

HATCH PUBLIC LIBRARY SPECIAL FUNDS POLICY

The Special Fund of the Hatch Public Library shall consist of money collected from overdue fines, fees for lost or damaged materials, postage from overdue or Interlibrary Loan notifications, book sales, donations, memorials, other fees from the use of library equipment and facilities, and interest on the Special Fund bank account.

The Special Fund shall be used for library operations, purchasing of materials, and necessary capital expenditures unless a specific use for a donation or memorial is otherwise designated.

The Special Fund will be maintained in a checking account with the public depository authorized by the City of Mauston. Authorization for expenditures from the Special Fund shall be made by the Director of the Hatch Public Library with approval of the Hatch Public Library Board of Trustees.

Date of Approval: August 11, 1992

Date of Revision: December 20, 2000