

## **A104b Fundraising, Financial Gain and Alcoholic Beverages**

*Last updated: December 2011*

The Board of Trustees of the Hedberg Public Library ("Library") has exclusive control of all money and other items of value appropriated, donated, and/or bequeathed to the Library for library use, and the Library Board has exclusive dominion and control over the use of the Library building and physical property. This power is granted to the Library Board by the following state statute:

*Statute 43.58 (1) "The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired by, the municipality for library purposes."*

The Library Board recognizes the Library building and grounds may be used for fundraising or financial gain purposes that support the mission of the Library. Activities approved and supported by the Board include:

### **Ground Floor Coffee Shop**

The Ground Floor Coffee Shop ("Ground Floor") is operated by the Friends of the Hedberg Public Library and is staffed by volunteers. The Ground Floor sells books, gifts, snacks and beverages. The Friends of the Hedberg Public Library shall use the sale proceeds to support Library programs and services. The Ground Floor manager shall provide monthly financial reports to the Friends of the Hedberg Public Library and to the Library Director.


### **Friends Organization**

The Friends of the Hedberg Public Library and the Friends of JATV have fundraising activities throughout the year that support and promote the Library and JATV respectively. Prior to such fundraising activity the Friend's organization must inform the Library Director and be presented with a financial report. Following the fundraiser, the Friend's organization shall provide a written financial report to the Library Director.

The Library Board recognizes that there are occasions when a special event may take place at the Library. Examples of such activities include:

### **Partner Organizations**

The Library may collaborate with local community organizations, such as The Literacy Connection, whose work is compatible with the mission of the Hedberg Public Library.




The partnering organization shall inform the Library Board at least 30 days in advance of any such fundraising activity. The Library Board's decision as to whether to allow the event is final.

### **Events Requiring Admission**

Any fundraising activity where an admission will be charged must be approved by the Library Board. The sponsoring organization must apply for permission to hold the activity at the Library at least 30 days before the event. In certain cases at the request of the Library Board a representative of the event shall attend the Library Board meeting to answer questions. The Library Board's decision as to whether to allow the event is final.

### **USE OF ALCOHOLIC BEVERAGES**

The sale, distribution, and consumption of intoxicating beverages on Hedberg Public Library premises are prohibited, except under the following conditions:

1. Intoxicating beverages may only be offered at events that occur after normal library hours and shall be allowed at events intended for adults only.
  2. The organizing committee for the proposed event must include at least the Library Director and/or his/her designee.
  3. The Library Director and his/her designee must be present during the event.
  4. At least 30 days before the event, the event sponsor must submit an application to the Library Board for selling, distributing and allowing consumption of intoxicating beverages on the library premises. The Library Board's decision as to whether or not to allow selling, distributing and consumption of intoxicating beverages at the event is final.
  5. The event sponsor must obtain a Temporary Class "B" beer and/or wine license from the City of Janesville as a condition of selling, distributing, or permitting the consumption of fermented malt beverages and/or wine, and/or coolers, and must abide by all requirements of the said license or permit, including, but not limited to, having a City licensed bartender on site throughout the event when alcohol is present, sold, and/or consumed. The Temporary Class "B" beer and/or wine license must be obtained by a local 501(c) non-profit organization and otherwise in strict accord with the requirements for such permits set forth in Janesville General Ordinance ("JGO") Chapter. JGO Chapter 5.06 and Wis. Stats. Ch. 125 is each incorporated herein by reference as if fully set forth verbatim.
  6. The event sponsor is solely responsible for the lawful provision, distribution, and consumption of the fermented malt beverages and/or wine beverages (i.e., intoxicating beverages). The Library Director, staff, and Library Board are not responsible for the lawful provision, distribution, and consumption of such intoxicating beverages.
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# HEDBERG PUBLIC LIBRARY

## Application for Financial Gain, Fundraising Event and/or Use of Alcoholic Beverages

Event Sponsor:

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Event Dates and Hours:

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Event Description:

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Approved

Denied

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Library Board President

Date

