

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: *FUNDRAISING ACTIVITIES***

---

With respect to fundraising activities for revenue enhancement for the library (above and beyond tax and state aid revenue), the Library Director shall not cause or allow any fundraising activities to be done in a manner that does not comply with Library Board policies and priorities established in Ends Statements and with the prohibitions listed below.

Accordingly, the Library Director shall not:

1. Utilize programs within the realm of normal library operation as fundraising vehicles.
2. Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.
3. Permit the presentation of any fundraising program at the library without the approval of the Library Director and the knowledge of the Marketing/Fund Development Manager.
4. Allow donor lists to be shared with any other entity or charitable agency.
5. Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.
6. Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.
7. Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.
8. Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.
9. Utilize fundraising to supplement regular, day-to-day library operations.
10. Fail to recognize donors, in some special manner, who contribute gifts to the library of \$5,000 or more.
11. Allow fundraising plan to be executed without board approval.