Fundraising Policy	
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REVISION #	0

LIBRARY POLICY

Fundraising Policy

PURPOSE

To provide guidelines for internal and external fundraising or donation solicitation made in the name of the Frankfort Public Library District.

See Also: Donation Policy, Gift Ban Policy, Community Information & Solicitation Policy

POLICY

The Frankfort Public Library District welcomes and encourages fundraising activities by the community and other organizations to support our mission operations, services, and programs.

"Fundraising" is defined as a project undertaken for the purpose of raising funds or soliciting in-kind donations for or on behalf of the Frankfort Public Library District.

The following are policies for fundraising activities associated with the Library:

Tenets

- The Library will conduct all fundraising activities in a fashion consistent with our mission statement, strategic plan, and policies.
- Fundraising is for Library purposes only, and can be targeted for specific projects, programs, capital improvements, or general operational support.
- Transparency is an essential element of all fundraising campaigns. Fundraisers should be open, honest, and clear in their use of solicitations. Every effort should be made to avoid misleading donors as to the use of funds and description of activities.
- All persons engaged in fundraising activities will maintain accurate records of expenses, donations, and income, reporting that information to the Treasurer of the Board of Trustees.
- Fundraising activities will be conducted in a cost-effective manner, maintaining our fiduciary responsibilities to our donors and patrons.
- In order to responsibly manage the Library's limited resources, including staff time, Library-led fundraising and solicitation of donations should be specific and limited in scope, leaving general fundraising to the Friends of the Frankfort Library or other outside organizations.

Use of Library Staff

Periodically Library staff are engaged either directly or indirectly in fundraising efforts or solicitation of both cash and in-kind donations to support Library programs, services, or operations, such as the Summer Reading Program. Staff shall be provided with appropriate training and details about the use of the donations, and such efforts shall not place an undue burden on staff members. Assigning fundraising work to Library staff requires prior approval of

the Library Director or designee. In accordance with the Fair Labor Standards Act, Library employees cannot volunteer for their employer. All time spent working on Library-led fundraising shall be considered working time.

Work by staff on applications for grant monies or similar is not considered fundraising under this Policy.

Guidelines for Fundraising by Outside Persons and Organizations

The Library's mission seeks to engage the community through various partnerships. The Library encourages fundraising efforts on behalf of the Library by outside persons and organizations. In order to maintain consistency with the mission and needs of the Library, partnerships involving fundraising activities with community, affiliates, and third-party organizations not directly affiliated with the Library will be reviewed by the Library Director, who in consultation with the Library Board will determine suitability and approval.

The Library Director will track all fundraising initiatives to coordinate activities and eliminate duplication of funding requests and solicitations.

Written approval must be obtained prior to the execution of any fundraising activities in the name of the Frankfort Public Library District. A proposal describing the fundraising plan should be submitted to the Library Director no fewer than 30 days prior to the start of the fundraiser, and should include the following:

- Specific purpose and scope of the project
- Starting and end dates of the campaign
- Financial procedures to be followed, including a full understanding of the expected proportion of fundraising proceeds to be supplied to the Library, as well as any payments expected by outside persons and/or organizations related to the fundraising campaign
- Advertising and publicity to be utilized
- Evidence that the Library and its staff and agents will be fully indemnified against loss or damage
- Certification that the Library will receive a full and complete accounting of the funds raised on its behalf immediately upon completion of the fundraising project

Fundraising activities or associations with third-party organizations that are inconsistent with the mission statement, strategic plan, and policies of the Library will not be approved.

The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

The Friends of the Frankfort Public Library

The Friends of the Frankfort Public Library was formed in 1980, in part to provide the Library with community support and fundraising. The Friends of the Frankfort Public Library is specifically authorized to conduct fundraising efforts on behalf of the Library. The Library Director is tasked with ensuring that any additional approved fundraising or donation solicitations, whether conducted by Library staff or outside parties, does not duplicate or conflict with the regular fundraising efforts of the Friends of the Frankfort Public Library.