

## **CORTLAND FREE LIBRARY**

**Policy Category:** Financial Controls

**Policy Title:** Fundraising Policy

**Need for Policy:** To ensure the Board of Trustees is aware of all fundraising activity so that it can coordinate efforts and assess the impact on the community; to ensure that no profit or commercial advantage shall devolve upon any person or organization involved in the fundraising project.

**Policy:** The Cortland Free Library permits and encourages acceptable fundraising efforts on behalf of the Library by the Library, the Friends of the Library, trustees, and authorized outside persons and organizations. Fundraising efforts can include, but are not limited to, an annual campaign, a building campaign, bake sales, used book sales, and other forms of solicitation. All such efforts must support the library's mission and be approved by the Board of Trustees.

Private fundraising should not take the place of public support. Rather, fundraising should enable the Library to enhance services in ways not otherwise financially possible.

These guidelines are in no way intended to limit or preclude outside persons or organizations from soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees as long as the provisions of this policy are satisfied.

### **Responsibilities:**

This policy shall be enforced by the Director.

The Board will consider all fundraising proposals as they are presented on a case-by-case basis.

**Approved: 06/21/2017**