

Tipton County Public Library

Fundraising Plan

Vision

The Tipton County Public Library's vision is to be a center of information, innovation, and community life in Tipton County.

Mission

The Tipton County Public Library's mission is to provide resources for lifelong learning, to enrich lives and build community, and to be a welcoming place for all Tipton County residents.

Values

Access

Information about our world and opportunities to learn should be available and accessible to everyone. TCPL is committed to offering a variety of ways for all our community members to access the knowledge and technology they need to continue growing.

Belonging

Everyone has a place at the library. TCPL strives to be a safe and comfortable space where all community members are valued and respected.

Impact

Libraries are an essential part of any community. TCPL aspires to serve all of Tipton County by being responsive to the needs of our community and creating a positive patron experience through consistently helpful and professional library services.

Connection

Building relationships in our community is central to our mission. TCPL creates and supports meaningful ways for all community members to connect both within the library and beyond its walls.

Governance

The Tipton County Public Library is an Indiana municipal corporation operating pursuant to IC 36-12. It is a political subdivision in Indiana and is independent from Tipton County's government. Tipton County Public Library is governed by a seven-member board of trustees, appointed by the Tipton County Council, Tipton County Commissioners, and the school boards of Tri-Central Community Schools and Tipton Community School Corporation. The library board's primary responsibilities are the governance and financial management of the library.

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Funding

Per Indiana law, public libraries may collect taxes and use those funds to offer library services to the public. Indiana public libraries are not considered to be non-profit entities and do not have 501(c)(3) status granted by the United States tax code. However, public libraries are exempt from paying sales tax.

The library's funding is derived primarily from property and local taxes paid by the property owners and residents of Tipton County. The library adheres to Indiana public accounting laws enforced by the Indiana State Board of Accounts, which includes an audit every four (4) years. The library also follows public budgeting laws enforced by the Department of Local Government Finance. The library's financial reports may be found on the Indiana government's financial transparency website, Indiana Gateway.

Library Endowment Fund

In 1995, long-time board member, Nancy Urmston, passed away. Memorial funds received by the library were used to create an endowment fund for the library in 1996, which is still held by the Tipton County Foundation. The Nancy E. Urmston Endowment Fund ("Urmston endowment") supplies annual earnings that the library board determines how to use every year. Most recently, its proceeds have been used to fund scholarships for graduating seniors in Tipton County. In 2025, the library board decided to convert the fund to a general use fund. This allows contributions to be made to the Foundation in order to benefit the library in pursuit of its mission.

Need for Fundraising

Indiana public library budgets include monies from local taxes, which may fluctuate from year to year. The amount received by the library may also change due to legislation governing the library's financial management or funding sources. Supplemental funds may assist with library operations, staff development, programs and services, book and media collections, and in maintaining library facilities.

Fundraising Proposal

The library director will submit a fundraising proposal to the board of trustees to be reviewed at their regular meeting in October. The proposal will include the following elements and will be approved for one year:

1. A letter to potential donors signed by the director and/or the board president
2. Donation levels with associated perquisites (if any)
3. A general description of fundraising campaigns that donors may give to support

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Upon the board's approval, the fundraising proposal will be used in the library's marketing efforts until the board's next meeting in October of the following year. Any changes to the proposal must be approved by the board.

Reporting

The director will inform the board of outcomes related to fundraising efforts for each quarter of the year during a regular meeting of the board.

Use of Funds Received

The board will decide, via resolutions proposed during the course of its regular meetings, upon the use of the spendable balance of the Urmston endowment.

Administration and Donor Management

The library director will coordinate with the Tipton County Foundation and the library board president for other procedures related to the administration of the Urmston endowment and its donors.

The library director will maintain a list of potential donors who receive a donor letter from the library.