



Fundraising Policy

Purpose and Scope

This policy ensures that all fundraising activities are conducted legally, ethically, and transparently.

Policy

- Support groups such as Friends of the Library are separate legal entities. The library does not handle its funds.
- The Board must approve all fundraising plans before they begin.
- All funds raised are library property and must be used for library purposes.
- All fundraising receipts and expenditures must be documented and reported to the Treasurer.
- No public funds, staff time, or library resources may be used in fundraising activities.
- Fundraising must comply with IRS rules and the New York Charitable Solicitation Act.
- Additional guidance for volunteer activities will be found in the Volunteer Handbook.

Appropriate Use of Fundraising

- Fundraising should not be relied upon for mission-critical operating expenses such as staff salaries, utilities, or building maintenance. Doing so invites financial instability.
- The Board should identify projects or enhancements that are appropriate for fundraising efforts, such as new programs, special collections, or capital improvements.
- Trustees, as private citizens, may independently participate in fundraising for the library.

Authority and Oversight

The Board reviews and approves fundraising activities and receives regular reports on funds raised.

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