



FUNDRAISING POLICY

This policy establishes guidelines and procedures for fundraising activities conducted by or on behalf of the Dansville Public Library ("Library"). It ensures compliance with New York State laws and regulations while supporting the Library's mission through supplemental funding opportunities.

This policy applies to all fundraising activities associated with the Library, including those conducted by the Board of Trustees ("Board"), Library staff, and affiliated groups, including the Friends of the Dansville Public Library ("Friends").

LEGAL FRAMEWORK AND FIDUCIARY RESPONSIBILITY

Governing Laws and Regulations

The Library's fundraising activities shall comply with all applicable laws and regulations, including but not limited to:

- New York Education Law, particularly Article 5 (§§ 253-272)
- New York General Municipal Law
- New York State Comptroller's guidelines on public fund expenditures
- New York State Charities Bureau regulations
- Internal Revenue Service (IRS) requirements for tax-exempt organizations
- New York Executive Law Article 7-A (Charitable Solicitations)

Fiduciary Responsibility

The Board of Trustees acknowledges its fiduciary responsibility to secure adequate and sustainable funding for Library operations primarily through public funding sources. While fundraising can supplement public funding, the Board recognizes that:

- No public funds, including staff time paid with public funds, shall be used for fundraising efforts.
- Mission-critical operational expenses (including salaries, building maintenance, and utilities) shall be funded through sustainable public funding sources rather than donations.
- Fundraising shall be directed toward specific, defined purposes separate from core operations.
- The Library shall maintain separate accounting for donated funds as required by NYS Comptroller's internal control frameworks.

ROLES AND RESPONSIBILITIES

Board of Trustees

The Board shall act as a body, not as individuals, in authorizing fundraising activities in accordance with New York Education Law.

Trustees may participate in fundraising activities as private citizens, with clear documentation that such activities are conducted outside their official capacity. This may be accomplished by a statement in either the Conflict of Interest agreement or the Library Board meeting minutes prior to the event.

The Board shall ensure proper fiscal controls for receiving, tracking, and expending donated funds as required by New York State audit standards.



The Board may define specific purposes for fundraising campaigns that align with the Library's strategic plan.

Library Staff

The Library Director shall be informed of all fundraising activities.

Any staff involvement in fundraising activities must be conducted outside of hours paid by public funds.

Friends for the Dansville Public Library

The Library encourages collaboration with the Friends for fundraising initiatives.

Such collaboration shall be governed by a written Memorandum of Understanding outlining mutual commitments for legal compliance, cooperation, and transparency. The Library and the Friends are separate and distinct legal entities. The Friends must maintain its own registration with the New York State Charities Bureau.

Fundraising Professionals

The Library may contract with third-party professionals 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 in accordance with the Library's Procurement Policy. The Library shall not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.

APPROVED FUNDRAISING ACTIVITIES

Specific Fundraising Purposes

Fundraising activities may be directed toward specific purposes, which may include:

- Special collections or materials
- Programs and events beyond core services, including the Summer Reading Program
- Capital improvements
- Technology enhancements
- Endowment funds for long-term sustainability

Online Donations

The Library may maintain a donation button on its website.

All online donation methods must use secure payment processors that comply with New York State data protection requirements.

Online donations must clearly state the purpose of the donations and include all legally required disclosures under New York Executive Law Article 7-A.

Events and Activities

All fundraising events shall have defined objectives that align with specific Library needs. Fundraising events must comply with all applicable laws and regulations.



Events involving games of chance must adhere to New York State Gaming Commission regulations. Events requiring permits or licenses under New York law must secure such authorization before proceeding.

PUBLIC TRANSPARENCY

Information about fundraising activities and the use of donated funds shall be included in the Library's annual report to the community.

The Library shall maintain transparency regarding the purpose and use of donated funds.

All fundraising materials and other communications to donors and the public shall clearly identify Dansville Public Library and be accurate and truthful.

OUTSIDE GROUP REQUESTS

The Library grants exclusive permission to the Library and the Friends to conduct fundraising or sales on Library property, except as indicated below:

- The Library Director may authorize exceptions for local organizations to conduct fundraising activities outside of the Library building, including on the Library's lawn or sidewalks, during community-wide events, such as Second Saturdays.
- Local organizations seeking to conduct passive fundraising activities within the Library building for a defined period of time must submit a written request to the Board to obtain prior approval. Such activity must be limited to minimize interference with the fulfillment of the Library's mission.

Organizations requesting permission to fundraise on Library property must be nonprofit community organizations with cultural, educational, and/or historical purposes. Proposed activities must be consistent with the Library's mission and provide a clear benefit to the Library or the community it serves. Organizations must clearly state who will benefit from the fundraising activity, if not the Library.

The Library reserves the right to deny any request that is not aligned with these standards or that may interfere with Library operations, services, or public use of Library facilities.

Non-Library Donation Collection Boxes

The Dansville Public Library respects all charitable endeavors, including the ongoing or special solicitation of donations in support of worthy causes. However, as the Library has a limited space and capacity to monitor on-site donation boxes, we can only permit a certain number of donation collection boxes on Library premises.

Charities registered with the NY Attorney General's Charities Bureau may apply to have a solicitation box at the Library for up to one month per year; selection will be made in order of application.

To apply, please submit a written request that includes the following:

1. The name of the charity and New York State Charities Bureau Registration #
2. The purpose of the donation
3. What is being solicited (Only donated goods are allowed. No monetary donations will be permitted.)



4. The size of your donation box
5. Who from your organization will be at the Library no less than one day per week to empty the donation box.

The Library is not responsible for loss or damage to donated items.

Electronics and any items containing batteries, perishable food, and items that may interfere with the routine environment of the Library may not be donated.

The Library may cease offering this courtesy without notice.

All donation boxes will comply with New York State Comptroller's guidelines on the use of public property.

CONFLICTS OF INTEREST

All fundraising activities shall comply with the Library's Conflict of Interest Policy. As such, no individual shall personally benefit from Library fundraising activities.

Trustees and staff shall disclose any potential conflicts of interest related to fundraising activities as required by New York Not-for-Profit Corporation Law § 715-a.

The Library shall maintain records of all disclosures and recusals related to fundraising activities.

TAX IMPLICATIONS

The Library shall provide appropriate acknowledgment of donations in accordance with IRS requirements.

The Library shall maintain its tax-exempt status and comply with all applicable reporting requirements.

The Library shall inform donors that they should consult with tax professionals regarding the deductibility of their donations.

Adopted by the Board of Trustees: 7/13/2026