND DONATIONS

It is the policy of the La Grange Public Library Board of Trustees to permit and encourage acceptable fundraising efforts on behalf of the library, its components and services, by Library components (trustees or staff members), by the Friends of the Library of La Grange and by authorized outside persons and organizations.

Fundraising projects held in the Library must have the approval of the Library Board of Trustees prior to being implemented. The Board of Trustees must approve the use of staff time and resources for fundraising efforts under the direction of the Board Development and Advocacy Committee, if it furthers any part of the Library's mission. Library auxiliaries such as the Friends of the Library of La Grange act autonomously, but with representation from the Library Board of Trustees or Library administration.

Outside organizations and persons wishing to raise funds for Library purposes may use the name of the La Grange Public Library, its components or services only after the Library Board of Trustees has reviewed the fundraising project plans and procedures prior to the proposed fundraising project starting date and is satisfied that acceptable financial procedures will be followed, that appropriate advertising and publicity will be utilized, that the Library and its personnel and agents will be fully indemnified against loss or damage and that the Library Board of Trustees or its designated agent will receive a full and complete accounting and all funds raised on its behalf, immediately upon completion of the fundraising project.

No profit or commercial advantage shall devolve upon any person or organization involved in the fundraising project.

The foregoing is in no way intended to limit or preclude outside persons or organizations from donating funds to the Library, its components or services, on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

The Library accepts monetary donations, either by individuals or organizations, for materials such as books or other library materials, subject to the approval of the Executive Director or Board of Trustees.

The Library Board of Trustees shall have the sole responsibility for naming library facilities. The Board of Trustees will consider honorary names for certain library facilities as a means of acknowledging gifts or service to the Library. The Board of Trustees or its representative will be happy to discuss such naming opportunities with donors and potential donors. The Library can work with donors to qualify gifts as 501(c)(3) donations, as appropriate.

While it is the intention of the Board of Trustees that all such honorary names for library facilities will be used for many years to come, the Board of Trustees cannot promise that a name or even that the facility so named will be used in perpetuity and reserves the right to remove or revise naming designations.



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All funds raised or donated in accordance with this policy are to be placed in the La Grange Public Library account and the donor or donors may specify the use to which they are to be put. However, the Library Board of Trustees reserves the right to refuse conditional donations.