



FUNDRAISING POLICY

The Board of Trustees of Wadsworth Library recognizes that the library engages in fundraising and solicitation activity. In order to comply with federal, state and local laws, as well as applicable ethical norms, the Board has endorsed the following guidelines for the cultivation and acceptance of gifts that support the mission of Wadsworth Library.

GENERAL FUNDRAISING PROVISIONS:

- A. **OVERSIGHT** – The Library Director is responsible for all strategic development, fundraising and solicitation activity and provides periodic and annual review to the Board of Trustees.
- B. **TRUTH AND ACCURACY** - All solicitation and fundraising materials and other communications to donors and the public shall clearly identify Wadsworth Library and be accurate and truthful. Library staff shall review fundraising or solicitation materials prior to publication for:
 - a. material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding.
 - b. any statements or content that would tend to create unrealistic donor expectations of what the donor's gift will actually accomplish.
- C. **USE OF FUNDRAISING PROFESSIONALS**–From time to time the Library may contract for fundraising services. Third party fundraisers engaged by the library must be registered with appropriate state and local authorities, and their representation of the Library must be evidenced by a written agreement approved by the Library Board of Trustees after a formal bid process.
 - a. **COMPENSATION** – When contracting with a third party fundraiser, an invitation for bids shall be issued and include specifications, and contractual terms and conditions applicable to the fundraising campaign. The contract shall be awarded with reasonable promptness by appropriate notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. The Library shall not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.
- D. **USE OF LIBRARY STAFF** - Periodically the Library Staff may be engaged in fundraising to supplement funds to support specific events such as the Summer Reading Program. The Library shall provide appropriate guidelines, training and supervision for staff.
- E. **PARTNERSHIP WITH THE FRIENDS OF WADSWORTH LIBRARY** - The Friends of Wadsworth Library was formed with the mission of building greater understanding of the important role Wadsworth Library plays in the community. A key purpose of



the Friends is to fund and coordinate programs and events for the community that are compatible with the Library's policies and objectives. The Friends hold fundraising events for this purpose.

F. **COMPLIANCE WITH LAW** – In addition to any other requirements of this policy, all fundraising activities for the Library shall be conducted in accordance with applicable law.

G. **OUTSIDE GROUP REQUESTS**

Occasionally local groups request permission to use Library property for fundraising. Such activity must be limited to minimize interference with the fulfillment of the Library's mission.

1. Except as indicated in paragraph 2, below, it is the policy of the Library to grant permission exclusively to the Library and the Friends to conduct fundraising or sales on Library property.
2. The Board, on recommendation by the Director and, after due deliberation, may occasionally vote to make exception to paragraph 1, above, for no more than one year at a time to not-for-profit (IRS 501 c.3) community organizations of cultural, educational, and/or historical natures if, in the judgment of the Board, the activity is consistent with the Library's mission and conveys some benefit to the Library.

Responsibility for Upholding
DIRECTOR

Approved by the Board of Trustees July 12, 2018