

## Fundraising Policy

### 1. Purpose

The purpose of this policy is to provide guidance to individuals, agencies, companies or others, making monetary, asset, and in-kind donations to the Bastrop Public Library.

### 2. Scope

The Library welcomes contributions of funds, assets, and in-kind donations. Offers of donations, whether for funds, assets or in-kind services, may be made directly to the Library, the Bastrop Public Library Board (Library Board), or through the Friends of the Bastrop Public Library organization (Friends). The Friends is a philanthropic membership organization that, in addition to its general advocacy of library services for the Bastrop community, also raises funds for the Library through assessment of organizational membership fees, book and merchandise sales, and fundraising events. Although the Friends of the Bastrop Public Library works closely with the Library, it is an independent, private organization and, accordingly, has its own policies and procedures. All donations given to the Library by the Friends of the Bastrop Public Library are subject to the provisions listed in the Bastrop Public Library Fundraising Policy.

The Library may receive financial donations in the form of bequests, endowments, memorials, planned giving, trusts, and general financial donations. Restricted donations are those for which the donor has conditioned upon specific terms, stipulations, or purposes. Unrestricted donations are those funds that the donors have placed no specific terms, conditions, stipulations, or purposes.

### 3. Terms and Definitions

**Bequest:** A donation of funds or other assets made at death by an individual through the provision contained in the decedent's will or trust.

**Donation:** A voluntary transfer of money or assets to the Library.

**Donor:** An individual, organization, foundation, entity, agency, or business that makes a monetary, asset, or in-kind contribution to the Library.

**Endowment:** A donation providing for the continuing support or maintenance of the Library.

**Funds:** Money or other papers (bonds, shares, etc.) having monetary value to the Library.

**Fundraising:** Activities and events undertaken for the purpose of raising or obtaining funds, assets, or in-kind that are donated to the Library to support Library services, programs, or facilities.

**Honorarium:** A donation made in honor of a living person.

**Memorial:** A donation made to perpetuate the memory of an individual who is deceased.

**Planned Giving:** A donation, possibly in the form of a bequest, life insurance, and/or charitable annuity that is often planned as a donation upon the death of a donor.

**Trust:** A legal arrangement between a donor and a trustee that gives management of specified wealth to the trustee to direct income for the benefit of the Library.

#### **4. Provisions**

Overall, Library donation practices and policies must be ethical and sound and should have a goal of furthering the Library's vision, goals, objectives, and priorities.

All activities conducted on behalf of the Library and its collections, services, programs, and facilities and the solicitation of funds for this purpose are under the supervision and approval of the Library Director and the City. The Library Director may request the assistance and consultation of the Library Board or qualified staff in order to effectively plan activities.

The Library Board reserves the right to accept or reject any donation, endowment, memorial, honorarium, bequest, or trust offered to or for the Library.

The Library Board has final say over accepting or rejecting any donation over \$1,000.

#### **MONETARY DONATIONS:**

The library welcomes monetary donations. These funds may be used for Library materials, Library furniture, equipment or property, or to sponsor Library programs.

#### Monetary Donations-"Unrestricted":

- The Library encourages unrestricted monetary donations.
- Unrestricted monetary donations may be expended for purposes as authorized by the Library Director, including such uses as additions to the Library's collection, computer services, facility purposes, etc.
- Unrestricted monetary donations may be made for the purpose obtaining Library furniture or equipment, and, in such cases, the Library will acknowledge the donation and use in writing directed to the donor.

#### Monetary Donations-"Restricted":

- Restricted monetary donations are those for which the donor places conditions and/or stipulation upon the use of the funds.
- When restricted monetary donations are accepted by the Library, they are expended according to the donor's conditions and stipulations. If the Library is unable to adhere to the donor's stated conditions or stipulations, it will not accept the donation.
- Restricted monetary donations may be made for the purpose of expanding the Library's collection, and, in such cases, the donor may suggest a subject area or format for which the funds may be applied. The Library will attempt to honor the donor's wishes, as long as suggested materials are: (1) consistent with the Library's Materials Selection Policy and (2) fit within the Library's available space. Materials acquired by use of unrestricted monetary donations will generally be made by the Library staff. When appropriate and requested by the donor, a gift plate will acknowledge the donation. Donations made for obtaining materials through a subscription must be made in an amount that will cover a two-year subscription commitment.

#### **DONATIONS OF MATERIALS:**

The Library welcomes donated materials that are appropriate for Library users.

All materials offered as donations to the Library will be evaluated by the Library staff to ensure the acceptability of such materials to meet the Library's purposes. Donations of materials to the Library may not be subject to conditions or stipulations by the donor.

The Library staff will determine which donated materials are appropriate for addition to the Library's collection. All donated materials that are not added to the Library's collection will be given to the

Friends and will be sold by the Friends in their bookstore or in one of their annual book sales, and the proceeds from such sales shall then be provided to the Library.

### **IN-KIND DONATIONS**

The Library welcomes in-kind donations when such services are appropriate for the library's purposes.

The Library may accept other in-kind donations, such as merchandise coupons, complimentary admissions, or services that are provided in support of the Library's programs.

In-kind donations will be acknowledged in the Library's promotional materials as appropriate.

### **GENERAL CONSIDERATIONS**

All publications, conversations, practices, and agreements regarding donations to the Library shall be truthful and fair, and information related to a donation will be kept confidential to the degree agreed upon between the Library and the donor and as allowed by applicable laws and regulations. However, donors understand and acknowledge that the Library is a department within the City of Bastrop, and all donations made to the Library are subject to public disclosure pursuant to the Texas Public Information Act.

Library Board members, employees, and/or volunteers may not make any promises to donors, may not seek or expect any favoritism from a donor, nor may they agree to any donor-directed changes in the vision, policies, services, collections, or programs of the Library as a result of a solicitation from or contribution by a donor.

All donations to the Library, including monetary, pledges (e.g., unconditional promise to give funds), securities, trusts, insurance policies, real estate, assets, and in-kind donations, shall be officially recorded in the Library's records and shall be officially acknowledged by the Library or City. It is the responsibility of the Library Director to appoint appropriate staff to maintain these records.

All funds raised by or for the Library for specific purposes shall be used for the purpose for which they were raised. All donors have the right to request and obtain complete and timely information concerning how their donation was/will be used.

Donor relationships or agreements must maintain the Library's principle of intellectual freedom, safeguard the Library's equity of access, and support the Library's policies against discrimination and supporting Library patron confidentiality to the extent permitted by state and federal laws.

The Library will follow generally accepted accounting principles (GAAP) relating to the accounting and crediting of all donations.

The Library reserves the right to terminate any donation agreement should it identify conditions during the life of the agreement, which would result in conflicts between the donation and the goals, purposes, and/or would be contrary to the best interest of the Library.

All donors are to be treated with respect and with the degree of confidentiality they desire to the extent confidentiality is permitted by state and federal laws.

Donors are to be provided with honest and accurate information about the Library's mission, services, programs, and status.

While it is important that the Library Director and Library Board remain aware of any tax provision relating to contributions, the Library must not take any action or make any statement that states or implies that the Library or a staff member represents the donor in any transaction, and the Library should clearly state and stipulate that the donor should contact a professional advisor in all questions of donation valuation and/or deductibility.

All sponsored or donated products, materials, and services must meet the standards used by the Library in the purchase of similar materials.

No Library employee will be required to wear or should personally display any corporate logo or advertising other than that of the Bastrop Public Library.

Donor names are public information.

The prospect and donor files (including databases) are the property of the Library. Library Board members, employees, or volunteers may not use or hold any donor list or identification for any use other than the advancement of the Library.

Upon receipt of a donation, the Library will acknowledge it promptly.

Acknowledgement of a donation may take any of the following forms, or another form, at the discretion of the Library and/or the donor:

- A special program or media campaign to announce donation
- Library bookplate(s) with the donor's name
- A small, standardized plaque placed on or near a physical object or feature in a Library building
- Acknowledgement in a Library promotional publication, display, advertisement, web page, or banner
- Announcement at a Library program

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