

MEMORIAL FUND

The Memorial Fund was established to secure unrestricted monetary gifts given in memoriam.

The money will be held in an account managed by the same guidelines and principles as other Library and Town of Parma monies.

The Memorial Fund shall be accounted for separate and apart from the Library's Reserve Fund, Fund Balance and Operating Fund.

The Parma Public Library Board of Trustees will have the responsibility for ensuring the management of Memorial Fund assets in compliance with the laws, rules, and regulations of the State of New York.

The Memorial Fund is a Restricted Fund and has been designated by the Library Board for use as a resource to fund non-operating cost expenses, including but not limited to:

- Special Projects including but not limited to; building upgrades, building modernization, books or other library material formats in a subject desired by the estate
- Special Needs including but not limited to; furniture both movable and built-in, technology, plaques for memorials, items that support the mission and vision of the Parma Public Library
- Continuing Education for staff members including but not limited to; registration fees and travel (mileage, flights, shuttles, cabs, etc.), hotel (but no per diem for food), not covered by the regular budget for education or conferences.

Use of the Memorial Fund, is contingent upon Prior Board approval. Approval for use of the Memorial Fund by the Library Board is also required at the time the reimbursements are made. The procedure for reimbursing the staff member will be the same as the procedure used to pay bills paid from the Operating Fund.

The employee must present the Board with a proposal that includes:

- An estimate of expenses for the conference, continuing Education, material, or project.

- If a conference or continuing Education, a list of workshops, courses, etc. and how these learning experiences will benefit the employee in their professional role. After the event, the staff member will present an oral report to the Board regarding the experience.

The Board will review the application and the director's recommendation and make a decision.

Proposed to Parma Public Library Board of Trustees December 5, 2017

Adopted by the Parma Public Library Board of Trustees December 5, 2017.