

DEPARTMENT			
Policy Number	Subject	Date Adopted	Effective Date
TBD	Library Advisory Board Budgets Policy	1.27.2014	1.27.2014

I. PURPOSE

To establish appropriate use of funds for Library Advisory Board (LAB) budgets

II. POLICY

Sonoma County Library provides budgeted funds to each LAB for the purpose of community outreach including, but not limited to, holding branch open houses, conducting surveys, mailings and/or advertising for outreach events and other activities designed to gather input from the public on library services and programs in the local community.

III. REGULATIONS

- A. Any spending of LAB funds on materials or activities not specifically for the purpose of community outreach requires the Library Director's written approval.
- B. Any LAB activity that is designed to principally reward attendees, such as volunteer or donor appreciation events, must have Commission approval by way of an action item at a regularly scheduled Commission meeting.
- C. The use of LAB funds for advocating a ballot measure or the gifting of LAB funds is a legal violation.
- D. Any unspent funds remaining on June 30 of each year will not be carried forward into the following fiscal year.
- E. The attached document from the Office of the Attorney General – MISUSE OF PUBLIC FUNDS - provides a reference guide to individuals approving the expenditure of LAB funds.