RUTHERFORD PUBLIC LIBRARY
DONATION POLICY

Objectives:

A. Encourages gift giving but avoid obligations that restrict or impact the financial resources of RPL by virtue of accepting the gifts and bequests;
B. Establish a protocol for the interaction between the two auxiliary fundraising groups, the Friends and the Foundation, with the RPL being the entity that directs the use of the funds being contributed in the Library’s name by these groups;

Conditions of Acceptance:

The Board of Trustees of the Rutherford Public Library (“RPL”) may accept any bequest or gift or money, property or goods; the Director of the RPL may accept on behalf of the Board of Trustees any such gift. All Donors will be asked to sign an Acknowledgment form (attached) that makes clear that the RPL shall use the donation and take care of any gift in the manner that the RPL determines in its sole and exclusive discretion. All gifts that have restrictions placed on them shall be considered by the RPL Board as to whether the conditions impose a burden that requires the gift to be returned. The Director is authorized to accept all such gifts in any amount and shall report to the Board as to all such donations and bring any restrictions on donations to the Board as soon as practicable.

The Board reserves the right to refuse to accept any gift which (1) does not contribute toward the achievement of the goals of the RPL or (2) the ownership or care of such a donation would tend to deplete the resources of the RPL.

Any gift accepted by the Board of Trustees of the RPL or the Director of the Library shall become the property of the RPL. No donation will be returned without the approval of the RPL Board. The RPL shall be responsible for the use and maintenance of any gift it accepts and the care and custody shall be determined by the RPL in its sole and exclusive discretion. The RPL will not accept gifts or bequests that may be considered to be an endorsement of a commercial product or business enterprise.

If a gift or bequest is accepted, each Donor will sign an Acknowledgment letter that thanks the Donor for the gift and also points out that the RPL cannot accept gifts with burdensome restrictions or gifts that impact the RPL’s financial resources. The text of the letter is reprinted below:

Designations/Dedications

Regarding the naming or dedication of any exhibit, collection, sign, plaque, room, section or building owned or maintained by the RPL, such designations may be made only by the RPL Board in its sole and exclusive discretion. Such designations may occur only after a meeting of the RPL Board which has been duly noticed and such notice specifically identifies the proposed
designation. No designations will be mandated by any Donor. Any designation may be removed, discontinued or relocated by the RPL at any time for any reason without notice to any Donor.

Confidential Donor Information/Compliance

RPL will take adequate precautions to safeguard certain confidential and proprietary information belonging to the RPL, including but not limited RPL’s “constant contact list,” donor contact information, donation amounts and types and related information in all printed, stored and/or electronic formats (hereinafter “Confidential Donor Information”). RPL will require fundraising conducted by the Friends, Foundation and any third parties on behalf of RPL demonstrate compliance with applicable laws upon request.

Solicitations

All RPL Board members, Staff as well as the Foundation and Friends of the Library are encouraged to seek out sources of grants and gifts. Prospective donations should be brought to the attention of the Director of the Library. The Director shall investigate the availability and any conditions of such grants and make recommendations regarding the advisability of seeking them. RPL encourages a particular level of decorum to be observed when any solicitations are made on behalf of the RPL. RPL may direct any Staff member, Trustee, Friends or Foundation member to cease from any solicitation effort in the event the RPL determines that such solicitation does not comport with the RPL’s policy and methods of solicitation.

At the RPL’s sole and exclusive discretion, solicitations may utilize Confidential Donor Information maintained by RPL. In the event that access to this Confidential Donor Information is required for any such solicitation, the information will not be disclosed or disseminated to any third party, the Friends or Foundation. Rather, the approved solicitation will be provided to the RPL from such entity and the RPL Director will attend to forwarding the solicitation on behalf of the Foundation or Friends. RPL reserves the right whether to send any proposed solicitation submitted by the Friends, Foundation or any third party in htename of the RPL and/or utilizing Confidential Donor Information.

RPL will assure that electronic and mailed solicitations include an “opt out” or “unsubscribe” feature so patrons can discontinue receipt of any solicitations.

Rutherford Public Library Foundation

The Board of the RPL has encouraged the formation of a Foundation for the purpose of soliciting and raising monetary gifts and donations to be used for the benefit of the RPL. This Foundation shall be governed by a Board of Directors that shall be responsible for raising funds and making expenditures in areas not ordinarily covered by the Library Budget and in accordance with criteria in its Bylaws. The Foundation shall maintain a separate fundraising account shall be established by the Foundation to maintain all funds solicited by the Foundation. The Foundation
is separate from the RPL and has received qualified charitable organization status under 501[c](3) of the IRC and shall be under the direction and control of its Board of Directors. Notwithstanding the separate existence of the Foundation, it is bound to certain levels of conduct set by the RPL to assure that (1) the method of solicitation of funds and expense of funds are consistent with the goals and policy of the RPL. In order to foster cooperation between the Foundation and the Board of Trustees, members of the Board of Trustees and/or the Director may serve on the Board of Directors of the Foundation. The Director shall identify particular needs of the RPL (e.g. funds for collections, programming, equipment, etc.) and request the Foundation to solicit for such items. Policies and regulations on gifts to the RPL shall apply to items or funds received from the Foundation.

**Friends of the Rutherford Public Library**

The Board of the Rutherford Public Library has a collaborative relationship with the Friends of the RPL. As a supportive, fund-raising organization, the Friends of the Rutherford Public Library contribute to the achievement of the goals of the RPL. The Director shall identify particular needs of the RPL (e.g. funds for collections, programming, equipment, etc.) and request the Friends to solicit for such items. The Friends shall not impose conditions on any purchase or donation it receives in the name of the RPL.

Adopted by the Rutherford Public Library Board of Trustees: December 19, 2012