

FUNDRAISING AND DONATION LIBRARY POLICY PROCEDURE

1. Guiding Principles

The following principles guide Kitsap Regional Library Foundation in soliciting support to enhance or develop Kitsap Regional Library services, collections, programs, equipment and facilities.

Gifts, grants and support must:

- Advance the Library's mission, goals, objectives and priorities.
- Safeguard equity of access to Library services. Gift agreements must not give an unfair advantage to, or cause discrimination against, any part of the community.
- Protect the principle of intellectual freedom. Donors may not direct the selection of collections or require the endorsement of products and services.
- Ensure the confidentiality of patron records. The Library does not provide access to Library patron records in exchange for gifts or support.
- Leave open the opportunity for other actual or potential donors to provide similar support to the Library.

Gifts of art, books or other Library materials will be accepted in accordance with the terms outlined in the Kitsap Regional Library Art Policy and the Kitsap Regional Library Collection Development Policy.

2. Fundraising Standards

- Fundraising policy and execution of related activities are solely the responsibility of the Kitsap Regional Library Foundation. The Foundation may partner with the Library and its staff in fundraising and recognition events that incorporate Library led programs and activities. When the Foundation engages library staff in fundraising efforts it will aim to keep the involvement of and impact on Library staff time minimal.
- The Foundation will provide periodic and annual reports to the Board of Trustees.
- The Foundation will maintain the following policies: Gift Acceptance, Endowment, Investment, and Spending Policy to effectively receive, administer and steward monetary gifts, bequests, endowment funds and other assets.
- In addition to the requirements of this Policy, all fundraising activities shall be conducted in accordance with applicable law and the Association of Fundraising Professionals Code of Ethical Standards.
- Fundraising activities (including the sale of materials) of Kitsap Regional Library, recognized Friends of the Library groups, and Kitsap Regional Library Foundation are allowed in the Library or on library grounds. No other fundraising for civic, political, welfare, youth or other

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groups, charities or causes, including raising money through the sales of goods or food, is permitted in the Library or anywhere on library property at any time.

3. Recognition and Acknowledgment

- Kitsap Regional Library Foundation will ensure that each donor receives acknowledgment and, to the degree that the donor is willing, recognition.
- Donors will receive a letter of acknowledgment stipulating any special recognition agreements for gifts of money and other support.
- Public acknowledgment of donors in the Library's promotional materials will generally be restricted to a statement of the donors's name or a display of a logo.
- Acknowledgment and recognition may also take the following forms at the Library's discretion: launch of a particular program or media campaign to announce the gift, donors name on promotional materials or a press release.
- Naming within the Kitsap Regional Library system is outlined in the Kitsap Regional Library Naming Policy.
- In assessing the suitability of a potential donor relationship, the Library will look for alignment with its values and mission, considering the public image, line of business, and products and services.

4. Approval

Gifts, grants or support given with special requirements must be approved by the Library Director or the Library Board of Trustees, and cannot require the Library to take any action unacceptable to the Library Director or the Library Board of Trustees. All solicitation of gifts, grants or support will be coordinated through the Foundation.

5. Authority for Implementation

The Library reserves the right to make decisions regarding the implementation of each grant, gift or other support. Purchasing decisions, including the type of equipment, materials, furnishings and other components of a gift and all details about the design of programs and resource allocation, will also be decided by the Library.

6. Fundraising Feasibility Study Clause

The Library acknowledges that fundraising requests for special projects, programs or initiatives that exceed a threshold determined by Kitsap Regional Library Foundation will be subject to a fundraising feasibility study (study) to ensure community interest and capacity exist. The Foundation will conduct the study and the Kitsap Regional Library Foundation Board of Directors will approve the fundraising goal based on the study's outcome. The expense associated with the study will be reimbursed from funds raised for the initiative. If, for any reason, the outcome is that a fundraising effort is not pursued, the cost of the study will be applied as part of the Foundation's annual MOA payment to the Library.